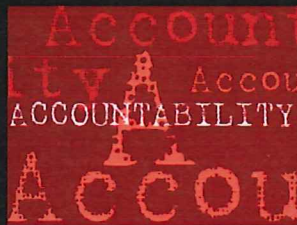
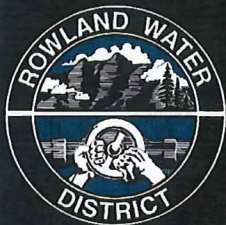


# ROWLAND WATER DISTRICT

3021 Fullerton Road  
Rowland Heights, CA 91748  
(562) 697-1726

## RWD BOARD VISION



### Our Mission:

*"Bound by our core values -- Accountability, Communication and Teamwork -- we are committed to providing the highest level of service to our customers --*  
**DEDICATED-RELIABLE-OUTSTANDING-PROFESSIONAL SERVICE"**

**Board of Directors Regular Meeting**  
**January 14, 2020**  
**6:00 p.m.**



**AGENDA**  
Regular Meeting of the Board of Directors  
January 14, 2020  
6:00 PM

---

---

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL OF DIRECTORS**

Robert W. Lewis, President  
Teresa P. Rios, Vice President  
Anthony J. Lima  
Szu Pei Lu-Yang  
John Bellah

**ADDITION(S) TO THE AGENDA**

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

*Any member of the public wishing to address the Board of Directors regarding items not on the Agenda within the subject matter jurisdiction of the Board should do so at this time. With respect to items on the agenda, the Board will receive public comments at the time the item is opened for discussion, prior to any vote or other Board action. A three-minute time limit on remarks is requested.*

*Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Rose Perea, Secretary to the Board at (562) 697-1726, or writing to Rowland Water District, at 3021 Fullerton Road, Rowland Heights, CA 91748. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included, so that District staff may discuss appropriate arrangements. Anyone requesting a disability-related accommodation should make the request with adequate time prior to the meeting in order for the District to provide the requested accommodation.*

*Any member of the public wishing to participate in the meeting, who requires a translator to understand or communicate in English, should arrange to bring a translator with them to the meeting.*

*Materials related to an item on this Agenda submitted after distribution of the Agenda packet are available for public review at the District office, located at 3021 Fullerton Road, Rowland Heights, CA 91748.*

## **Tab 1 CONSENT CALENDAR**

*All items under the Consent Calendar are considered to be routine matters, status reports, or documents covering previous Board instruction. The items listed on the Consent Calendar will be enacted by one motion, unless separate discussion is requested.*

**1.1 Approval of the Minutes of Regular Board Meeting held on December 17, 2019**

*Recommendation: The Board of Directors approve the Minutes as presented.*

**1.2 Demands on General Fund Account for November 2019**

*Recommendation: The Board of Directors approve the demands on the general fund account as presented.*

**1.3 Investment Report for November 2019**

*Recommendation: The Board of Directors approve the Investment Report as presented.*

**1.4 Water Purchases for November 2019**

*For information purposes only.*

**Next Special Board Meeting:**

**January 28, 2020, 6:00 p.m.**

**Next Regular Board Meeting:**

**February 11, 2020, 6:00 p.m.**

## **Tab 2 ACTION ITEMS**

*This portion of the Agenda is for items where staff presentations and Board discussions are needed prior to formal Board action.*

**2.1 Review and Approve Directors' Meeting Reimbursements for December 2019**

*Recommendation: The Board of Directors approve the Meeting Reimbursements as presented.*

**2.2 Approve Change in IRS Mileage Rate from \$.58 to \$.575 effective January 1, 2020**

*Recommendation: The Board of Directors approve the IRS rate as presented.*

**2.3 Authorize Presiding Officer to Vote for Special District LAFCO Representative for Term Expiring May 2020**

*No recommendation.*

**2.4 Receive and File Final Puente Basin Water Agency Financial Audit for Fiscal Year Ended June 30, 2019 prepared by Davis Farr Certified Public Accountants**

*Recommendation: The Board of Directors Receive and File the Financial Audit As presented.*



**2.5 Consider Salary Adjustment to Agreement for Employment of General Manager**

*Intentionally left blank. No Recommendation provided.*

**2.6 Review and Approve Resolution No. 1-2020 Policy on Discontinuation of Residential Water Service for Non-Payment**

*Recommendation: The Board of Directors Approve the Resolution As presented.*

**2.7 Consider Approval to Purchase Two (2) Thunder Creek Mobile Diesel Trailers**

*Recommendation: The Board of Directors Approve the Purchase of the Mobile Diesel Trailers*

**2.8 Presentation on the “Little Library”**

*Intentionally left blank. No Recommendation provided.*

**2.9 Public Relations (Rose Perea)**

- **Communications Outreach (CV Strategies)**
- **Education Update**

*For information purposes only.*

**2.10 Discussion of Upcoming Conferences, Workshops, or Events (Including Items that May Have Arisen after the Posting of the Agenda)**

- Three Valleys Leadership Breakfast, January 30, 2020, 7:30-9:00 a.m., Sheraton Fairplex Suites

**Tab 3 LEGISLATIVE INFORMATION**

**3.1 Updates on Legislative Issues**

*Intentionally left blank.*

**Tab 4 REVIEW OF CORRESPONDENCE**

*Intentionally left blank.*

**Tab 5 COMMITTEE REPORTS**

**5.1 Joint Powers Insurance Authority (Director Lewis/Mr. Coleman)**

- ACWA/JPIA - Thank You Letter

*For information purposes only.*

*There are no tabs for the remainder of the meeting.*

**5.2 Three Valleys Municipal Water District (Directors Lu-Yang/Lima)**

**5.3 Association of California Water Agencies (Directors Lewis/Bellah)**

**5.4 Puente Basin Water Agency (Directors Lima/Lewis)**

**5.5 Project Ad-Hoc Committee (Directors Lima/Lu-Yang)**



- 5.6 **Regional Chamber of Commerce-Government Affairs Committee**  
(Directors Lewis/Bellah)
- 5.7 **PWR Joint Water Line Commission** (Directors Lima/Rios)
- 5.8 **Sheriff's Community Advisory Council** (Directors Lu-Yang/Rios)
- 5.9 **Rowland Heights Community Coordinating Council**  
(Directors Lu-Yang/Bellah)
- 5.10 **Hacienda Heights Improvement Association** (Director Lima)

**Tab 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

- 6.1 **Finance Report** (Mr. Coleman)
- 6.2 **Operations Report** (Mr. Moio)
- 6.3 **Personnel Report** (Mr. Coleman)

**Tab 7 ATTORNEY'S REPORT** (Mr. Joseph Byrne)

**Tab 8 CLOSED SESSION**

- a. **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
**Paragraph (1) of subdivision (d) of Government Code Section 54956.9. Name of Case: Rowland Water District vs. La Habra Heights County Water District, Case No. KC070088.**
- b. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**  
Property: 18938 Granby Place, Rowland Heights, CA 91748  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: Mark I. Chen Revocable Living Trust dated 9-8-17  
Under Negotiation: Price and Terms
- c. **Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**  
Property: Portion of Property Located at  
804 S. Azusa Ave., City of Industry, CA  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: City of Industry  
Under Negotiation: Price and Terms

## **General Manager's and Directors' Comments**

## **Future Agenda Items**

## **Late Business**

*No action shall be taken on any items not appearing on the posted agenda, except upon a determination by a majority of the Board that an emergency situation exists, or that the need to take action arose after the posting of the agenda.*

## **ADJOURNMENT**

President ROBERT W. LEWIS, Presiding

# Tab

## 1.1





Minutes of the Adjourned Meeting  
of the Board of Directors of the Rowland Water District  
December 17, 2019 – 6:00 p.m.  
Location: District Office

---

---

**PLEDGE OF ALLEGIANCE**

President Robert W. Lewis opened the meeting with a dedication to recently deceased Three Valleys' Director, Joe Ruzicka.

**ROLL CALL OF DIRECTORS**

President Robert W. Lewis  
Vice President Teresa P. Rios  
Director Anthony J. Lima  
Director Szu Pei Lu-Yang  
Director John Bellah

**ABSENT:**

None.

**OTHERS PRESENT:**

Ryan Guiboa, Legal Counsel, Best Best & Krieger  
Erin LaCombe Gilhuly, CV Strategies  
Denise Jackman, Three Valleys Municipal Water District  
Kirk Howie, Three Valleys Municipal Water District  
David and Teri Malkin, Residents

**ROWLAND WATER DISTRICT STAFF**

Tom Coleman, General Manager  
Dave Warren, Assistant General Manager  
Rose Perea, Director of Administrative Services  
Dusty Moisio, Director of Operations  
Roy Frausto, Engineering and Compliance Manager

**ADDITION(S) TO THE AGENDA**

None.

**PUBLIC COMMENT ON NON-AGENDA ITEM**

David Malkin, Resident, offered his condolences to the District on the passing of Three Valleys Director, Joe Ruzicka, who died on December 13, 2019. Director Ruzicka attended the Rowland Water District Board meetings regularly.

## **TAB 1 – CONSENT CALENDAR**

Upon motion by Director Lima, seconded by Director Rios, the Consent Calendar was approved as follows:

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah  
Noes: None  
Abstain: None  
Absent: None

### **The approval of the Consent Calendar included:**

#### **1.1**

**Approval of the Minutes of Regular Board Meeting Held on November 12, 2019**

#### **1.2**

**Approval of the Minutes of Special Board Meeting Held on November 26, 2019**

#### **1.3**

**Demands on General Fund Account for October 2019**

#### **1.4**

**Investment Report for October 2019**

#### **1.5**

**Water Purchases for October 2019**

Next Regular Board Meeting

January 14, 2020, 6:00 p.m.

## **Tab 2 – ACTION ITEMS**

### **2.1**

**Review and Approve Directors' Meeting Reimbursements for November 2019**

Upon Motion by Director Lima, seconded by Director Rios, the Directors' Meeting Reimbursement Report was approved as follows:

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah  
Noes: None  
Abstain: None  
Absent: None

### **2.2**

**Approve Executive Officer Positions of the Board of Directors for 2020**

After discussion, upon motion by Director Lima, seconded by Director Rios, the Board unanimously approved Director Robert W. Lewis' election to serve as President for calendar year 2020 and Director Teresa Rios' election to serve as Vice President for calendar year 2020.

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah  
Noes: None  
Abstain: None  
Absent: None

### 2.3

#### **Review and Approve Board of Directors' Committee Assignments for 2020**

All Committee assignments for the 2020 calendar year were discussed. A motion was made by Director Lima, seconded by Director Rios, and unanimously approved, to confirm the following committee assignments for the 2020 calendar year:

Puente Basin Water Agency	Director Lewis Director Lima Tom Coleman, Alternate
PWR Joint Water Line Commission	Director Lima Director Rios, Alternate
Three Valleys Municipal Water District	Director Lima Director Lu-Yang
Association of California Water Agencies	Director Bellah Director Lewis
Joint Powers Insurance Authority	Director Lewis Tom Coleman, Alternate
San Gabriel Valley Regional Chamber of Commerce-Government Affairs Committee	Director Lewis, Voting Member Director Bellah, Alternate
Los Angeles County Sheriff's Department Advisory Council	Director Lu-Yang Director Rios
Project Ad-Hoc Committee	Director Lima Director Lu-Yang
Rowland Heights Community Coordinating Council	Director Bellah Director Lu-Yang
Hacienda Heights Improvement Association	Director Lima

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah  
Noes: None  
Abstain: None  
Absent: None

### 2.4

#### **Approve/Confirm Appointment of Directors to Serve on the Puente Basin Water Agency**

A motion was made by Director Bellah, seconded by Director Lu-Yang, and unanimously carried to confirm the appointment of Director Lima and Director Lewis as Commissioners of the Puente Basin Water Agency and General Manager, Tom Coleman, as Alternate Commissioner.

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah  
Noes: None  
Abstain: None  
Absent: None



## 2.5

### **Review and Approve Resolution No. 12-2019 of the Board of Directors Rescinding the Level 1 Water Supply Shortage Declaration**

After discussion, a motion was made by Director Lima, seconded by Director Rios, to approve Resolution No. 12-2019 Rescinding the Level 1 Water Supply Shortage Declaration. The motion was approved by the following roll-call vote:

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah

Noes: None

Abstain: None

Absent: None

Motion passed by a vote of 5-0.

## 2.6

### **Review and Approve Resolution No. 12.1-2019 of the Board of Directors Appointing Representatives to the Puente Basin Water Agency**

A motion was made by Director Bellah, seconded by Director Lima, to approve Resolution No. 12.1-2019 appointing Director Lima and Director Lewis as Commissioners of the Puente Basin Water Agency and General Manager, Tom Coleman, as Alternate Commissioner to represent the District. The motion was approved by the following roll-call vote:

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah

Noes: None

Abstain: None

Absent: None

Motion passed by a vote of 5-0.

## 2.7

### **Approve/Confirm Appointment of Directors to Serve on the Pomona-Walnut-Rowland Joint Water Line Commission**

A motion made by Director Bellah, seconded by Director Lu-Yang, for the appointment of Director Lima as Commissioner, and Director Rios as alternate, to serve on the Pomona-Walnut-Rowland Joint Water Line Commission. The motion was unanimously carried.

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah

Noes: None

Abstain: None

Absent: None

## 2.8

### **Review and Approve Resolution No. 12.2-2019 Establishing the Rowland Water District Investment Policy**

After discussion, a motion was made by Director Lima, seconded by Director Rios, to approve Resolution No. 12.2-2019 Establishing the Rowland Water District Investment Policy. The motion was approved by the following roll-call vote:

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah

Noes: None

Abstain: None

Absent: None

Motion passed by a vote of 5-0.

## 2.9

### **Review and Approve Resolution No. 12.3-2019 Re-Appointing the District Treasurer and Delegating Authority for the Investment of Surplus Funds of the District to the General Manager/Treasurer**

After discussion, a motion was made by Director Lima, seconded by Director Lu-Yang, to approve Resolution No. 12.3-2019 Re-Appointing the District Treasurer and Delegating Authority for the Investment of Surplus Funds of the District to the General Manager. The motion was approved by the following roll-call vote:

Ayes: Directors Lewis, Rios, Lima, Lu-Yang and Bellah

Noes: None

Abstain: None

Absent: None

Motion passed by a vote of 5-0.

## 2.10

### **Public Relations (Rose Perea)**

Rose Perea reported eight Edu-Bucks were awarded: Blandford-1; Rowland Elementary-6; and Jellick-1, totaling \$7403.93. The MWD Poster Contest ceremony was held on December 11, 2019; Media Contest applications are due February 13, 2020 and Scholar Program applications are due January 23, 2020.

### **Communications Outreach (CV Strategies)**

Erin LaCombe Gilhuly, CV Strategies, reported that the conservation microsite will be launching in one week and a press release will be issued the first week in January. She advised that the new site is very interactive and includes puzzles for kids and a water use calculator. A customer service workshop was held at the District on December 16, 2019 to review the information contained in the legislative microsite as well as the conservation and water quality information provided on the website to enable customer service staff to better answer questions posed by customers. The updated information cards for the Board will be ready for distribution at the next Board meeting.

### **Education Update**

Provided for information purposes only.

## 2.11

### **Discussion of Upcoming Conferences, Workshops, or Events (including items that may have arisen after the posting of the Agenda)**

- Wedgeworth K-8 School Project Environmental Impact Report (EIR) Public Meeting, Saturday December 14, 2019, 10:00 a.m. – 11:30 a.m.,  
Wedgeworth Elementary School, 16949 Wedgeworth Drive, Hacienda Heights, CA  
*No action taken.*
- San Gabriel Valley Water Forum, April 16, 2020, 8:00 a.m. to 1:30 p.m., Hilton Los Angeles/San Gabriel, 225 W. Valley Boulevard, San Gabriel, CA  
*The Board asked staff to include this item on the March agenda.*

## **TAB 3 LEGISLATIVE INFORMATION**

### **3.1**

#### **Updates on Legislative Issues**

None.

## **TAB 4 REVIEW OF CORRESPONDENCE**

None.

## **TAB 5 COMMITTEE REPORTS**

### **5.1**

#### **Joint Powers Insurance Authority**

JPIA President's Special Recognition Awards provided for information purposes only.

### **5.2**

#### **Three Valleys Municipal Water District**

Director Lima reported on his attendance at the November 20, 2019 Board meeting and advised that members of the public were present to voice their opposition to the Cadiz project.

### **5.3**

#### **Association of California Water Agencies**

Director Lewis reported on his attendance at the ACWA Fall Conference held in San Diego, CA, December 3-6, 2019.

### **5.4**

#### **Puente Basin Water Agency**

Director Lima reported on his attendance at the meeting held on December 12, 2019 at Walnut Valley Water District and advised that a Davis Farr, LLP, representative participated in a teleconference to present the audited 2018-2019 financial statements. After discussion, the 2018-2019 financial statements were approved as presented. The Commissioners authorized the Administrative Officer to execute Change Order No. 1 for \$201,271.64 in connection with the 20" Pathfinder transmission main. An update was provided in connection with Proposition 84.

### **5.5**

#### **Project Ad-Hoc Committee**

Nothing to report.

### **5.6**

#### **Regional Chamber of Commerce**

The Government Affairs Committee met at the Rowland Water District on November 18, 2019. General Manager, Tom Coleman, presented a "System Overview" of District facilities and equipment which was very well received by members of the Government Affairs Committee.

### **5.7**

#### **PWR Joint Waterline Commission**

Nothing to report. The next meeting will be held on February 13, 2020.

### **5.8**

#### **Sheriff's Community Advisory Council**

Nothing to report.



## 5.9

### **Rowland Heights Community Coordinating Council**

Director Lu-Yang advised that Deputy Denver from the Walnut Sheriff's Department provided information on holiday safety at the December 16, 2019 meeting.

## 5.10

### **Hacienda Heights Improvement Association**

Director Lima reported on his attendance at the December 16, 2019 meeting and advised that a six-cent property tax increase, based on square footage, was proposed by Supervisor Janice Hahn's office for the fire department. The Industry Sheriff's Department presented a report and advised that car thefts have increased. On March 27, 2020, the meeting location will move to the Hacienda Heights Recreation Center on Turnbull Canyon Road.

## **TAB 6 OTHER REPORTS, INFORMATION ITEMS AND COMMENTS**

### 6.1

#### **Finance Report**

General Manager, Tom Coleman, presented a year-to-date Revenue and Expense Report by Category and Consumption by Class through October 31, 2019.

### 6.2

#### **Operations Report**

Director of Operations, Dusty Moisio, provided updates on the following projects:

- Valve Replacement Program – Year-to-date, 60 system valves have been replaced. The District is entering into an agreement with a contractor to complete an additional 50 valves.
- AMI Meter Replacement Program – Year-to-date, 500 meter bodies and 2,500 modules have been replaced.

### 6.3

#### **Personnel Report**

General Manager, Tom Coleman, introduced the Engineering and Compliance Manager and advised that he started with the District on December 2, 2019. The Meter Reader I position was filled with a former intern. Three of the four most recent interns have been hired to full-time positions in the water industry.

## **TAB 7 ATTORNEY'S REPORT**

Nothing to report.

## **TAB 8 CLOSED SESSION**

Legal Counsel, Ryan Guiboa, advised that a closed session was not required in connection with the items listed below.

### **a. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

**Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9.**

**Name of Case: Rowland Water District vs. La Habra Heights County Water District, Case No. KC070088**

**b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**

Property: 18938 Granby Place, Rowland Heights, CA 91748  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: Mark I. Chen Revocable Living Trust dated 9-8-17  
Under Negotiation: Price and Terms

**c. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8**

Property: Portion of Property Located at  
804 S. Azusa Ave., City of Industry, CA  
District Negotiator: Tom Coleman, General Manager  
Negotiating Parties: City of Industry  
Under Negotiation: Price and Terms

**General Manager's and Directors' Comments**

General Manager, Tom Coleman, reflected on Director Joe Ruzicka and his dedication to the water industry and genuine kindness to all individuals he encountered daily.

**Future Agenda Items**

- San Gabriel Valley Water Forum, April 16, 2020, 8:00 a.m. to 1:30 p.m., Hilton Los Angeles/San Gabriel, 225 W. Valley Boulevard, San Gabriel, CA

**Late Business**

None.

A motion was made by Director Lima, seconded by Director Rios, and unanimously carried to adjourn the meeting. The meeting was adjourned at 7:21 p.m.

\_\_\_\_\_  
ROBERT W. LEWIS  
Board President

Attest: \_\_\_\_\_  
TOM COLEMAN  
Board Secretary

# Tab

## 1.2



## Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
<b>26754</b>						
11/19	11/04/2019	26754	4500	PETTY CASH	MISC EXPENSES	143.62
Total 26754:						143.62
<b>26755</b>						
11/19	11/05/2019	26755	1050	ACWA JOINT POWERS INSURANCE A	LIABILITY INSURANCE TO 10-01-20	90,648.80
Total 26755:						90,648.80
<b>26756</b>						
11/19	11/05/2019	26756	322	AMERICAN WATER WORKS ASSN	2020 MEMBERSHIP FEE	4,269.00
Total 26756:						4,269.00
<b>26757</b>						
11/19	11/05/2019	26757	62739	BABCOK LABORATORIES, INC	UCMR 4 SAMPLES	190.00
11/19	11/05/2019	26757	62739	BABCOK LABORATORIES, INC	UCMR 4 SAMPLES	3,455.00
Total 26757:						3,645.00
<b>26758</b>						
11/19	11/05/2019	26758	62597	BEST BEST & KRIEGER	LEGAL FEES-GENERAL COUNSEL	2,087.06
11/19	11/05/2019	26758	62597	BEST BEST & KRIEGER	LEGAL FEES-LABOR AND EMPLOYMENT	1,582.26
11/19	11/05/2019	26758	62597	BEST BEST & KRIEGER	LEGAL FEES-LHHCWD	1,023.40
Total 26758:						4,692.72
<b>26759</b>						
11/19	11/05/2019	26759	62440	BNY MELLON NA	MANAGEMENT FEES	2,750.00
Total 26759:						2,750.00
<b>26760</b>						
11/19	11/05/2019	26760	402	BOOMERANG BLUEPRINT	PLOT FOR PDF FILE-JELICK RD	26.23
Total 26760:						26.23
<b>26761</b>						
11/19	11/05/2019	26761	62524	BRITTNIIE VAN DE CAR	MILEAGE REIMBURSEMENT	44.54
11/19	11/05/2019	26761	62524	BRITTNIIE VAN DE CAR	TOTAL EXPENSES-DRYCLEAN EVENT TABLECLOT	10.00
Total 26761:						54.54
<b>26762</b>						
11/19	11/05/2019	26762	62071	CALIFORNIA LIVING INC	INTERIOR PLANT MAINTENANCE	430.00
Total 26762:						430.00
<b>26763</b>						
11/19	11/05/2019	26763	1900	CLINICAL LAB OF S B	WATER SAMPLES	2,453.75
Total 26763:						2,453.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
<b>26764</b>						
11/19	11/05/2019	26764	62705	COMP	BAT-GARCIA	35.00
11/19	11/05/2019	26764	62705	COMP	LIFT TEST-GARCIA	45.00
11/19	11/05/2019	26764	62705	COMP	QUICK TEST-GARCIA	40.00
11/19	11/05/2019	26764	62705	COMP	PHYSICAL EXAM-GARCIA	65.00
Total 26764:						185.00
<b>26765</b>						
11/19	11/05/2019	26765	62594	COSTCO MEMBERSHIP	ANNUAL MEMBERSHIP	120.00
Total 26765:						120.00
<b>26766</b>						
11/19	11/05/2019	26766	285	CSDA	MEMBERSHIP DUES	7,615.00
Total 26766:						7,615.00
<b>26767</b>						
11/19	11/05/2019	26767	62505	D & H WATER SYSTEMS	RCS TRAILER RENTAL	6,570.00
Total 26767:						6,570.00
<b>26768</b>						
11/19	11/05/2019	26768	62757	EDWARD PROFESSIONAL ADVISORS	STAFF AND MANAGEMENT COACHING	3,508.75
Total 26768:						3,508.75
<b>26769</b>						
11/19	11/05/2019	26769	62445	EXCEL DOOR & GATE COMPANY	PERFORM DROP TEST ON 2 DOORS	485.00
Total 26769:						485.00
<b>26770</b>						
11/19	11/05/2019	26770	2300	FEDERAL EXPRESS	POSTAGE	28.68
Total 26770:						28.68
<b>26771</b>						
11/19	11/05/2019	26771	2550	FRONTIER	PHONE SERVICE	345.72
Total 26771:						345.72
<b>26772</b>						
11/19	11/05/2019	26772	2630	HADDICK'S TOWING INC	TOWING CHARGE	270.00
Total 26772:						270.00
<b>26773</b>						
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	260.97
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	220.37
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	144.98
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	152.23
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	362.46
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	150.00
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	137.73
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	275.47

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	210.22
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	282.71
11/19	11/05/2019	26773	62624	HASA INC	CHEMICALS FOR RCS	746.66
Total 26773:						2,943.80
<b>26774</b>						
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	MANAGED SERVICES	4,416.67
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	DATA CENTER	2,557.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	MICROSOFT OFFICE365	1,050.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	STANDARD SSL ANNUAL RENEWAL FOR CIP.ROWL	206.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	SONICWALL PRIMARY UNIT	1,500.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	SONICWALL FAILOVER UNIT	1,000.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	RACKMOUNT KIT	700.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	PRIMARY SWITCH	850.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	HOT SPARE SWITCH	425.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	ADVANCED SECURITY SUITE 1 YR	2,000.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	STATEFUL HIGH AVAILABILITY SOFTWARE	1,000.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	SHIPPING	75.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	SETUP, CONFIGURATION, DEPLOYMENT	800.00
11/19	11/05/2019	26774	379	HIGHROAD INFORMATION TECHNOL	TAX	425.13
Total 26774:						17,004.80
<b>26775</b>						
11/19	11/05/2019	26775	27211	HILL BROS CHEMICAL CO	CHEMICAL FOR RES	1,090.27
11/19	11/05/2019	26775	27211	HILL BROS CHEMICAL CO	CHEMICAL FOR PBWA	1,090.27
Total 26775:						2,180.54
<b>26776</b>						
11/19	11/05/2019	26776	244	INFOSEND INC	BILLING SERVICE	2,229.78
Total 26776:						2,229.78
<b>26777</b>						
11/19	11/05/2019	26777	3300	LAGERLOF SENECA ET AL	GENERAL MATTERS	1,024.10
11/19	11/05/2019	26777	3300	LAGERLOF SENECA ET AL	INCORPORATION	118.53
Total 26777:						1,142.63
<b>26778</b>						
11/19	11/05/2019	26778	62691	LYONS CONSTRUCTION	EXTERIOR LED LIGHTING	20,531.40
11/19	11/05/2019	26778	62691	LYONS CONSTRUCTION	RCS BUILDING	38,000.00
Total 26778:						58,531.40
<b>26779</b>						
11/19	11/05/2019	26779	62664	M & J TREE SERVICE	COMPLETE CLEAN UP AND HAUL AWAY-JOHNSON	3,000.00
Total 26779:						3,000.00
<b>26780</b>						
11/19	11/05/2019	26780	257	MCMaster-CARR SUPPLY CO	CREDIT MEMO	17.34-
11/19	11/05/2019	26780	257	MCMaster-CARR SUPPLY CO	SUPPLIES FOR TELEMETRY	182.44
11/19	11/05/2019	26780	257	MCMaster-CARR SUPPLY CO	TOOLS & SUPPLIES	192.02
11/19	11/05/2019	26780	257	MCMaster-CARR SUPPLY CO	TOOLS & SUPPLIES	264.27

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 26780:						621.39
<b>26781</b>						
11/19	11/05/2019	26781	62434	MUFG UNION BANK N A	CUSTODY FEES	1,511.00
11/19	11/05/2019	26781	62434	MUFG UNION BANK N A	CUSTODY FEES	706.00
Total 26781:						2,217.00
<b>26782</b>						
11/19	11/05/2019	26782	62735	MUTUAL OF OMAHA	LIFE INSURANCE	474.53
11/19	11/05/2019	26782	62735	MUTUAL OF OMAHA	SHORT/LONG TERM DISABILITY	1,180.70
11/19	11/05/2019	26782	62735	MUTUAL OF OMAHA	DIRECTORS LIFE INSURANCE	72.20
Total 26782:						1,727.43
<b>26783</b>						
11/19	11/05/2019	26783	62533	NICOLAY CONSULTING GROUP	GASB 45 ACTURAL	3,800.00
Total 26783:						3,800.00
<b>26784</b>						
11/19	11/05/2019	26784	62752	OFFICE SOLUTIONS	OFFICE SUPPLIES	12.93
Total 26784:						12.93
<b>26785</b>						
11/19	11/05/2019	26785	62181	ONE TOUCH OFFICE TECHNOLOGY	CONTRACT RICO/MPC3500	18.41
11/19	11/05/2019	26785	62181	ONE TOUCH OFFICE TECHNOLOGY	CONTRACT-RICOH/MPC6004EX	499.73
Total 26785:						518.14
<b>26786</b>						
11/19	11/05/2019	26786	62448	PARS	GASBY 45 MANAGEMENT FEE	908.10
Total 26786:						908.10
<b>26787</b>						
11/19	11/05/2019	26787	62630	PEP BOYS	AUTO SUPPLIES	81.53
11/19	11/05/2019	26787	62630	PEP BOYS	AUTO SUPPLIES	71.69
11/19	11/05/2019	26787	62630	PEP BOYS	AUTO SUPPLIES	44.88
Total 26787:						198.10
<b>26788</b>						
11/19	11/05/2019	26788	5000	PUENTE BASIN WATER AGENCY	Landscaping - August 2019	237.50
11/19	11/05/2019	26788	5000	PUENTE BASIN WATER AGENCY	Gov't Relations Retainer Reeb - September 2019	1,666.67
Total 26788:						1,904.17
<b>26789</b>						
11/19	11/05/2019	26789	5100	PUENTE READY MIX INC	CRUSHER BASE & WASH CON SAND	1,658.17
Total 26789:						1,658.17
<b>26790</b>						
11/19	11/05/2019	26790	5740	QUINN COMPANY	PAINT	114.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 26790:						114.32
<b>26791</b>						
11/19	11/05/2019	26791	62743	SOCAL SCADA SOLUTIONS LLC	ON CALL SERVICES	4,095.00
11/19	11/05/2019	26791	62743	SOCAL SCADA SOLUTIONS LLC	REVIEW SCADA NETWORK DESIGN	7,250.00
Total 26791:						11,345.00
<b>26792</b>						
11/19	11/05/2019	26792	5900	SOCALGAS	GAS UTILITY BILL	37.37
Total 26792:						37.37
<b>26793</b>						
11/19	11/05/2019	26793	3550	SOUTHERN COUNTIES FUELS	GASOLINE & DIESEL	4,210.13
Total 26793:						4,210.13
<b>26794</b>						
11/19	11/05/2019	26794	337	STATER BROS. MARKETS	HOLIDAY GIFT CARDS	2,764.50
Total 26794:						2,764.50
<b>26795</b>						
11/19	11/05/2019	26795	62521	TRIPEPI SMITH & ASSOCIATES	MONTHLY WEBSITE MAINTENANCE	375.00
Total 26795:						375.00
<b>26796</b>						
11/19	11/05/2019	26796	2900	VULCAN MATERIAL COMPANY	COLD MIX	1,722.69
Total 26796:						1,722.69
<b>26797</b>						
11/19	11/05/2019	26797	382	W A RASIC CONSTRUCTION CO INC	JOB 15TX15-FULLERTON RD GRADE SEP	7,536.29
11/19	11/05/2019	26797	382	W A RASIC CONSTRUCTION CO INC	JOB 15TX15-FULLERTON RD GRADE SEP	4,500.63
Total 26797:						12,036.92
<b>26798</b>						
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	SUPPLIES FOR SERVICES	1,920.54
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	SP002432-JONES 4040 6 X 4 X 2 1/2" DI 2-WAY HYD	6,096.00
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	SP002433-JONES 4065 6 X 4 X 4 X 2 1/2" 3-WAY DI	9,676.00
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	10309075-6 316SS B/O NB KIT 8H	336.00
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	10201060-6 RED RBR RING GSKT 1/8	30.00
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	TAX	1,533.11
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	004210075-3/4 X 100 COPPER K SOFT	678.00
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	004210105-1 X 100 COPPER K SOFT	868.00
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	027KV13342W-1 X 3/4 KV13-342W-NL FEM AMS	429.00
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	027KV13332W-3/4 KV13-332W-NL FEM AMS	185.40
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	027KV13444W-1 K V13-444W-NL FM AMS	284.20
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	027GT140-1 1/2 DROP IN MTR GSKT 1/8" RUBBER	84.86
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	027GT141-2 DROP IN MTR GSKT 1/8" RUBBER	32.50
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	SP002434- 2 LF FIP SLOTTED METER FLANGE	360.00
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	SP002438-1 1/2 LF FIP METER FLANGE	251.43
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	TAX	301.47

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	SUPPLIES FOR SERVICES	1,018.24
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	SUPPLIES FOR SERVICES	1,673.16
11/19	11/05/2019	26798	334	YO FIRE SUPPLY	SUPPLIES FOR MAINS	278.20
Total 26798:						26,036.11
<b>26799</b>						
11/19	11/07/2019	26799	62493	CADWAY INC (CAL DOMESTIC WATER	RTC CDWC	619.66
Total 26799:						619.66
<b>26800</b>						
11/19	11/07/2019	26800	5000	PUENTE BASIN WATER AGENCY	LEGAL-August 2019	900.00
11/19	11/07/2019	26800	5000	PUENTE BASIN WATER AGENCY	Laser - Aug 2019	3,188.28
11/19	11/07/2019	26800	5000	PUENTE BASIN WATER AGENCY	West Coast Pipe - Aug 2019	5,321.70
11/19	11/07/2019	26800	5000	PUENTE BASIN WATER AGENCY	DOTY LABOR-AUG 2019	1,291.05
Total 26800:						10,701.03
<b>26812</b>						
11/19	11/14/2019	26812	4750	PWR JT WATER LINE COMMISSION	PM 15/ PM 22 SEPT 2019 WATER	581,114.38
11/19	11/14/2019	26812	4750	PWR JT WATER LINE COMMISSION	MWD CAPACITY RESERVATION CHARGE	5,919.61
11/19	11/14/2019	26812	4750	PWR JT WATER LINE COMMISSION	TVMWD CONNECTED CAPACITY CHARGE	1,123.93
11/19	11/14/2019	26812	4750	PWR JT WATER LINE COMMISSION	TVMWD WATER USE CHARGE	1,706.85
11/19	11/14/2019	26812	4750	PWR JT WATER LINE COMMISSION	BUDGET ASSESSMENT-1ST QUARTER	11,365.67
Total 26812:						601,230.44
<b>26813</b>						
11/19	11/20/2019	26813	339	S C W U A	RESERVATION (9)	270.00
Total 26813:						270.00
<b>26814</b>						
11/19	11/20/2019	26814	117	ACE PELIZON PLUMBING INC	ESTIMATE FOR INSTALLATION OF THREE NEW FA	89.00
11/19	11/20/2019	26814	117	ACE PELIZON PLUMBING INC	BACKED UP AREA DRAINS	979.50
Total 26814:						1,068.50
<b>26815</b>						
11/19	11/20/2019	26815	1000	ACWA JPIA	EMPLOYEE HEALTH BENEFITS	32,907.85
11/19	11/20/2019	26815	1000	ACWA JPIA	EMPLOYEE VISION BENEFITS	563.85
11/19	11/20/2019	26815	1000	ACWA JPIA	EMPLOYEE ASSISTANCE PROGRAM	49.35
11/19	11/20/2019	26815	1000	ACWA JPIA	EMPLOYEE DENTAL BENEFITS	2,389.63
11/19	11/20/2019	26815	1000	ACWA JPIA	RETIREEES HEALTH BENEFITS	12,356.01
11/19	11/20/2019	26815	1000	ACWA JPIA	DIRECTORS HEALTH BENEFITS	10,116.52
Total 26815:						58,383.21
<b>26816</b>						
11/19	11/20/2019	26816	62475	ALLEN DAVIDSON	MILEAGE REIMURSEMENT	113.85
11/19	11/20/2019	26816	62475	ALLEN DAVIDSON	TOTAL EXPENSES-JPIA CONFERENCE	19.40
Total 26816:						133.25
<b>26817</b>						
11/19	11/20/2019	26817	1625	ANTHEM BLUE CROSS	RETIREE HEALTH BENEFITS	1,063.90



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 26817:						1,063.90
<b>26818</b>						
11/19	11/20/2019	26818	3375	ANTHONY J. LIMA	MILEAGE REIMBURSEMENT	75.98
11/19	11/20/2019	26818	3375	ANTHONY J. LIMA	TOTAL EXPENSES-PBWA REFRESHMENTS	11.66
Total 26818:						87.64
<b>26819</b>						
11/19	11/20/2019	26819	400	AT&T MOBILITY	MOBILE PHONES, IPADS & NEW DEVICES	7,445.10
Total 26819:						7,445.10
<b>26820</b>						
11/19	11/20/2019	26820	3850	ATHENS SERVICES (MODERN SVC)	TRASH SERVICE	327.66
Total 26820:						327.66
<b>26821</b>						
11/19	11/20/2019	26821	62741	BEE REMOVERS	BEE REMOVAL	116.00
Total 26821:						116.00
<b>26822</b>						
11/19	11/20/2019	26822	62440	BNY MELLON NA	TRUSTEE FEE	1,250.00
Total 26822:						1,250.00
<b>26823</b>						
11/19	11/20/2019	26823	403	CASELLE INC	CONTRACT SUPPORT CHARGES	1,884.00
Total 26823:						1,884.00
<b>26824</b>						
11/19	11/20/2019	26824	6966	CINTAS	UNIFORM RENTAL	4,877.34
Total 26824:						4,877.34
<b>26825</b>						
11/19	11/20/2019	26825	62700	CITIZENS TRUST C/O CITIZEN BUSIN	TRUSTEES FEES	1,554.88
Total 26825:						1,554.88
<b>26826</b>						
11/19	11/20/2019	26826	62309	CITY OF INDUSTRY CITY HALL	RECYCLED WATER SYSTEM	29,839.00
Total 26826:						29,839.00
<b>26827</b>						
11/19	11/20/2019	26827	62705	COMP	PHYSICAL EXAM-R FRAUSTO	65.00
11/19	11/20/2019	26827	62705	COMP	LIFT FUNCTIONAL TESTING-R FRAUSTO	45.00
11/19	11/20/2019	26827	62705	COMP	BAT-R FRAUSTO	35.00
11/19	11/20/2019	26827	62705	COMP	QUICK TEST-R FRAUSTO	55.00
11/19	11/20/2019	26827	62705	COMP	BAT-K GARCIA	35.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 26827:						235.00
<b>26828</b>						
11/19	11/20/2019	26828	2125	DANIELS TIRE SERVICE	BACKHOE SVC CALL	341.22
11/19	11/20/2019	26828	2125	DANIELS TIRE SERVICE	BACKHOE TIRES	976.40
Total 26828:						1,317.62
<b>26829</b>						
11/19	11/20/2019	26829	2253	DUKE'S LANDSCAPING INC	GARDENING SERVICE	2,415.00
Total 26829:						2,415.00
<b>26830</b>						
11/19	11/20/2019	26830	33	DUSTIN T MOISIO	TOTAL EXPENSES-GAS	413.50
Total 26830:						413.50
<b>26831</b>						
11/19	11/20/2019	26831	62433	EMPLOYEE RELATIONS INC	BACKGROUND VERIFICATION	513.00
Total 26831:						513.00
<b>26832</b>						
11/19	11/20/2019	26832	2300	FEDERAL EXPRESS	POSTAGE	68.23
Total 26832:						68.23
<b>26833</b>						
11/19	11/20/2019	26833	2550	FRONTIER	INTERNET ACCESS	803.00
11/19	11/20/2019	26833	2550	FRONTIER	PHONE SERVICE	345.94
Total 26833:						1,148.94
<b>26834</b>						
11/19	11/20/2019	26834	330	FUEL PRO INC	D/O INSPECTION	170.00
Total 26834:						170.00
<b>26835</b>						
11/19	11/20/2019	26835	5600	G M SAGER CONSTRUCTION	REMOVAL ONLY OF USA MARKINGS	375.00
11/19	11/20/2019	26835	5600	G M SAGER CONSTRUCTION	REMOVAL ONLY OF USA MARKINGS	375.00
11/19	11/20/2019	26835	5600	G M SAGER CONSTRUCTION	REMOVAL ONLY OF USA MARKINGS	750.00
11/19	11/20/2019	26835	5600	G M SAGER CONSTRUCTION	ASPHALT	7,035.35
Total 26835:						8,535.35
<b>26836</b>						
11/19	11/20/2019	26836	2630	HADDICK'S TOWING INC	TOWING CHARGE	120.00
Total 26836:						120.00
<b>26837</b>						
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	420.45
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	166.73
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	159.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	463.94
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	166.73
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	130.48
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	184.13
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	181.23
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	130.48
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	462.49
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	289.96
11/19	11/20/2019	26837	62624	HASA INC	CHEMICALS FOR RCS	311.71
Total 26837:						3,067.81
<b>26838</b>						
11/19	11/20/2019	26838	62435	INDUSTRY PUBLIC UTILITY COMMISSI	PUMPING POWER-PUMPSTATION 2A	6,337.96
Total 26838:						6,337.96
<b>26839</b>						
11/19	11/20/2019	26839	244	INFOSEND INC	BILLING SERVICE	3,072.02
11/19	11/20/2019	26839	244	INFOSEND INC	BILLING SERVICE	1,800.56
11/19	11/20/2019	26839	244	INFOSEND INC	BILLING SERVICE	13.12
11/19	11/20/2019	26839	244	INFOSEND INC	BILLING SERVICE	2,297.18
Total 26839:						7,182.88
<b>26840</b>						
11/19	11/20/2019	26840	62226	INLAND DESERT SECURITY	ANSWERING SERVICE	328.30
Total 26840:						328.30
<b>26841</b>						
11/19	11/20/2019	26841	6800	J G TUCKER & SONS	D-RING EXTENSION 1.5 FT WITH SNAP HOOK ONE	249.03
11/19	11/20/2019	26841	6800	J G TUCKER & SONS	DB8518387-ADJUSTABLE DAVIT ARM	3,327.60
11/19	11/20/2019	26841	6800	J G TUCKER & SONS	DB8512828-FLOOR MOUNT SLEEVE	1,320.00
11/19	11/20/2019	26841	6800	J G TUCKER & SONS	DB8510827-SLEEVE CAP	105.50
11/19	11/20/2019	26841	6800	J G TUCKER & SONS	DB3400926-50FT SRL	3,846.80
11/19	11/20/2019	26841	6800	J G TUCKER & SONS	SALES TAX	816.99
11/19	11/20/2019	26841	6800	J G TUCKER & SONS	D-RING EXTENSION 1.5 FT WITH SNAP HOOK ONE	126.09
Total 26841:						9,792.01
<b>26842</b>						
11/19	11/20/2019	26842	62066	JANITORIAL SYSTEMS	MONTHLY JANITORIAL SERVICES	660.00
11/19	11/20/2019	26842	62066	JANITORIAL SYSTEMS	WINDOW CLEANING INSIDE & OUT	300.00
Total 26842:						960.00
<b>26843</b>						
11/19	11/20/2019	26843	62691	LYONS CONSTRUCTION	ANTENNA TOWERS	9,215.70
11/19	11/20/2019	26843	62691	LYONS CONSTRUCTION	REPLACE (1) LIGHT POLE AT KEARN CREEK WALL	1,200.00
11/19	11/20/2019	26843	62691	LYONS CONSTRUCTION	MAIN OFFICE STUCCO	13,044.69
Total 26843:						23,460.39
<b>26844</b>						
11/19	11/20/2019	26844	62078	MCKINNEY CONSTRUCTION CO INC	VALVE REPLACEMENT-ECHO HILL, SIERRA LEONE	15,841.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 26844:						15,841.00
<b>26845</b>						
11/19	11/20/2019	26845	257	MCMaster-CARR SUPPLY CO	SUPPLIES FOR RES	140.85
11/19	11/20/2019	26845	257	MCMaster-CARR SUPPLY CO	TOOLS & SUPPLIES	70.81
Total 26845:						211.66
<b>26846</b>						
11/19	11/20/2019	26846	62735	MUTUAL OF OMAHA	LIFE INSURANCE	455.53
11/19	11/20/2019	26846	62735	MUTUAL OF OMAHA	SHORT/LONG TERM DISABILITY	1,149.35
11/19	11/20/2019	26846	62735	MUTUAL OF OMAHA	DIRECTORS LIFE INSURANCE	72.20
Total 26846:						1,677.08
<b>26847</b>						
11/19	11/20/2019	26847	62181	ONE TOUCH OFFICE TECHNOLOGY	CONTRACT RICO/MPC6003	2,413.84
Total 26847:						2,413.84
<b>26848</b>						
11/19	11/20/2019	26848	4500	PETTY CASH	MISC EXPENSES	151.04
Total 26848:						151.04
<b>26849</b>						
11/19	11/20/2019	26849	385	R AND I HOLDINGS INC	EQUIPMENT REPAIR-AIR COMPRESSOR	170.00
11/19	11/20/2019	26849	385	R AND I HOLDINGS INC	RENTAL-AIR COMPRESSOR	497.25
11/19	11/20/2019	26849	385	R AND I HOLDINGS INC	EQUIPMENT REPAIR-LONG DIGGER	79.67
Total 26849:						746.92
<b>26850</b>						
11/19	11/20/2019	26850	62502	S & J SUPPLY COMPANY, INC	MATERIAL-FULLERTON RD GRADE SEP	10,005.63
11/19	11/20/2019	26850	62502	S & J SUPPLY COMPANY, INC	MATERIAL-FULLERTON RD GRADE SEP	10,143.30
11/19	11/20/2019	26850	62502	S & J SUPPLY COMPANY, INC	MATERIAL-FULLERTON RD GRADE SEP	2,269.93
11/19	11/20/2019	26850	62502	S & J SUPPLY COMPANY, INC	MATERIAL-FULLERTON RD GRADE SEP	2,717.09
11/19	11/20/2019	26850	62502	S & J SUPPLY COMPANY, INC	MATERIAL-FULLERTON RD GRADE SEP	139.24
11/19	11/20/2019	26850	62502	S & J SUPPLY COMPANY, INC	MATERIAL-FULLERTON RD GRADE SEP	1,203.90
11/19	11/20/2019	26850	62502	S & J SUPPLY COMPANY, INC	MATERIAL-FULLERTON RD GRADE SEP	2,245.36
Total 26850:						28,724.45
<b>26851</b>						
11/19	11/20/2019	26851	62166	SO CAL GAS CO	GAS UTILITY BILL-2505 ARTIGAS	52.25
Total 26851:						52.25
<b>26852</b>						
11/19	11/20/2019	26852	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	15,821.79
11/19	11/20/2019	26852	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	1,757.98
Total 26852:						17,579.77
<b>26853</b>						
11/19	11/20/2019	26853	62481	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	443.06

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 26853:						443.06
<b>26854</b>						
11/19	11/20/2019	26854	62595	SWRCB ACCOUNTING OFFICE	ANNUAL PERMIT FEE	2,572.00
Total 26854:						2,572.00
<b>26855</b>						
11/19	11/20/2019	26855	62045	SZU-PEI LU-YANG	MILEAGE REIMBURSEMENT	26.68
Total 26855:						26.68
<b>26856</b>						
11/19	11/20/2019	26856	62695	TRAVIS NOELTE	TOTAL EXPENSES-BOOT ALLOWANCE	156.23
11/19	11/20/2019	26856	62695	TRAVIS NOELTE	MILEAGE REIMBURSEMENT	81.75
Total 26856:						237.98
<b>26857</b>						
11/19	11/20/2019	26857	62665	VERIZON	SCADA ALARM MODEM	46.05
Total 26857:						46.05
<b>26858</b>						
11/19	11/20/2019	26858	2900	VULCAN MATERIAL COMPANY	COLD MIX	1,834.30
Total 26858:						1,834.30
<b>26859</b>						
11/19	11/20/2019	26859	382	W A RASIC CONSTRUCTION CO INC	JOB 15TX15-FULLERTON RD GRADE SEP	79,017.73
11/19	11/20/2019	26859	382	W A RASIC CONSTRUCTION CO INC	JOB 15TX15-FULLERTON RD GRADE SEP	76,812.07
11/19	11/20/2019	26859	382	W A RASIC CONSTRUCTION CO INC	JOB 15TX15-FULLERTON RD GRADE SEP	3,449.40
Total 26859:						159,279.20
<b>26860</b>						
11/19	11/20/2019	26860	7700	WALNUT VALLEY WATER DISTRICT	RECYCLED WATER	899.91
Total 26860:						899.91
<b>26861</b>						
11/19	11/20/2019	26861	205	WARREN GRAPHICS	BUSINESS CARDS FOR 2 PEOPLE	110.16
Total 26861:						110.16
<b>26862</b>						
11/19	11/20/2019	26862	2212	WHITE NELSON DIEHL EVANS LLP	FIRST INTERIM BILLING FISCAL YR 6/30/19	1,500.00
Total 26862:						1,500.00
<b>26863</b>						
11/19	11/20/2019	26863	62562	WOODARD & CURRAN	PHASE 3 CONST-FULLERTON RD GRADE SEP	5,157.50
Total 26863:						5,157.50

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
<b>26864</b>						
11/19	11/20/2019	26864	334	YO FIRE SUPPLY	SUPPLIES FOR SERVICES	12.50
11/19	11/20/2019	26864	334	YO FIRE SUPPLY	SUPPLIES FOR METERS	580.27
11/19	11/20/2019	26864	334	YO FIRE SUPPLY	SUPPLIES FOR METERS	386.05
11/19	11/20/2019	26864	334	YO FIRE SUPPLY	SUPPLIES FOR MAINS	561.71
Total 26864:						1,540.53
<b>11012019</b>						
11/19	11/01/2019	110120	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	11,467.58
11/19	11/01/2019	110120	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	1,274.18
Total 11012019:						12,741.76
<b>11042019</b>						
11/19	11/04/2019	110420	1476	BUSINESS CARD (VISA)	MEMBERSHIP EXPENSE	25.00
11/19	11/04/2019	110420	1476	BUSINESS CARD (VISA)	MISC EXPENSES	446.07
11/19	11/04/2019	110420	1476	BUSINESS CARD (VISA)	TOWING SERVICE FOR CAT	682.50
Total 11042019:						1,153.57
<b>11152019</b>						
11/19	11/15/2019	111520	62558	PUENTE BASIN WATER AGENCY	PM-22/PM-9 Connection	367,536.00
11/19	11/15/2019	111520	62558	PUENTE BASIN WATER AGENCY	TVMWD Connection Capacity	1,393.29
11/19	11/15/2019	111520	62558	PUENTE BASIN WATER AGENCY	TVMWD Equivalent Small Meter	1,893.97
11/19	11/15/2019	111520	62558	PUENTE BASIN WATER AGENCY	TVMWD Water Use Charge	2,106.78
11/19	11/15/2019	111520	62558	PUENTE BASIN WATER AGENCY	MWD Capacity Charge	6,394.97
Total 11152019:						379,325.01
<b>11222019</b>						
11/19	11/22/2019	112220	62493	CADWAY INC (CAL DOMESTIC WATER	WATER CHARGE	43,867.04
11/19	11/22/2019	112220	62493	CADWAY INC (CAL DOMESTIC WATER	RTC CHARGE	619.66
11/19	11/22/2019	112220	62493	CADWAY INC (CAL DOMESTIC WATER	PENALTY	30.98
Total 11222019:						44,517.68
Grand Totals:						1,753,183.23

## Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11505-0	312,115.16	.00	312,115.16
222100	17.34	1,753,200.57-	1,753,183.23-
51110-0	43,867.04	.00	43,867.04
51310-0	957,400.77	.00	957,400.77
51410-1	2,106.78	.00	2,106.78
51410-2	1,393.29	.00	1,393.29
51410-3	1,893.97	.00	1,893.97
51410-5	6,394.97	.00	6,394.97
51510-0	30,738.91	.00	30,738.91
51610-0	1,239.32	.00	1,239.32
51810-0	11,365.67	.00	11,365.67
51910-0	4,854.95	.00	4,854.95

GL Account	Debit	Credit	Proof
52310-0	33,627.33	.00	33,627.33
54209-0	375.00	.00	375.00
54210-0	7,220.77	.00	7,220.77
54211-0	15,884.65	.00	15,884.65
54212-0	966.32	.00	966.32
54213-0	7,690.35	17.34-	7,673.01
54214-0	375.00	.00	375.00
54215-0	17,671.11	.00	17,671.11
54216-0	4,277.44	.00	4,277.44
54217-0	8,042.15	.00	8,042.15
54219-0	7,000.25	.00	7,000.25
56210-0	5,211.73	.00	5,211.73
56211-0	8,679.98	.00	8,679.98
56214-0	455.99	.00	455.99
56215-0	12,029.00	.00	12,029.00
56216-0	233.30	.00	233.30
56217-0	342.80	.00	342.80
56218-0	3,669.32	.00	3,669.32
56218-1	1,923.40	.00	1,923.40
56218-2	1,142.63	.00	1,142.63
56219-0	12,435.25	.00	12,435.25
56220-0	16,329.80	.00	16,329.80
56223-0	19.40	.00	19.40
56226-0	1,050.00	.00	1,050.00
56310-0	90,648.80	.00	90,648.80
56312-0	27,155.28	.00	27,155.28
56320-0	3,778.75	.00	3,778.75
56411-0	32,907.85	.00	32,907.85
56413-0	2,389.63	.00	2,389.63
56415-0	563.85	.00	563.85
56416-0	930.06	.00	930.06
56417-0	13,419.91	.00	13,419.91
56418-0	2,330.05	.00	2,330.05
56419-0	49.35	.00	49.35
56421-0	10,260.92	.00	10,260.92
56710-0	2,747.04	.00	2,747.04
56811-0	1,500.00	.00	1,500.00
56812-0	4,227.10	.00	4,227.10
57312-0	641.42	.00	641.42
57314-0	574.00	.00	574.00
57315-0	2,453.75	.00	2,453.75
57321-0	16,599.01	.00	16,599.01
Grand Totals:	<u>1,753,217.91</u>	<u>1,753,217.91-</u>	<u>.00</u>

Report Criteria:

Report type: GL detail

Report Criteria:  
Detail Report

Check Number	Check Issue Date	Payee				
26801	11/07/2019	KUI YING LI				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	137868-23	DEPOSIT REFUND	22810-0	426.52	426.52	
26802	11/07/2019	SONG CHEN				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	439431-25	DEPOSIT REFUND	22810-0	93.16	93.16	
26803	11/07/2019	MICKEY AVALOS				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	445767-26	DEPOSIT REFUND	22810-0	85.18	85.18	
26804	11/07/2019	XIANGJUN LI				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	625335-38	DEPOSIT REFUND	22810-0	109.75	109.75	
26805	11/07/2019	INC F S CONTRACTORS				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	960010-901	DEPOSIT REFUND	22810-0	2,297.90	2,297.90	
26806	11/07/2019	OLIVER MAHON ASPHALT INC				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	960011-001	DEPOSIT REFUND	22810-0	2,385.46	2,385.46	
26807	11/07/2019	SAN WAI MANDY YIP				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	165812-93	DEPOSIT REFUND	22810-0	36.12	36.12	
26808	11/07/2019	DONNA STEINMETZ				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	324985-77	DEPOSIT REFUND	22810-0	263.67	263.67	



Check Number	Check Issue Date	Payee				
26809	11/07/2019	PETER HARTONO				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	413127-57	DEPOSIT REFUND	22810-0	67.05	67.05	
26810	11/07/2019	YUAN PAO HUANG				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	609930-34	DEPOSIT REFUND	22810-0	231.33	231.33	
26811	11/13/2019	TWIN TIGER FOOTWEAR INC				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	668234-02	CREDIT REFUND	15210-0	923.42	923.42	
Grand Totals:					6,919.56	

Report Criteria:  
Detail Report

# Tab

## 1.3



## Rowland Water District

### Profit & Loss Analysis and Variance Report

November 2019

1. **Operating Revenue** – begins the section of revenues attributable to District operations.
2. **Water Sales** – volumetric water sales revenue from all customer types including residential, commercial, public, industrial, recycled, and construction. YTD is at 48% due to increased demand during the summer months.
3. **Meter Charges** – the fixed monthly base rate charged to water customers each month (includes all customer types). YTD is at 51%.
4. **Customer Fees** – various fees conditionally charged to customers for things such as penalties, new service connections, reconnections, backflow administration, cross connections, connections, and recycled water checks/inspections. These types of fees are unpredictable in nature and can often trend over / under expected budget. YTD is at 38%.
5. **Contract Income** – contains revenues from tower lease contracts, PWR treasurer fees and contracts with the City of Industry. YTD is at 57% due to \$20K received in July from T-Mobile West Tower LCC/CCTMO LLC for early completion of the updated lease agreement (\$10K for the expedite fee, \$10K for the conditional signing bonus).
6. **Construction Invoices** – includes water sold on construction invoices as well as Rowland labor sales and reimbursements. The frequency and amounts of these revenues are unknown and can occasionally trend over / under budget due to their unpredictable nature. YTD is at 56%.
7. **Capacity Fees** – fees imposed on any property or person requesting a new, additional, or larger connection to the District's potable water system (fees vary by meter size). These receipts are uncertain and can trend over / under budget due to their unpredictable nature. YTD is at 74% due to \$25.7K of fees assessed for the projects on 17584 and 17585 Colima.
8. **Flow Tests** – fire flow tests performed by District personnel to measure the volume of water available at a specific hydrant (\$350 per test). YTD is at 95% due to a high volume of tests.
9. **Acreage Supply Fee** – a one-time fee (\$1750 / acre) assessed to customers when service is requested to properties without previous water service provided by the District. This fee is being phased out by the Potable Water Capacity fees discussed in line 7, and little to none of these acreage supply fees are anticipated in the future.
10. **Return Check Fees** – customers are charged a fee when the District is paid with insufficient funds checks and checks are returned by the bank. YTD is at 53%.
11. **Total Operating Revenue** – outlines the total revenues earned from District operations. YTD is at 49%.
12. **Non-Operating Revenue** – outlines the section of revenues attributable to non-operating activities.
13. **Property Taxes** – includes tax contributions from the County of Los Angeles. YTD is at 20% due to the timing of tax receipts. The bulk of contributions are received between December and May each year.
14. **Shared Services** – Rowland Water District is paid for extending Executive Director services to Bellflower-Somerset Mutual Water Company (provided by the General Manager of Rowland). These activities were not considered in the 2019-20 adopted budget.



## Rowland Water District

### Profit & Loss Analysis and Variance Report

November 2019

15. **Interest Income** – includes interest and dividends received on District investments. YTD is at 65% due to higher than anticipated interest rates.
16. **Miscellaneous Income** – includes income from various sources such as recycling, refunds or credits. Other activity such as earnings on the District PARS Trust investment account and unrealized gains / losses on all other District investment accounts are included in this category. Investment earnings on the PARS Trust account were not considered in the budget and will cause YTD to trend over budget.
17. **Total Non-Operating Revenue** – outlines the total revenues earned from non-operating activities. YTD is at 70%.
18. **Total Revenues** – displays total Operating and Non-Operating Revenues combined. YTD is at 50%.
19. **Operating Expenses** – outlines the section of expenses attributable to District Operations.
20. **Source of Supply** – outlines the section of operating expenses attributable to District water sold.
21. **Water Purchases** – includes variable costs of potable water from Three Valleys Municipal Water District & Cal. Domestic Water in addition to Recycled water purchased from City of Industry & Walnut Valley Water District. YTD is at 44%.
22. **Pumping Power** – the cost of electricity used for pumping water. YTD is at 48% due to increased pumping activity to facilitate increased demand.
23. **Fixed Charges** – includes fixed charges from Three Valleys Municipal Water District and Cal. Domestic Water Company. YTD is at 38%.
24. **Chemicals** – the cost of chemicals used to treat water sold to customers. YTD is at 38%.
25. **Total Source of Supply** – summarizes the total expenses related to District Source of Supply.
26. **Maintenance of Water System** – the costs of repairs and maintenance on elements of the District water system such as main lines, services, meters, reservoirs, valves, hydrants, and telemetry system. YTD is at 35%.
27. **Water Supply Plan & Development** – includes budget for engineering and legal costs related to exploring new potential water supply sources. No activity has occurred as of September 2019.
28. **Service Contracts** – includes costs for services such as billing printing & mailing, bulk paper shredding, copier leasing and services, landscaping, janitorial, uniforms, Caselle maintenance and support, etc. YTD is at 53%.
29. **Assessments** – operating costs billed to Rowland for their share of the Pomona-Walnut-Rowland Joint Water Line Commission (billed quarterly) and the Puente Basin Water Agency (billed monthly). YTD can trend over/under budget due to the timing of billing. YTD is currently at 18%.
30. **Vehicle Expense** – includes repair and maintenance costs for District vehicles as well as the cost of fuel. YTD is at 39%.
31. **Tools & Supplies** – small tools and supplies used in the field. YTD is at 28%.
32. **Equipment Expense** – various costs incurred related to equipment usage. YTD is at 28%.
33. **Maintenance & Operations** – various costs incurred for District maintenance and operations not directly related to the water system. YTD is at 30%.





## Rowland Water District

### Profit & Loss Analysis and Variance Report

November 2019

34. **Engineering** – general engineering costs related to District operations. YTD is at 40%.
35. **Water Tests** – laboratory testing and sampling of District water. YTD is at 30%.
36. **Conservation** – costs related to conservation efforts and programs. YTD is at 47%.
37. **Community Outreach** – costs related to public relations and community outreach. YTD is at 73% due to increased efforts to connect with the community.
38. **Total Operating Expenses** – summarizes the total expenses related to District Operating activities. YTD is at 43% of budget.
39. **Administrative Expenses** – begins the section of expenses attributable to Administrative costs.
40. **Liability Insurance** – coverage through ACWA JPIA for the District insurance package. YTD is at 88% due to insurance policy renewal in October.
41. **IT Support Services** – information technology support services. YTD is at 63% due to additional services required to combat data breach.
42. **IT Licensing** – includes costs for various software licenses. YTD is at 12% due to the timing of annual licensing billing.
43. **Director Expense** – costs for director compensation and benefits. YTD is at 42%.
44. **Bank / Management Fees** – includes various banking fees, Paymentus fees (for processing customer payments) and investment administrative fees. YTD is at 53%.
45. **Legal Fees** – legal costs related to Rowland Water District, Puente Basin Water Agency, and PWAG. YTD is at 31%.
46. **Compliance** – includes costs for State Water Resources Control Board (SWRCB) compliance, LA county property taxes, various employee certifications, District permits, and maintenance costs for equipment compliance. YTD is at 47%.
47. **Auditing and Accounting** – the District performs an audit annually at the end of each fiscal year to prepare and assure District financial reporting. YTD is over budget due to increased accounting services necessary to prepare for the FY 2018-19 audit and maintain day-to-day operations with the vacant finance officer position.
48. **Utility Services** – costs related to office electricity, office phones, gas, and district cell phones. YTD is at 38%.
49. **Dues & Memberships** – includes costs for various district memberships, dues, and subscriptions to agencies such as the Water Education Foundation, Association of California Water Agencies, Urban Water Institute, California Special Districts Association, American Water Works Association, and the California Utility Executive Management Association. YTD is at 72% due to timing of annual payments.
50. **Conference & Meetings** – conference attendance and meeting expenses. YTD is at 31%.
51. **Office Expenses** – costs for office supplies and postage/printing/stationary. YTD is at 25%.
52. **Seminars/Training** – employee seminars and training. YTD is at 38%.



## Rowland Water District

### Profit & Loss Analysis and Variance Report

November 2019

- 53. **Uncollectable** – the District analyzes the amount of outstanding customer receivables at the end of each year and recognizes an expense equal to the estimated amount of money that will not be collected. Uncollectable expense will be zero until assessed at year-end.
- 54. **Miscellaneous Expense** – includes travel, books & subscriptions, and miscellaneous general expenses. YTD is at 91%.
- 55. **Total Administrative Expenses** – summarizes the total expenses related to administrative activities. YTD is trending at 41%.
- 56. **Personnel Expenses** – begins the section of expenses attributable to personnel.
- 57. **Wages** – begins the sections of expenses attributable to employee wages.
- 58. **Operations** – the amount of wages (regular, standby, OT) attributable to Operations. YTD is at 36%.
- 59. **Distribution** – the amount of wages (regular, standby, OT) attributable to Distribution. YTD is at 35%.
- 60. **Administration** – the amount of wages (regular) attributable to Administration. YTD is at 41%.
- 61. **Total Wages** – summarizes the total amount of wages paid to employees. YTD is at 38%.
- 62. **Payroll Taxes** – the amount of payroll taxes on employee wages paid by the District. YTD is at 33%.
- 63. **Workers Compensation** – the District is billed quarterly for workers compensation insurance which can occasionally cause this line to trend over / under expected budget. YTD is at 28%.
- 64. **Unemployment** – state unemployment insurance is paid quarterly which can cause this line to occasionally trend over / under expected budget. YTD is at 54% due to penalties and interest on the April-June 2019 unemployment underpayment.
- 65. **CalPERS** – includes retirement costs for employee pension plans through the California Public Employee Retirement System. Contributions are made on a monthly basis and an annual payment is generally made at the beginning of each fiscal year for the plan's unfunded accrued liability. YTD is at 75% due to the timing of the unfunded payment (\$295.5K paid in July 2019).
- 66. **EE & Retiree Health Insurance** – includes the cost of health, dental, vision, life and disability insurance for current employees as well as health insurance for retired employees. YTD is at 38%.
- 67. **Total Personnel Expenses** – summarizes total District expenses attributable to personnel. YTD is at 42% due to the timing of the PERS Unfunded payment discussed in line 65.
- 68. **Total Expenses** – summarizes total District Expenses. YTD is at 43%.
- 69. **Net Income / (Loss) Before Debt Service & Capital Expenditures** – summarizes the District net operating income or loss before accounting for debt service and capital expenses. Financially, the District has performed favorably through November 2019.
- 70. **Less: Total Debt Service** – includes interest and principal payments on outstanding District debt as well as related administrative expenses.
- 71. **Less: Capital Expenses (Current-Year)** – includes expenses related to current-year district projects and capital assets, excluding projects funded by bond proceeds (debt). YTD is at 19%.
- 72. **Cash Increase / (Decrease)** – summarizes the increase or decrease to cash after debt service and capital expenses.





# ROWLAND WATER DISTRICT

## PROFIT & LOSS DETAIL

### NOVEMBER 2019



	Nov-19	Year-to-Date (YTD)	Budget (Annual)	Under / (Over) Budget	YTD Budget %	Prior YTD
<b>1 OPERATING REVENUE</b>						
2 Water Sales	\$ 1,429,249	\$ 6,945,695	\$ 14,370,000	\$ 7,424,305	48%	\$ 5,909,826
3 Meter Charges	1,051,887	4,725,395	9,300,000	4,574,605	51%	3,121,511
4 Customer Fees	33,243	135,808	355,000	219,192	38%	151,749
5 Contract Income	16,366	90,632	160,000	69,368	57%	60,606
6 Construction Invoices	-	28,032	50,000	21,968	56%	7,872
7 Capacity Fees	3,685	44,217	60,000	15,783	74%	22,109
8 Flow Tests	1,050	9,450	10,000	550	95%	6,650
9 Acreage Supply Fee	-	-	10,000	10,000	0%	-
10 Return Check Fees	480	2,640	5,000	2,360	53%	2,619
<b>11 TOTAL OPERATING REVENUE</b>	<b>2,535,959</b>	<b>11,981,870</b>	<b>24,320,000</b>	<b>12,338,130</b>	<b>49%</b>	<b>9,282,940</b>
<b>12 NON-OPERATING REVENUE</b>						
13 Property Taxes	54,520	63,666	325,000	261,334	20%	15,532
14 Shared Services	1,960	12,422	-	(12,422)	0%	2,820
15 Interest Income	51,254	194,005	300,000	105,995	65%	123,911
16 Miscellaneous Income	55,574	181,887	25,000	(156,887)	728%	4,264
<b>17 TOTAL NON-OPERATING REVENUE</b>	<b>163,309</b>	<b>451,980</b>	<b>650,000</b>	<b>198,020</b>	<b>70%</b>	<b>146,527</b>
<b>18 TOTAL REVENUES</b>	<b>2,699,268</b>	<b>12,433,850</b>	<b>24,970,000</b>	<b>12,536,150</b>	<b>50%</b>	<b>9,429,467</b>
<b>19 OPERATING EXPENSES</b>						
20 Source of Supply						
21 Water Purchases	846,453	4,722,747	10,820,000	6,097,253	44%	4,687,923
22 Pumping Power	31,166	181,214	375,000	193,786	48%	115,575
23 Fixed Charges	20,849	104,556	275,000	170,444	38%	116,157
24 Chemicals	7,154	34,093	90,000	55,907	38%	30,763
25 Total Source of Supply	905,623	5,042,610	11,560,000	6,517,390	44%	4,950,418
26 Maintenance of Water System	63,560	209,426	595,000	385,574	35%	785,240
27 Water Supply Plan & Development	-	-	100,000	100,000	0%	9,602
28 Service Contracts	27,353	132,081	250,000	117,919	53%	110,067
29 Assessments	3,400	59,350	330,000	270,650	18%	111,097
30 Vehicle Expense	6,528	31,473	80,000	48,527	39%	42,819
31 Tools & Supplies	3,074	8,512	30,000	21,488	28%	15,972
32 Equipment Expense	942	8,301	30,000	21,699	28%	22,171
33 Maintenance & Operations	1,815	9,008	30,000	20,992	30%	20,520
34 Engineering	4,695	39,698	100,000	60,302	40%	3,490
35 Water Tests	1,140	7,532	25,000	17,469	30%	8,869
36 Conservation	246	11,845	25,000	13,155	47%	13,976
37 Community Outreach	15,784	95,012	130,000	34,988	73%	91,540
<b>38 TOTAL OPERATING EXPENSES</b>	<b>1,034,159</b>	<b>5,654,847</b>	<b>13,285,000</b>	<b>7,630,153</b>	<b>43%</b>	<b>6,185,782</b>
<b>39 ADMINISTRATIVE EXPENSES</b>						
40 Liability Insurance	-	132,475	150,000	17,525	88%	115,398



# ROWLAND WATER DISTRICT

## PROFIT & LOSS DETAIL

### NOVEMBER 2019



	Nov-19	Year-to-Date (YTD)	Budget (Annual)	Under / (Over) Budget	YTD Budget %	Prior YTD
41 IT Support Services	8,111	94,703	150,000	55,297	63%	60,088
42 IT Licensing	1,050	9,650	80,000	70,350	12%	16,802
43 Director Expense	13,519	67,576	160,000	92,424	42%	66,901
44 Bank / Management Fees	9,653	63,905	120,000	56,095	53%	51,502
45 Legal Fees	11,521	52,184	170,000	117,816	31%	71,852
46 Compliance	11,964	55,845	120,000	64,155	47%	31,342
47 Auditing & Accounting	9,000	41,228	35,000	(6,228)	118%	21,350
48 Utility Services	13,474	45,623	120,000	74,377	38%	41,265
49 Dues & Memberships	-	36,111	50,000	13,890	72%	34,128
50 Conference & Meetings	3,608	18,734	60,000	41,266	31%	21,081
51 Office Expenses	576	7,437	30,000	22,563	25%	10,966
52 Seminars/Training	9,140	26,867	70,000	43,133	38%	6,860
53 Uncollectable	-	-	30,000	30,000	0%	-
54 Miscellaneous Expense	12,334	63,723	70,000	6,277	91%	29,790
<b>55 TOTAL ADMINISTRATIVE EXPENSES</b>	<b>103,950</b>	<b>716,061</b>	<b>1,415,000</b>	<b>698,939</b>	<b>51%</b>	<b>579,325</b>
<b>56 PERSONNEL EXPENSES</b>						
57 Wages						
58 Operations	65,360	320,832	895,000	574,168	36%	267,926
59 Distribution	74,691	352,583	1,005,000	652,417	35%	329,895
60 Administration	95,235	573,005	1,400,000	826,995	41%	497,182
61 Total Wages	235,285	1,246,421	3,300,000	2,053,579	38%	1,095,002
62 Payroll Taxes	14,643	82,644	250,000	167,356	33%	74,966
63 Workers Compensation	-	13,787	50,000	36,213	28%	13,594
64 Unemployment	-	8,062	15,000	6,938	54%	1,066
65 CalPERS	37,603	478,609	650,000	171,391	75%	413,392
66 EE & Retiree Health Insurance	50,714	272,906	716,000	443,094	38%	272,335
<b>67 TOTAL PERSONNEL EXPENSES</b>	<b>338,245</b>	<b>2,102,429</b>	<b>4,981,000</b>	<b>2,878,571</b>	<b>42%</b>	<b>1,870,355</b>
<b>68 TOTAL EXPENSES</b>	<b>1,476,355</b>	<b>8,473,338</b>	<b>19,681,000</b>	<b>11,207,662</b>	<b>43%</b>	<b>8,635,462</b>
<b>69 NET INCOME / (LOSS) - BEFORE DEBT SERVICE &amp; CAPITAL EXPENDITURES</b>	<b>1,222,913</b>	<b>3,960,512</b>	<b>5,289,000</b>	<b>1,328,488</b>	<b>75%</b>	<b>794,005</b>
70 Less: Total Debt Service	(1,238)	(6,104)	(2,450,000)	(2,443,896)	0%	(745,172)
71 Less: Capital Expenses (Current Year)	(703,363)	(916,731)	(4,715,700)	(3,798,969)	19%	
<b>72 CASH INCREASE / (DECREASE)</b>	<b>\$ 518,312</b>	<b>\$ 3,037,677</b>	<b>\$ (1,876,700)</b>	<b>\$ (4,914,377)</b>		<b>\$ 48,833</b>

\*No assurance is provided on these financial statements. The financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.





# ROWLAND WATER DISTRICT

## CASH & INVESTMENTS SUMMARY

### NOVEMBER 30, 2019



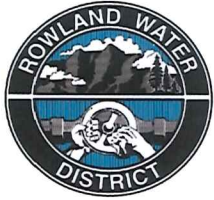
Description / Type	Term	Shares / Units Held	Purchase Price	Current Price	Maturity Date	Current Yield	Current Value	% of Portfolio
<b>Cash</b>								
Citizens Business Bank							\$ 2,540,680	
Comerica Bank MMIA							\$ 268,048	
<b>Total Cash</b>							<b>\$ 2,808,729</b>	
Comerica Securities CD Placement	Various					2.54%	\$ 1,024,504	6.94%
Local Agency Investment Fund (LAIF)	N/A					2.10%	\$ 3,555,979	24.09%
<b>Citizens Trust Investments (Union Bank Custodian)</b>								
US Treasury Note - 912828UL2	5 Year	250,000	99.3597	99.9510	1/31/2020	1.38%	\$ 249,877.50	1.69%
US Treasury Note - 912828UV0	5 Year	250,000	99.0472	99.8200	3/31/2020	1.13%	\$ 249,550.00	1.69%
US Treasury Note - 912828K58	5 Year	250,000	99.0160	99.8870	4/30/2020	1.38%	\$ 249,717.50	1.69%
US Treasury Note - 912828P87	5 Year	250,000	99.6331	99.2930	2/28/2021	1.13%	\$ 248,232.50	1.68%
US Treasury Note - 912828S76	5 Year	250,000	100.1839	99.1060	7/31/2021	1.14%	\$ 247,765.00	1.68%
US Treasury Note - 912828F6	5 Year	250,000	99.0589	99.0660	8/31/2021	1.14%	\$ 247,665.00	1.68%
US Treasury Note - 912828P4	5 Year	250,000	100.3750	100.6950	7/31/2022	1.86%	\$ 251,737.50	1.71%
Fed'l Home Loan Bank - H2K8	2 Year	100,000	100.0000	100.0040	8/21/2020	2.05%	\$ 100,004.00	0.68%
Fed'l Home Loan Bank - HA52	2 Year	200,000	100.0000	99.9940	12/30/2020	2.00%	\$ 199,988.00	1.35%
Fed'l Home Loan Bank - 8P80	1 Year	100,000	99.6000	99.7730	1/19/2021	1.40%	\$ 99,773.00	0.68%
Fed'l Home Loan Mtg. Corp. - ARB2	3 Year	240,000	97.7000	99.5670	10/27/2021	1.60%	\$ 238,960.80	1.61%
Fed'l Home Loan Bank - 8WG2	4 Year	100,000	99.5286	101.8600	3/11/2022	2.45%	\$ 101,860.00	0.69%
Fed'l National Mtg. Assn. - 0T45	5 Year	250,000	100.5354	100.5320	4/5/2022	1.87%	\$ 251,330.00	1.70%
Fed'l Farm Crdt. Bank - KQ66	3 Year	200,000	99.9800	99.9470	9/19/2022	2.10%	\$ 199,894.00	1.35%
Fed'l Home Loan Bank - UBA7	5 Year	200,000	100.0000	99.7640	9/16/2024	2.26%	\$ 199,528.00	1.35%
Paccar Financial Corp. - RN85	2 Year	200,000	98.9960	100.1660	11/13/2020	2.05%	\$ 200,332.00	1.36%
United Parcel Service - 2BC9	4 Year	100,000	97.0770	101.1830	5/16/2022	2.11%	\$ 101,183.00	0.69%
Bank of New York Mellon Corp. - RAE7	5 Year	250,000	99.8060	102.9800	1/29/2023	2.86%	\$ 257,450.00	1.74%
US Bancorp Mtns. - HHV5	5 Year	200,000	102.1370	105.0750	2/5/2024	3.21%	\$ 210,150.00	1.42%
Apple Inc. - 3CG3	5 Year	200,000	101.2390	103.8930	2/9/2024	2.89%	\$ 207,786.00	1.41%
Cash Reserve Account						1.44%	\$ 691,109.25	4.68%
<b>Total Citizens Trust Investments</b>							<b>\$ 4,803,893</b>	<b>32.55%</b>
<b>Wells Fargo Advisors Investments (Union Bank Custodian)</b>								
Fed'l National Mtg. Assn. - 0T60	2 Year	250,000	99.4158	99.8980	7/30/2020	1.50%	\$ 249,745.00	1.69%
Fed'l Home Loan Mtg. Corp. - AEK1	2 Year	500,000	99.4532	100.2010	11/17/2020	1.87%	\$ 501,005.00	3.39%
Fed'l Home Loan Bank - D4X7	2 Year	250,000	99.7862	100.2160	12/11/2020	2.00%	\$ 250,540.00	1.70%
Fed'l Home Loan Mtg. Corp. - AEC9	3 Year	255,000	96.0775	99.1430	8/12/2021	1.13%	\$ 252,814.65	1.71%
Fed'l National Mtg. Assn. - 0Q89	4 Year	250,000	100.1410	99.5270	10/7/2021	1.38%	\$ 248,817.50	1.69%
Fed'l Home Loan Bank - ABG2	4 Year	750,000	99.4438	100.5000	11/29/2021	1.87%	\$ 753,750.00	5.11%
Fed'l National Mtg. Assn. - 0S38	5 Year	300,000	101.6139	100.7230	1/5/2022	1.99%	\$ 302,169.00	2.05%
Fed'l National Mtg. Assn. - 0T45	5 Year	375,000	101.6620	100.5320	4/5/2022	1.87%	\$ 376,995.00	2.55%
Fed'l Home Loan Bank - 7R49	5 Year	200,000	99.3337	99.6010	4/13/2022	1.49%	\$ 199,202.00	1.35%
Fed'l Home Loan Bank - 0GJ0	5 Year	250,000	102.0745	100.8810	9/9/2022	1.98%	\$ 252,202.50	1.71%
Fed'l National Mtg. Assn. - 1BR5	5 Year	125,000	101.0674	100.6710	12/9/2022	1.86%	\$ 125,838.75	0.85%
Fed'l Home Loan Bank - 0T94	5 Year	505,000	99.2492	102.2150	1/19/2023	2.32%	\$ 516,185.75	3.50%
Fed'l National Mtg. Assn. - DRG9	5 Year	250,000	100.8232	103.3930	3/10/2023	2.66%	\$ 258,482.50	1.75%
Fed'l National Mtg. Assn. - 0U43	5 Year	250,000	99.6518	104.4350	9/12/2023	2.75%	\$ 261,087.50	1.77%
Cash Reserve Account						1.44%	\$ 827,406.41	5.61%
<b>Total Wells Fargo Advisors Investments</b>							<b>\$ 5,376,242</b>	<b>36.42%</b>
<b>Total Investments</b>							<b>\$ 14,760,617</b>	<b>100.00%</b>
<b>Total Cash &amp; Investments</b>							<b>\$ 17,569,346</b>	

Market values determined on last business day of the month. All listed investments comply with the District's Statement of Investment Policy as established in Resolution 2-2007. The District's available cash and investment portfolio provides sufficient cash flow and liquidity to meet all normal obligations for at least a six-month period of time.

NOTE: All interest values show above are based on annual rates of return.

# Tab

# 1.4

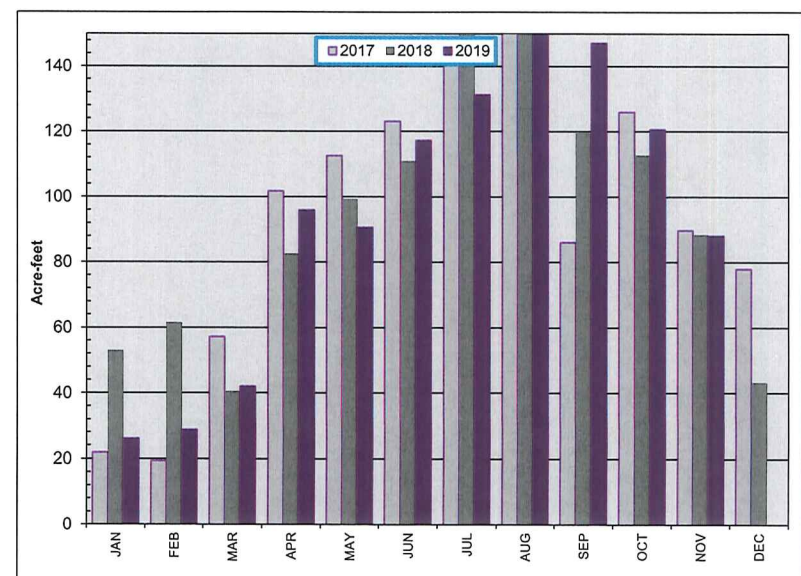
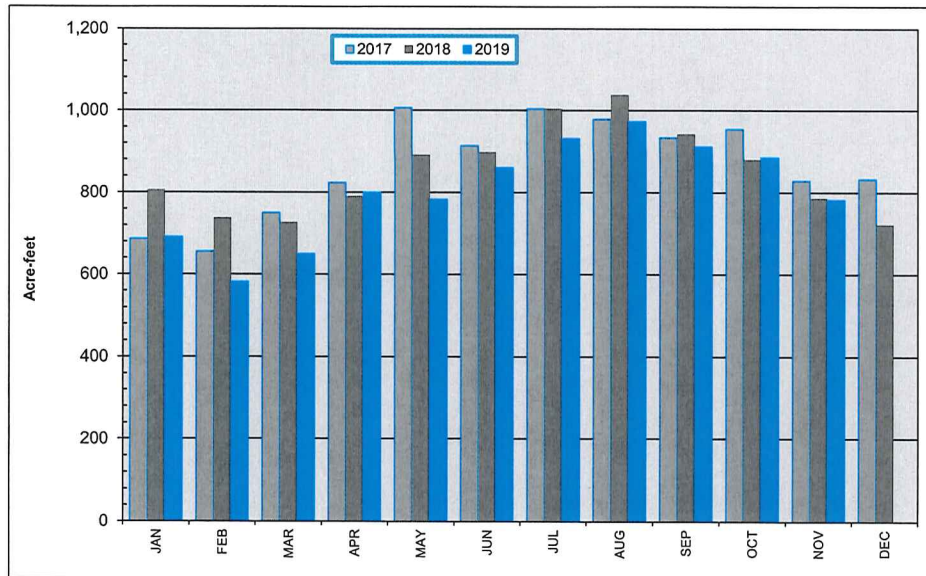


## Water Purchases for CY 2019 (Acre-feet)



	POTABLE SYSTEM						TOTAL
	WBS	LHH	PM-9	PM-22	JWL		
					PM-15	Miramar	
JAN	187.3	0.0	0.0	257.1	171.8	75.5	691.7
FEB	155.2	0.0	0.0	267.3	93.7	65.9	582.1
MAR	170.4	0.0	0.0	223.1	169.4	86.7	649.6
APR	180.5	0.0	0.0	269.3	265.2	86.0	801.0
MAY	171.8	0.0	0.0	277.2	227.7	106.2	782.9
JUN	69.7	0.0	0.0	322.9	403.6	64.4	860.6
JUL	0.0	0.0	0.0	342.4	560.5	28.8	931.7
AUG	0.0	0.0	0.0	329.5	628.1	16.4	974.0
SEP	0.0	0.0	0.0	353.4	469.7	89.1	912.2
OCT	117.0	0.0	0.0	270.4	339.8	158.7	885.9
NOV	150.0	0.0	0.0	189.4	287.9	155.3	782.6
DEC							0.0
TOTAL	1,201.9	0.0	0.0	3,102.0	3,617.4	933.0	8,854.3

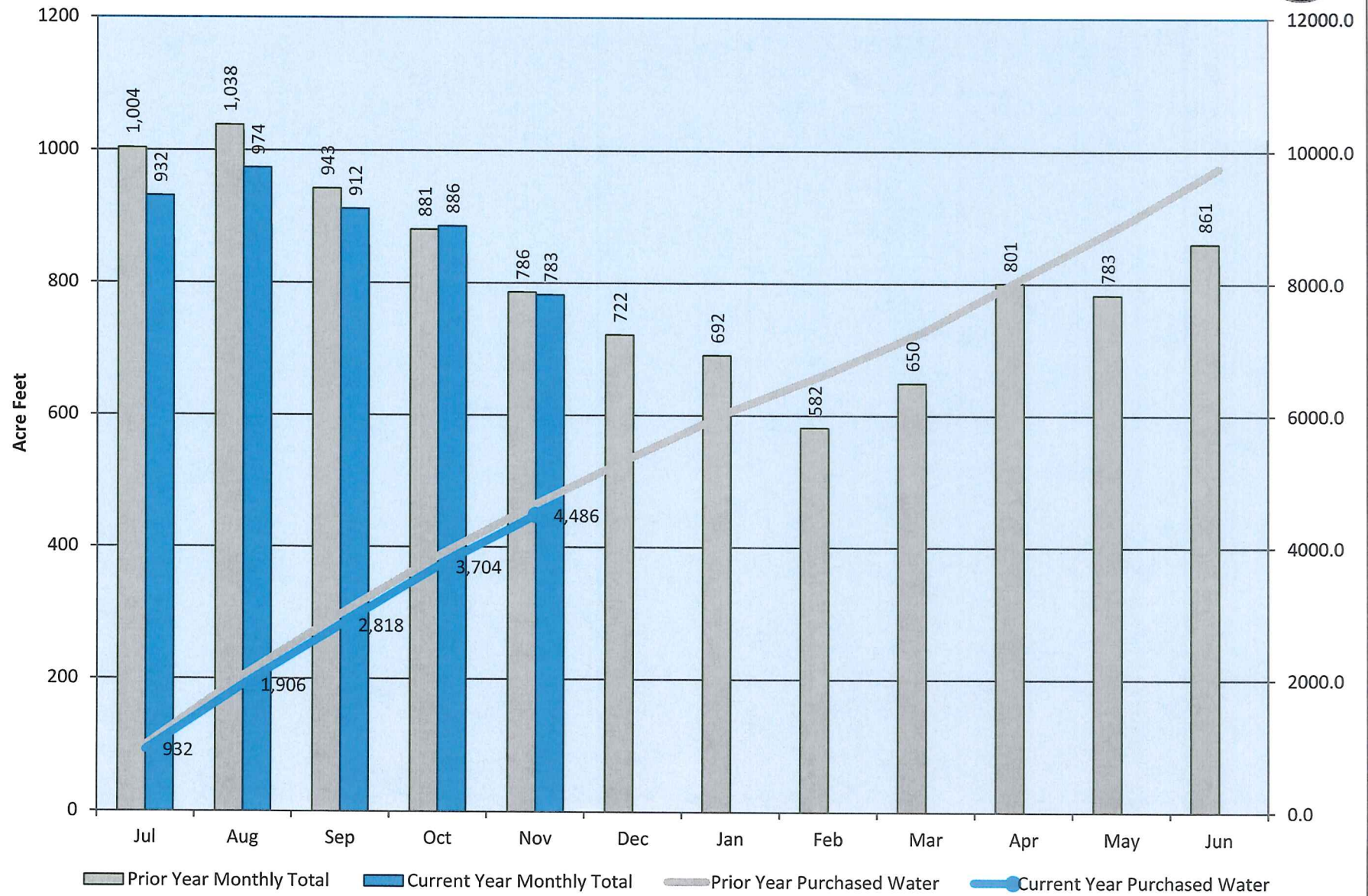
RECYCLED SYSTEM						TOTAL
Well 1	Wet Well	WVWD	Industry	Potable Make-up		
0.0	18.5	0.0	7.4	0.0		25.9
0.0	10.2	0.0	18.6	0.0		28.8
0.0	8.9	0.0	33.1	0.0		42.0
0.0	4.8	1.0	90.2	0.0		96.0
0.0	3.8	1.0	85.9	0.0		90.7
0.0	11.7	2.0	103.6	0.0		117.3
0.0	13.3	2.0	116.0	0.0		131.3
0.0	20.2	2.0	140.0	0.0		162.2
0.0	7.3	2.0	137.9	0.0		147.2
0.0	6.1	2.0	112.6	0.0		120.7
0.0	6.8	2.0	79.4	0.0		88.2
						0.0
<b>0.0</b>	<b>111.6</b>	<b>14.0</b>	<b>924.7</b>	<b>0.0</b>		<b>1,050.3</b>





# Potable Water Purchases For FY 2019-2020

(Acre-feet)



# Tab

## 2.1



## DECEMBER 2019-DIRECTOR REIMBURSEMENTS

Director	Date of Meeting/Event	Meeting/Event Attended	Reimbursement	No Charge	Additional Comments <i>(Submit expense report if claiming mileage and/or meal reimbursement)</i>
Anthony J. Lima					
	12/12/2019	Puente Basin Water Agency Meeting	\$185.00		Mileage
	12/16/2019	HHIC Meeting	\$185.00		Mileage
	12/17/2019	RWD Board Meeting	\$185.00		
	12/18/2019	Three Valleys Meeting	\$185.00		Mileage
		<b>TOTAL PAYMENT</b>	<b>\$740.00</b>		
John Bellah					
	12/1/19-12/6/19	JPIA/ACWA 2019 Fall Conference	\$1,110.00		Mileage
	12/17/2019	RWD Board Meeting	\$185.00		
		<b>TOTAL PAYMENT</b>	<b>\$1,295.00</b>		
Robert W. Lewis					
	12/1/19-12/6/19	JPIA/ACWA 2019 Fall Conference	\$1,110.00		Mileage
	12/12/2019	Puente Basin Water Agency Meeting	\$185.00		
	12/17/2019	RWD Board Meeting	\$185.00		
		<b>TOTAL PAYMENT</b>	<b>\$1,480.00</b>		
Szu-Pei Lu					
	12/1/19-12/3/19	ACWA 2019 Fall Conference	\$555.00		Mileage
	12/9/2019	RHCCC Meeting	\$185.00		
	12/17/2019	RWD Board Meeting	\$185.00		
	12/18/2019	Three Valleys Meeting	\$185.00		Mileage
		<b>TOTAL PAYMENT</b>	<b>\$1,110.00</b>		
Teresa Rios					
	12/3/19-12/6/19	ACWA 2019 Fall Conference	\$740.00		Mileage
	12/17/2019	RWD Board Meeting	\$185.00		
		<b>TOTAL PAYMENT</b>	<b>\$925.00</b>		

APPROVED FOR PAYMENT:

Tom Coleman

# **Tab**

## **2.2**





# IRS issues standard mileage rates for 2020

IR-2019-215, December 31, 2019

WASHINGTON — The Internal Revenue Service today issued the [2020 optional standard mileage rates \(PDF\)](#) used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2020, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 57.5 cents per mile driven for business use, down one half of a cent from the rate for 2019,
- 17 cents per mile driven for medical or moving purposes, down three cents from the rate for 2019, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate decreased one half of a cent for business travel driven and three cents for medical and certain moving expense from the rates for 2019. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details, see [Rev. Proc. 2019-46 \(PDF\)](#).

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than five vehicles used simultaneously. These and other limitations are described in section 4.05 of [Rev. Proc. 2019-46 \(PDF\)](#).

[Notice 2020-05 \(PDF\)](#), posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan. In addition, for employer-provided vehicles, the Notice provides the maximum fair market value of automobiles first made available to employees for personal use in calendar year 2020 for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile valuation rule in § 1.61-21(e).



# Tab

## 2.3

# BALLOT

## SPECIAL DISTRICT LAFCO REPRESENTATIVE

Please vote for no more than one candidate.

☐

DANIEL L. DEAR

Occupation: Water District Director

Sponsor: West Basin Municipal Water District

☐

SHARON RAGHAVACHARY

Occupation: Water District Director

Sponsor: Crescenta Valley Water District

NOMINATION  
OF  
INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE  
TO THE  
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: President James P. Bodnar and Member of the Board of Directors

Date: December 3, 2019

Name of Candidate: Sharon Raghavachary

The Board of Directors of the Crescenta Valley Water District is pleased to nominate

Sharon Raghavachary as a candidate for appointment as special district **REPRESENTATIVE** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Director of Board of Directors of

Agency: Crescenta Valley Water District

Type of Agency: Water and Sewer District

Term Expires: December 2020

Residence Address: 2209 Maurice Ave.

La Crescenta, CA 91214

Telephone: 818 541-9071

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

Crescenta Valley Water District  
(Name of Agency)

By: [Signature]  
Its: Chairman of the Board of Directors



## **Crescenta Valley Water District**

2700 Foothill Boulevard, La Crescenta, California 91214  
Phone (818) 248-3925 Fax (818) 248-1659

### **Directors**

Judy L. Tejeda  
James D. Bodnar  
Kerry D. Erickson  
Kenneth R. Putnam  
Sharon Raghavachary

### **Officers**

Nemesiano Ochoa, P.E.  
*General Manager*  
James Lee  
*Director of Finance & Administration*

Director Raghavachary has been active in the La Crescenta Community for 20 years and has a background in accounting and computer systems.

Ms. Raghavachary is a founder of the Crescenta Valley Community Association. She served for seven years on the Crescenta Valley Town Council, during which time she was co-chair of the Foothill Design Committee, that wrote design standards for Foothill Boulevard, and was a member of Supervisor Antonovich's Library Committee. She also served as Council Vice President and Land Use Committee Chair.

Additionally, Director Raghavachary served three years on the Parent Advisory Council for Children's Hospital Los Angeles, providing input for the new hospital tower. She has been a volunteer for the Los Angeles County Sheriff's Department and Treasurer of the Crescenta Valley Arts Council, as well as a Girl Scout troop leader for ten years, and for over five years she wrote a featured column for the Glendale New Press and the Crescenta Valley Weekly. She is currently serving her second year on the Clark Magnet High School's School Site Council.

Ms. Raghavachary has teenage twins, a boy and a girl, who attend Clark Magnet and Crescenta Valley High Schools.

NOMINATION  
OF  
INDEPENDENT SPECIAL DISTRICT ~~REPRESENTATIVE~~  
TO THE  
LOS ANGELES COUNTY LOCAL AGENCY FORMATION COMMISSION

To: Independent Special District Selection Committee

From: West Basin Municipal Water District

Date: October 28, 2019

Name of Candidate: Donald L. Dear

West Basin Municipal Water District is pleased to nominate

Donald L. Dear as a candidate for appointment as special district **REPRESENTATIVE** to the Los Angeles Local Agency Formation Commission. The nominee is an elected official or a member of the board of an independent special district appointed for a fixed term. For your consideration, we submit the following additional information together with a resume of the candidate's qualifications.

Elective office: Division 5 Director

Agency: West Basin Municipal Water District

Type of Agency: Water Wholesaler

Term Expires: December 2020

Residence Address: 15433 Catalina Ave, Gardena, CA 90247

Telephone: (310) 704-0881

PLEASE ATTACH RESUME OR CANDIDATE STATEMENT (limit one page)

West Basin Municipal Water District

(Name of Agency)

By: Patrick Shields

Its: General Manager

*Patrick Shields* 10/31/19



## Donald L. Dear

Immediate Past President, West Basin Municipal Water District Board of Directors  
*Division V*

---



Donald L. Dear was elected to the West Basin Municipal Water District (West Basin) Board of Directors in November 2000. He is currently serving his fifth term after being re-elected in November 2016. He represents the Division V cities of Gardena, Hawthorne, Lawndale and the unincorporated Los Angeles County area of El Camino Village.

Director Dear came to the Board with a vast array of experience in public service, serving on the Gardena City Council from 1970 to 1974 and again from 1978 to 1982, as well as serving as the Gardena mayor for nine consecutive terms from 1982 to 2001. He retired with 27 years of total service to the City of Gardena. Director Dear is currently serving as Immediate Past President of the Board and Chair of the Ethics Committee. He previously served as one of two West Basin representatives on the board of directors of the Metropolitan Water District of

Southern California from 2013 to 2018.

In 2004, 2008, 2012 and again in 2016, he was elected as one of the representatives for the Los Angeles County Independent Special Districts on the Local Agency Formation Commission, of which he currently serves as First Vice President. In October 2011, the West Basin Board paid tribute to Dear's distinguished public service by naming their Carson Headquarters the Donald L. Dear Building.

Director Dear's years of experience have given him a deep first-hand understanding of the roles, responsibilities and challenges facing local governmental institutions. He served for 24 years as a Trustee of the Greater Los Angeles Vector Control District, and for 19 years on the Board of Directors for the Los Angeles County Sanitation District No. 5. He also served as President of the South Bay Cities Association (now known as South Bay Cities Council of Governments), on the Board of Directors of the Southern California Cities Joint Powers Consortium and is a member of the Sierra Club.

As a former teacher at Stephen White Middle School in Carson for 38 years, he is well known and widely respected by his former students, colleagues and members of the community. In 1983 he was "Teacher of the Year" for Region A of the Los Angeles Unified School District. Dear's professional affiliations include his service as a member of the National Council for Social Studies, board member of the Political Action Council of Educators, and six terms of service as a member of the House of Representatives of the United Teachers of Los Angeles (UTLA). His civic affiliations include the Association for Retarded Citizens – South Bay, El Nido Services, Gardena Elks, Gardena High School Booster Club, Gardena Jaycees, Gardena Valley Cultural Arts Corporation, Gardena Valley Friends of the Library, Gardena Valley Music Association, Gardena Valley Red Cross, Gardena-Carson Family YMCA, Hollypark and Gardena Valley Lions Club, Kiwanis Club of Gardena Valley, Serra High School Advisory Board, and the University of Southern California San Pedro Peninsula Trojan Club.

Director Dear has also distinguished himself through his outstanding work with youth, not only as a noteworthy educator, but also for his 30 years of unselfish dedication as a coach for more than 70 teams in three sports through the Gardena Recreation Department Youth Sports Leagues.

# Tab

## 2.4

**PUENTE BASIN WATER AGENCY**  
**BASIC FINANCIAL STATEMENTS**

Year Ended June 30, 2019



(This page intentionally left blank)

**PUENTE BASIN WATER AGENCY**

**FINANCIAL STATEMENTS**

Year ended June 30, 2019

**TABLE OF CONTENTS**

	<u>Page</u>
Independent Auditor's Report	1
Management's Discussion and Analysis	5
Basic Financial Statements:	
Statement of Net Position	13
Statement of Revenues, Expenses and Changes in Net Position	14
Statement of Cash Flows	15
Notes to Basic Financial Statements	17
Supplementary Information	27
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	31

(This page intentionally left blank)

## **INDEPENDENT AUDITOR'S REPORT**

Board of Commissioners  
Puente Basin Water Agency  
Walnut, California

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Puente Basin Water Agency ("Agency") as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Agency's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Agency, as of June 30, 2019 and the changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Report on Summarized Comparative Information***

We have previously audited the Agency's 2018 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated November 5, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the *Management's Discussion and Analysis* be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Agency's basic financial statements. The supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion or provide any assurance on it.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated November 8, 2019 on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

A handwritten signature in blue ink that reads "Davis Lee LP". The signature is written in a cursive, flowing style.

Irvine, California  
November 8, 2019

(This page intentionally left blank)



**PUENTE BASIN WATER AGENCY  
MANAGEMENT DISCUSSION AND ANALYSIS  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

This section of the Puente Basin Water Agency's (Agency) annual financial report presents our analysis of the Agency's financial performance during the fiscal years ending June 30, 2019 and June 30, 2018. Please read it in conjunction with the basic financial statements, which follow this section.

**FINANCIAL HIGHLIGHTS**

Fiscal Year 2019

- The Agency's net assets as of June 30, 2019 were \$33,285,149, an increase of \$4,505,285, or 15.7% over the prior year.
- Revenues totaled \$16,491,773 for the year, an increase of \$389,169 from the prior year.
- Beginning in July 2014, in order to properly account for the costs and benefits of water produced from the water reliability projects, funded jointly by the Walnut Valley Water District (WVWD) and the Rowland Water District (RWD), imported water purchased from TVMWD was invoiced through the Agency. For fiscal year 2019, the total of these pass-through costs was \$15,173,416 and is reflected in both the revenues and expenses of the Agency.
- Operating expenses for the year totaled \$17,474,328 for the year, these costs include the pass-through water costs from TVMWD.
- The La Habra Heights water reliability project produced no water for the year. Although no water was produced, internal costs, in the amount of \$17,859, were incurred related to the maintenance and management of the project facilities.
- During the year the Cal Domestic Project water reliability project produced 1,481 acre-feet of water. The costs related to the production of this water totaled \$1,692,541 for the year. These costs included the use of stored water in the amount of \$588,382, that was purchased and paid for in prior years.
- The Agency recorded an additional \$1,703,708 and \$1,990,438 in construction costs related to the Pathfinder Project and Pomona Basin Project respectively, which is currently being constructed and is reflected in the Agency's Construction in Progress account.
- The Agency entered into a 20-year lease with the City of La Verne in 2018 for land and an old well site, which was recorded as a capital lease. The value of the lease is recorded at the value of the future minimum lease payments in the amount of \$1,779,919.

Fiscal Year 2018

- The Agency's net assets as of June 30, 2018 were \$28,779,864, a decrease of \$352,117, or 1.2% over the prior year.
- Revenues totaled \$16,102,604 for the year, a decrease of \$5,735,162 from the prior year.

**PUENTE BASIN WATER AGENCY  
MANAGEMENT DISCUSSION AND ANALYSIS  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

- Beginning in July 2014, in order to properly account for the costs and benefits of water produced from the water reliability projects, funded jointly by the Walnut Valley Water District (WVWD) and the Rowland Water District (RWD), imported water purchased from TVMWD was invoiced through the Agency. For fiscal year 2018, the total of these pass-through costs was \$14,742,678 and is reflected in both the revenues and expenses of the Agency.
- Operating expenses for the year totaled \$16,978,471 for the year, these costs include the pass-through water costs from TVMWD.
- The La Habra Heights water reliability project produced no water for the year. Although no water was produced, internal costs, in the amount of \$1,307, were incurred related to the maintenance and management of the project facilities.
- During the year the Cal Domestic Project water reliability project produced 1,804 acre-feet of water. The costs related to the production of this water totaled \$1,638,246 for the year. These costs included the use of stored water in the amount of \$588,382, that was purchased and paid for in prior years.
- The Agency recorded an additional \$186,327 and \$329,153 in construction costs related to the Pomona Basin Project and Pathfinder Project respectively, which is currently being constructed and is reflected in the Agency's Construction in Progress account.
- The Agency entered into a 20-year lease with the City of La Verne for land and an old well site, which was recorded as a capital lease. The value of the lease was recorded at the value of the future minimum lease payments in the amount of \$1,841,213.

## **OVERVIEW OF THE FINANCIAL STATEMENTS**

The financial statements report information about the Agency using accounting methods similar to those used by private sector companies. The financial statements, comprised of the Statement of Net Assets, Statement of Revenues, Expenses, and Changes in Net Assets, and the Statement of Cash Flows, offer short-term and long-term financial information about the Agency's activities. Each financial statement is identified and defined in this section and analyzed in subsequent sections of MD&A.

### Statement of Net Assets

The Statement of Net Assets presents the Agency's financial position (assets and liabilities) as of June 30, 2019 and 2018. The Statement of Net Assets includes all of the Agency's investments in resources (assets) and the obligations to creditors (liabilities). It also provides the basis for evaluating the capital structure of the Agency and assessing the liquidity and financial flexibility of the Agency. As of June 30, 2019 and 2018 the Agency had net assets, assets in excess of liabilities, of \$33,285,149 and \$28,779,864, respectively.

### Statement of Revenues, Expenses & Changes in Net Assets

All of the current year's revenues and expenses are accounted for in the Statement of Revenues, Expenses and Changes in Net Assets. This statement measures the success of the Agency's operations and can be used to determine whether the Agency has successfully

**PUENTE BASIN WATER AGENCY  
MANAGEMENT DISCUSSION AND ANALYSIS  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

recovered all of its costs through member assessments and other revenues. Revenues are recognized (recorded) when services are provided and expenses are recognized when incurred. Operating revenues and expenses are related to the Agency's core activities. The change in net assets for the years ending June 30, 2019 and 2018, was \$4,505,285 and \$(352,117), respectively.

Statement of Cash Flows

The final required financial statement is the Statement of Cash Flows. The primary purpose of this statement is to provide information about the Agency's cash receipts and cash payments during the fiscal year. The statement reports cash receipts, cash payments, and net changes in cash and cash equivalents resulting from operations, investing, and financing activities and provides answers to such questions as where did cash come from, what was cash used for, and what was the change in cash balance during the year. As of June 30, 2019, cash and cash equivalents totaled \$1,633,112 an increase of \$625,087 from the previous fiscal year.

**FINANCIAL ANALYSIS OF THE AGENCY**

Our analysis of the Agency begins on page 13 of the financial statements. One of the most important questions to ask about the Agency's finances is, "Whether the Agency, as a whole, is better off or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Revenues,

Expenses, and Changes in Net Assets report information about the Agency's finances in a way that will help answer that question. Measuring the change in the Agency's net assets, the difference between assets and liabilities, is one way to measure financial health or financial position. Over time, increases or decreases in the Agency's net assets are one indicator of whether its financial health is improving or deteriorating. However, you will need to consider other non-financial factors such as changes in economic conditions, population growth, and new or changed government legislation.

**PUENTE BASIN WATER AGENCY  
MANAGEMENT DISCUSSION AND ANALYSIS  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

**Statements of Net Assets**

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position.

Table A-1  
Condensed Statements of Net Assets

	Fiscal Year 2019	Fiscal Year 2018	Dollar Change	Fiscal Year 2017	Dollar Change
<b>Assets:</b>					
Cash & Investments	\$ 1,633,112	\$ 1,008,025	\$ 625,087	\$ 757,020	\$ 251,005
Accounts Receivable	3,837,490	3,102,215	735,275	2,947,441	154,774
Grant Receivable	1,876,000	27,518	1,848,482	27,518	0
Interest Receivable	154,637	156,980	(2,343)	154,004	2,976
Installment Purchase Receivable	32,285,000	33,195,000	(910,000)	34,065,000	(870,000)
Prepaid Water/Stored Water	6,080,786	6,861,294	(780,508)	7,541,476	(680,182)
Capital Assets	26,059,055	22,741,862	3,317,193	20,703,199	2,038,663
<b>Total Assets</b>	<b>71,926,080</b>	<b>67,092,894</b>	<b>4,833,186</b>	<b>66,195,658</b>	<b>897,236</b>
<b>Liabilities:</b>					
Accounts Payable	4,425,981	3,156,515	1,269,466	2,844,673	311,842
Interest Payable	150,030	153,635	(3,605)	154,004	(369)
Long-Term Debt	34,064,920	35,002,880	(937,960)	34,065,000	937,880
<b>Total Liabilities</b>	<b>38,640,931</b>	<b>38,313,030</b>	<b>327,901</b>	<b>37,063,677</b>	<b>1,249,353</b>
<b>Net Assets:</b>					
Net Investment in Capital Assets	24,279,136	20,933,982	3,345,154	20,703,199	230,783
Unrestricted	9,006,013	7,845,882	1,160,131	8,428,782	(582,900)
<b>Total Net Assets</b>	<b>\$33,285,149</b>	<b>\$28,779,864</b>	<b>\$4,505,285</b>	<b>\$29,131,981</b>	<b>\$(352,117)</b>

As seen from Table A-1, the Agency's net assets exceeded liabilities by \$33,285,149 and \$28,779,864 for the fiscal years ending June 30, 2019 and 2018, respectively.

By far, the largest component of net assets is the Agency's net investment in capital assets, which increased \$3,345,154 from the prior year. This increase was due primarily to the recognition of capital costs, attributable to the water supply reliability projects, which totaled \$3,694,146 for the year. As of June 30, 2019, the balance of the Construction in Progress account was \$5,835,394.

In 2018, the Agency's net investment in capital assets increased \$230,783 from the prior year. This increase was due to the recognition of capital costs, attributable to the water supply reliability project which totaled \$515,480 for the year. As of June 30, 2018, the balance of the Construction in Progress account was \$2,141,249.

In 2013, the Agency issued \$19,385,000 of 2012 Series A Water Revenue Bonds related to capital facilities of the RWD. In addition, the Agency issued \$17,300,000 related to capital

**PUENTE BASIN WATER AGENCY  
MANAGEMENT DISCUSSION AND ANALYSIS  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

facilities of the WVWD. In accordance with the separate installment purchase agreements, each District is obligated to pay the interest and principal payments related to the bonds. To account for the debt and installment purchase agreement, a liability and corresponding asset has been recorded. As of June 30, 2019, the balance of the installment purchase receivable and related liability was \$32,285,000.

**Statements of Revenues, Expenses, and Changes in Net Assets**

**Fiscal Year 2019 – Revenues and Expenses**

For fiscal year 2019 the Agency had total operating revenues of \$16,491,773, an increase of \$389,169 from the prior year. The largest source of revenue for the year is member payments for water purchased from TVMWD. Beginning in 2014, water purchased by the WVWD and RWD from TVMWD is invoiced through the Agency. For the year, revenues collected for water purchased from TVMWD totaled \$15,173,416, an increase of \$430,738 from the prior year. In addition, the Cal Domestic project produced 1,481 acre-feet of water during the year. A total of \$1,010,002 was collected from the Districts to cover the costs related to the production of this water, a decrease of \$83,522 from prior year. Member assessments vary from year to year and represent payments received from the Districts to cover the other general and administrative costs incurred by the Agency. For the year, member assessments totaled \$220,965, an increase of \$25,543 over the prior year. During the year, the Agency leased water to three agencies amounting to \$67,500 in revenue. In addition, interest income and interest expense, related to the debt that was issued by the Agency and the corresponding installment purchase agreements, were recorded in the amount of \$1,491,971.

For fiscal year 2019, the Agency had total operating expenses of \$17,474,328, an increase of \$495,857 from the prior year. As discussed above, the most significant costs were attributable to the purchase and production of water, which totaled \$16,856,600 for the year, an increase of \$415,880 from the prior year.

Capital contributions for the year totaled \$5,542,628. Capital contributions included the money paid by each member agency and grant revenue for alternative water supply projects.

**Fiscal Year 2018 – Revenues and Expenses**

For fiscal year 2018 the Agency had total revenues of \$16,102,604, a decrease of \$5,735,162 from the prior year. The largest source of revenue for the year is member payments for water purchased from TVMWD. Beginning in 2014, water purchased by the WVWD and RWD from TVMWD is invoiced through the Agency. For the year, revenues collected for water purchased from TVMWD totaled \$14,742,678, a decrease of \$6,464,698 from the prior year. In addition, the Cal Domestic project produced 1,804 acre-feet of water during the year. A total of \$1,093,524 was collected from the Districts to cover the costs related to the production of this water, an increase of \$618,328 from prior year. Member assessments vary from year to year and represent payments received from the Districts to cover the other general and

**PUENTE BASIN WATER AGENCY  
MANAGEMENT DISCUSSION AND ANALYSIS  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

administrative costs incurred by the Agency. For the year, member assessments totaled \$186,402, an increase of \$31,208 over the prior year. During the year, the Agency leased water to three agencies amounting to \$80,000 in revenue. In addition, interest income and interest expense, related to the debt that was issued by the Agency and the corresponding installment purchase agreements, were recorded in the amount of \$1,507,692.

For fiscal year 2018, the Agency had total operating expenses of \$16,978,471, a decrease of \$5,036,253 from the prior year. As discussed above, the most significant costs were attributable to the purchase and production of water, which totaled \$16,440,720 for the year, a decrease of \$5,299,545 from the prior year. Professional services for the year totaled \$79,511, an increase of \$12,147 from fiscal year 2017. This increase was expected, as the Agency incurred more costs for consultant fees related to government relations services.

Capital contributions for the year totaled \$515,480. Capital contributions included the money paid by each member agency for alternative water supply projects.

Table A-2  
Condensed Statements of Revenues, Expenses and Changes in Net Assets

	Fiscal Year 2019	Fiscal Year 2018	Dollar Change	Fiscal Year 2017	Dollar Change
<b>Revenues:</b>					
Sale of Water (TVMWD)	\$ 15,173,416	\$ 14,742,678	\$ 430,738	\$ 21,207,376	\$ (6,464,698)
Sale of Water (Project)	1,010,002	1,093,524	(83,522)	475,196	618,328
Member Assessments	210,891	186,402	24,489	155,194	31,208
Other	97,464	80,000	17,464	-	80,000
Total Operating Revenues	16,491,773	16,102,604	389,169	21,837,766	(5,735,162)
Interest Income	1,491,971	1,515,962	(23,991)	1,387,763	128,199
Total Revenues	17,983,744	17,618,566	365,178	23,225,529	(5,606,963)
<b>Expenses:</b>					
Water Supply (TVMWD)	15,171,357	14,740,618	430,739	21,207,376	(6,466,758)
Water Supply (Project)	1,710,400	1,731,353	(20,953)	532,889	1,198,464
Legal	104,745	16,709	88,036	43,115	(26,406)
Accounting	9,040	7,802	1,238	7,650	152
Engineering	1,543	21,955	(20,412)	1,423	20,532
Administrative	42,774	42,493	281	35,642	6,851
Professional Services	57,516	79,511	(21,995)	67,364	12,147
Depreciation	376,953	318,030	58,923	119,265	198,765
Total Operating Expenses	17,474,328	16,958,471	515,857	22,014,724	(5,056,253)
Non-Operating: Interest Expense	1,546,759	1,507,692	39,067	1,387,763	119,929
Total Expenses	19,021,087	18,466,163	554,924	23,402,487	(4,936,324)
Net Income (Loss)	(1,037,343)	(847,597)	(189,746)	(176,958)	(670,639)
Capital Contributions	5,542,628	515,480	5,027,148	741,996	(226,516)
Changes in Net Assets	4,505,285	(332,117)	4,837,402	565,038	(897,155)
Net Assets, Beg. of Year	28,779,864	29,131,981	(352,117)	28,566,943	565,038
Net Assets, End of Year	\$ 33,285,149	\$ 28,799,864	\$ 4,485,285	\$ 29,131,981	\$ (332,117)

**PUENTE BASIN WATER AGENCY  
MANAGEMENT DISCUSSION AND ANALYSIS  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

**Capital Asset Administration**

As of June 30, 2019, the Agency had invested \$26,059,055 in capital assets, an increase of \$3,317,193 from the prior fiscal year. These assets were comprised of construction in progress capital assets related to several alternative water supply projects.

**Debt Administration**

Table A-3  
Long-Term Debt

	Fiscal Year 2019	Fiscal Year 2018	Dollar Change	Fiscal Year 2017	Dollar Change
Long Term Debt:					
2012 Series A Water Revenue Bonds (RWD Project)	\$ 17,395,000	\$ 17,840,000	\$ (445,000)	\$ 18,265,000	\$ (425,000)
2013 Series A Water Revenue Bonds (WVWD Project)	\$ 14,890,000	\$ 15,355,000	\$ (465,000)	\$ 15,800,000	\$ (445,000)
Capital Lease	\$ 1,779,919	\$ 1,807,880	\$ (27,961)	\$ -	\$ 1,807,880
Total Long-Term Debt	<u>\$ 34,064,919</u>	<u>\$ 35,002,880</u>	<u>\$ (937,961)</u>	<u>\$ 34,065,000</u>	<u>\$ 937,880</u>

**Economic Factors and Next Year's Budget**

Table A-4  
Fiscal Year 2020 Budget vs. Fiscal Year 2019 Actual

	Budget 2020	Actual 2019	Dollar Change
Revenues:			
Sale of Water (TVMWD)	\$ 13,881,600	\$ 15,173,416	\$ (1,291,816)
Sale of Water (Project)	2,150,130	1,029,892	1,120,238
Member Assessments	283,040	210,891	72,149
Other	10,000	87,419	(77,419)
Total Operating Revenues	16,324,770	16,501,618	(176,848)
Use of Stored Water	1,614,350	780,508	833,842
Total	<u>\$ 17,939,120</u>	<u>\$ 17,282,126</u>	<u>\$ 656,994</u>
Expenses:			
Water Supply (TVMWD)	\$ 13,881,600	\$ 15,173,416	\$ (1,291,816)
Water Supply (Project)	3,646,480	1,710,400	1,936,080
Legal	100,000	104,745	(4,745)
Accounting	8,040	9,040	(1,000)
Engineering	5,000	1,543	3,457
Professional Service	125,000	57,516	67,484
Administrative Expenses	45,000	40,714	4,286
Lease Agreement - Old Baldy	103,000	100,000	3,000
Total Operating Expenses	<u>\$ 17,914,120</u>	<u>\$ 17,197,374</u>	<u>\$ 716,746</u>
Net Income	<u>\$ 25,000</u>	<u>\$ 84,752</u>	<u>\$ (59,752)</u>



(This page intentionally left blank)

**PUENTE BASIN WATER AGENCY**  
**STATEMENT OF NET POSITION**  
**June 30, 2019**  
**(with comparative information for prior year)**

	<u>2019</u>	<u>2018</u>
<b>CURRENT ASSETS:</b>		
Cash and investments (note 2)	\$ 1,633,112	1,008,025
Accounts receivable		
WVWD	2,678,848	2,089,801
RWD	1,141,142	957,414
Other	17,500	55,000
Grants receivable	1,876,000	27,518
Interest receivable	154,637	156,980
Installment purchase receivable - current (note 3)	950,000	910,000
Stored water	<u>6,080,786</u>	<u>6,861,294</u>
<b>TOTAL CURRENT ASSETS</b>	<u>14,532,025</u>	<u>12,066,032</u>
<b>CAPITAL ASSETS (note 4):</b>		
Capital assets not being depreciated	16,238,348	12,544,202
Capital assets being depreciated	10,714,539	10,714,539
Less accumulated depreciation	<u>(893,832)</u>	<u>(516,879)</u>
<b>TOTAL CAPITAL ASSETS</b>	<u>26,059,055</u>	<u>22,741,862</u>
<b>NON CURRENT ASSETS</b>		
Installment purchase receivable - non current (note 3)	<u>31,335,000</u>	<u>32,285,000</u>
<b>TOTAL NON CURRENT ASSETS</b>	<u>31,335,000</u>	<u>32,285,000</u>
<b>TOTAL ASSETS</b>	<u>71,926,080</u>	<u>67,092,894</u>
<b>CURRENT LIABILITIES:</b>		
Accounts payable	4,425,981	3,156,515
Interest payable	150,030	153,635
Current portion of long-term debt (note 5)	<u>983,122</u>	<u>937,961</u>
<b>TOTAL CURRENT LIABILITIES</b>	<u>5,559,133</u>	<u>4,248,111</u>
<b>LONG-TERM DEBT (note 5)</b>	<u>33,081,798</u>	<u>34,064,919</u>
<b>TOTAL LIABILITIES</b>	<u>38,640,931</u>	<u>38,313,030</u>
<b>NET POSITION:</b>		
Net investment in capital assets	24,279,136	20,933,982
Unrestricted	<u>9,006,013</u>	<u>7,845,882</u>
<b>TOTAL NET POSITION</b>	<u>\$ 33,285,149</u>	<u>28,779,864</u>

**PUENTE BASIN WATER AGENCY**  
**STATEMENT OF REVENUES, EXPENSES AND**  
**CHANGES IN NET POSITION**  
**Year Ended June 30, 2019**  
**(with comparative information for prior year)**

	<u>2019</u>	<u>2018</u>
OPERATING REVENUES:		
Sale of water to member agencies	\$ 16,176,013	15,827,182
Member assessments	220,965	195,422
Water leases	67,500	80,000
Other revenue	<u>27,295</u>	<u>-</u>
TOTAL OPERATING REVENUES	<u>16,491,773</u>	<u>16,102,604</u>
OPERATING EXPENSES:		
Water supply	16,856,600	16,440,720
Legal	104,745	36,709
Accounting	9,040	7,802
Engineering	1,543	21,955
Administrative	42,774	42,493
Professional services	57,516	79,511
Other expenses	25,157	31,251
Depreciation	<u>376,953</u>	<u>318,030</u>
TOTAL OPERATING EXPENSES	<u>17,474,328</u>	<u>16,978,471</u>
OPERATING INCOME (LOSS)	<u>(982,555)</u>	<u>(875,867)</u>
NONOPERATING REVENUES (EXPENSES):		
Interest revenue	1,491,971	1,515,962
Interest expense	<u>(1,546,759)</u>	<u>(1,507,692)</u>
TOTAL NONOPERATING REVENUES (EXPENSES)	<u>(54,788)</u>	<u>8,270</u>
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(1,037,343)	(867,597)
CAPITAL CONTRIBUTIONS:		
Capital contributions from RWD	1,847,073	257,740
Capital contributions from WVWD	1,847,073	257,740
Capital contributions from grants	<u>1,848,482</u>	<u>-</u>
CHANGE IN NET POSITION	4,505,285	(352,117)
NET POSITION - BEGINNING OF YEAR	<u>28,779,864</u>	<u>29,131,981</u>
NET POSITION - END OF YEAR	<u>\$ 33,285,149</u>	<u>28,779,864</u>

**PUENTE BASIN WATER AGENCY**  
**STATEMENT OF CASH FLOWS**  
**Year Ended June 30, 2019**  
**(with comparative information for prior year)**

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received for water sales	\$ 16,956,521	15,965,300
Receipts from members for operations	147,012	195,422
Water purchases	(16,856,600)	(15,760,538)
Payments to suppliers for other goods and services	(382,602)	(219,721)
Sale of water leases	<u>67,500</u>	<u>80,000</u>
NET CASH PROVIDED (USED)		
BY OPERATING ACTIVITIES	<u>(68,169)</u>	<u>260,463</u>
CASH FLOWS FROM CAPITAL AND		
RELATED FINANCING ACTIVITIES:		
Receipts from members for capital activities	3,694,146	515,480
Payments for the acquisition of capital assets	<u>(3,016,880)</u>	<u>(529,863)</u>
NET CASH PROVIDED (USED) BY CAPITAL		
AND RELATED FINANCING ACTIVITIES	<u>677,266</u>	<u>(14,383)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest received on cash and investments	<u>15,990</u>	<u>4,925</u>
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>15,990</u>	<u>4,925</u>
CASH AND CASH EQUIVALENTS - BEGINNING		
OF YEAR	<u>1,008,025</u>	<u>757,020</u>
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 1,633,112</u>	<u>1,008,025</u>
RECONCILIATION OF OPERATING INCOME TO NET		
CASH PROVIDED (USED) BY OPERATING ACTIVITIES:		
Operating income (loss)	\$ (982,555)	(875,867)
Adjustments to reconcile operating income to net cash		
provided (used) by operating activities:		
Depreciation	376,953	318,030
Changes in assets and liabilities:		
(Increase) decrease in accounts receivable	(735,275)	(154,774)
(Increase) decrease in prepaid water	-	91,801
(Increase) decrease in stored water	780,508	588,381
Increase (decrease) in accounts payable	<u>492,200</u>	<u>292,892</u>
Total adjustments	<u>914,386</u>	<u>1,136,330</u>
NET CASH PROVIDED (USED) BY		
OPERATING ACTIVITIES	<u>\$ (68,169)</u>	<u>260,463</u>
Noncash investing, capital and financing activities:		
Member remittance of funds to bond service agent	<u>\$ 2,388,325</u>	<u>2,381,300</u>
Capital assets acquired with capital lease	<u>\$ -</u>	<u>1,841,214</u>

(This page intentionally left blank)

**PUENTE BASIN WATER AGENCY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Description of Reporting Entity:**

The Puente Basin Water Agency (the Agency) was created April 1, 1971 by the execution of a Joint Powers Agreement between Rowland Water District (RWD) and Walnut Valley Water District(WVWD). The Agreement was made pursuant to Article 1, Chapter 5, Division 7, Title 1 of the government code of the State of California. The Agency was organized for the purpose of protection and utilization of the local, imported, and reclaimed water supply within the Puente Basin. The Agency is governed by an appointed Board of Commissioners consisting of four members.

As required by accounting principles generally accepted in the United States of America, these financial statements present the Puente Basin Water Agency and its component units, if any for which the Agency is considered to be financially accountable. Based upon the application of required criteria, there were no potential component units to be considered for inclusion in the Agency's reporting entity.

**B. Description of Fund:**

The accounts of the Agency are organized in a fund, which is considered a separate accounting entity. The operations of the fund are accounted for with a set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenses. The following fund type is used:

Proprietary Fund Type

Enterprise Fund is used to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

**C. Accounting and Reporting Policies:**

The Agency has conformed to the pronouncements of the Governmental Accounting Standards Board (GASB), which are the primary authoritative statements of accounting principles generally accepted in the United States of America applicable to state and local governments.

**PUENTE BASIN WATER AGENCY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**D. Basis of Accounting/Measurement Focus:**

Proprietary fund types are accounted for using the "economic resources" measurement focus and accrual basis of accounting. This means that all assets and liabilities (whether current or concurrent) associated with the activity are included on the balance sheet. Their reported fund equity presents total net position. The operating statement of the proprietary funds presents increases (revenues) and decreases (expenses) in total net position. Revenues are recognized when they are earned, and expenses are recognized when the liability is incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Agency are water sales to members and member operating assessments. Operating expenses include the costs of legal, accounting, and engineering services. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

**E. Cash and Cash Equivalents:**

For purposes of the statement of cash flows, all cash and investments with an original maturity of 90 days or less are considered to be cash and cash equivalents.

**F. Use of Estimates:**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that effect certain reported amount and disclosures. Accordingly, actual results could differ from those estimates.

**G. Capital Assets:**

Capital assets acquired and/or constructed are capitalized at historical cost. Agency policy has set the capitalization threshold for reporting capital assets at \$5,000. Contributed assets are recorded at estimated acquisition value at the date of contribution. Upon retirement or other disposition of capital assets, the cost and related accumulated depreciation are removed from the respective balances and any gains or losses are recognized.



**PUENTE BASIN WATER AGENCY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

H. Net Position:

In the Statement of Net Position, net position is classified in the following categories:

Net Investment in Capital Assets - This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the assets.

Restricted Net Position - This amount is restricted by external creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted Net Position - This amount is all net positions that do not meet the definitions of "net investment in capital assets" or "restricted net position".

When both restricted and unrestricted resources are available for use, the Agency may use restricted resources or unrestricted resources based on the Board's discretion.

I. Prior Year Comparative Information:

Certain data has been presented for the prior year. Such data does not represent a complete presentation in accordance with generally accepted accounting principles but has been presented for comparative purposes only.

**2. CASH AND INVESTMENTS**

Cash and investments as of June 30, 2019 consisted of the following:

Deposits	\$ 912,197
Investments	720,915
Total cash and investments	<u>\$ 1,633,112</u>

**Investments Authorized by the California Government Code**

The table below identifies the investment types that are authorized for the Agency by the California Government Code. The table also identifies certain provisions of the California Government Code that address interest rate risk, credit risk, and concentration of credit risk.

**PUENTE BASIN WATER AGENCY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**

**2. CASH AND INVESTMENTS (Continued)**

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Government Sponsored Agency Securities	5 years	None	None
Banker's Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base value	None
Medium-Term Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None

N/A - Not Applicable

**Investment in State Investment Pool**

The Agency is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the Agency's investment in this pool is reported in the accompanying financial statements at amounts based upon the Agency's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded at fair value. The amount recorded in the State Investment Pool at June 30, 2019 is \$720,915. The Agency's investment in LAIF is considered to mature within twelve months or less and is not rated.

**PUENTE BASIN WATER AGENCY**

**NOTES TO BASIC FINANCIAL STATEMENTS**

**2. CASH AND INVESTMENTS (Continued)**

**Disclosures Relating to Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the Agency manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations. The Agency's deposits with financial institutions are available on demand.

**Custodial Credit Risk**

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the Agency's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits or investments, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure the Agency's deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. The Agency's deposits are collateralized as required by California Law.

**3. INSTALLMENT PURCHASE RECEIVABLE**

The Agency entered into Installment Purchase Contracts with Rowland Water District ("RWD") and Walnut Valley Water District ("WVWD") related to the issuing of Bonds. RWD and WVWD received the proceeds of the Bonds and are required to make semiannual installment purchase payments that are equal in amount and timing to the principal and interest payments that are paid on a semiannual basis by the Agency to the holders of the Bonds. Total amounts required to be paid by RWD and WVWD as of June 30, 2019 are \$17,395,000 and \$14,890,000, respectively.

**PUENTE BASIN WATER AGENCY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**

**4. CAPITAL ASSETS**

Changes in capital assets for the year ended June 30, 2019 are as follows:

	Balance at <u>July 1, 2018</u>	<u>Additions</u>	<u>Deletions</u>	Balance at <u>July 1, 2019</u>
Capital assets, not being depreciated:				
Construction in progress	\$ 2,141,248	3,694,146	-	5,835,394
Water rights	10,402,954	-	-	10,402,954
Total capital assets, not being depreciated	<u>12,544,202</u>	<u>3,694,146</u>	<u>-</u>	<u>16,238,348</u>
Capital assets, being depreciated:				
Old Baldy well *	1,841,214	-	-	1,841,214
Pumping structure	8,873,325	-	-	8,873,325
Total capital assets, being depreciated	<u>10,714,539</u>	<u>-</u>	<u>-</u>	<u>10,714,539</u>
Less accumulated depreciation:				
*Old Baldy well	(29,458)	(88,379)	-	(117,837)
Pumping structure	(487,421)	(288,574)	-	(775,995)
Total accumulated depreciation	<u>(516,879)</u>	<u>(376,953)</u>	<u>-</u>	<u>(893,832)</u>
Total capital assets being depreciated, net	<u>10,197,660</u>	<u>(376,953)</u>	<u>-</u>	<u>9,820,707</u>
Total capital assets	<u>\$ 22,741,862</u>	<u>3,317,193</u>	<u>-</u>	<u>26,059,055</u>

\*See note 5 for Capital Leases

**5. LONG-TERM DEBT**

The changes in long-term debt for the year ended June 30, 2019, is as follows:

	Balance <u>7/1/2018</u>	<u>Additions</u>	<u>Retirements</u>	Balance <u>6/30/2019</u>	Due Within <u>One Year</u>
2012 Series A Water Revenue Bonds (RWD Project)	\$ 17,840,000	-	(445,000)	17,395,000	460,000
2013 Series A Water Revenue Bonds (WVWD Project)	15,355,000	-	(465,000)	14,890,000	490,000
Capital Lease	<u>1,807,880</u>	<u>-</u>	<u>(27,960)</u>	<u>1,779,920</u>	<u>33,122</u>
Total long-term debt	<u>\$ 35,002,880</u>	<u>-</u>	<u>(937,960)</u>	<u>34,064,920</u>	<u>983,122</u>

**PUENTE BASIN WATER AGENCY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**

**5. LONG-TERM DEBT (Continued)**

**2012 Series A Water Revenue Bonds (Rowland Water District Project)**

On November 1, 2012, the Agency issued \$19,385,000 of 2012 Series A Water Revenue Bonds. The Bonds will be used to finance certain capital facilities of RWD, a member agency. RWD is obligated under terms of the Installment Purchase Contract associated with the Bonds, to make semiannual installment purchase payments that are equal in amount and timing to the principal and interest payments that are paid on a semiannual basis by the Agency to the holders of the Bonds.

The Bonds were issued at a premium of \$1,570,182, which is being recorded and amortized over the life of the debt service by RWD, since RWD received the proceeds and premium. Interest and principal are payable on December 1st and June 1st of each year beginning June 1, 2013, with interest rates ranging from 1.0% to 5.0%. The Bonds are scheduled to mature on December 1, 2042. The rate covenants of the Bonds require that net revenues of RWD for each fiscal year be equal to at least 110% of the annual debt service payments required for that fiscal year.

**2013 Series A Water Revenue Bonds (Walnut Valley Water District Project)**

On March 1, 2013, the Agency issued \$17,300,000 of 2013 Series A Water Revenue Bonds. The Bonds will be used to finance certain capital facilities of WVWD, a member agency. WVWD is obligated under terms of the Installment Purchase Contract associated with the Bonds, to make semiannual installment purchase payments that are equal in amount and timing to the principal and interest payments that are paid on a semiannual basis by the Agency to the holders of the Bonds.

The Bonds were issued at a premium of \$2,695,738, which is being recorded and amortized over the life of the debt service by WVWD, since WVWD received the proceeds and premium. Interest is payable on June 1st and December 1st of each year beginning December 1, 2013, with interest rates ranging from 1.0% to 5.0%. Principal is due December 1st each year beginning December 1, 2013. The Bonds are scheduled to mature on December 1, 2038. The rate covenants of the Bonds require that net revenues of WVWD for each fiscal year be equal to at least 125% of the annual debt service payments required for that fiscal year.

**PUENTE BASIN WATER AGENCY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**

**5. LONG-TERM DEBT (Continued)**

Future annual debt service requirements of the Agency are as follows:

Year Ending <u>June 30</u>	2012 Series A Water Revenue Bonds (Rowland Water District Project)		2013 Series A Water Revenue Bonds (Walnut Valley Water District Project)	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2020	\$ 460,000	694,700	490,000	744,500
2021	475,000	676,000	510,000	720,000
2022	495,000	656,600	535,000	694,500
2023	515,000	636,400	565,000	667,750
2024	540,000	615,300	595,000	639,500
2025-2029	3,005,000	2,757,625	3,435,000	2,722,000
2030-2034	3,515,000	2,252,031	4,390,000	1,772,250
2035-2039	4,205,000	1,563,844	4,370,000	559,500
2040-2043	4,185,000	431,375	-	-
Total payments	<u>\$ 17,395,000</u>	<u>10,283,875</u>	<u>14,890,000</u>	<u>8,520,000</u>

**Capital Leases**

On January 24, 2018 the Agency entered into a lease agreement for the use of a well. This lease qualifies as a capital lease for accounting purposes and, therefore, has been recorded at the value of the future minimum lease payments as of the inception date in the amount of \$1,841,213. The lease is payable in semiannual payments of \$50,000, adjusted every July 1 for the Consumer Price Index for All Urban Consumers for the Los Angeles-Riverside-Orange County, California Area published by the Bureau of Labor Statistics for the preceding year, through July 31, 2039 at an annual interest rate of four percent.

**PUENTE BASIN WATER AGENCY**  
**NOTES TO BASIC FINANCIAL STATEMENTS**

**5. LONG-TERM DEBT (Continued)**

The future minimum lease obligations and the value of these minimum lease payments as of June 30, 2019 were as follows:

Year Ending June 30	<u>Principal</u>	<u>Interest</u>
2020	\$ 32,122	70,878
2021	36,540	69,550
2022	41,231	68,042
2023	46,207	66,344
2024	51,484	64,443
2025-2029	348,190	285,749
2030-2034	534,742	200,167
2035-2039	689,404	72,251
Total payments	<u>\$ 1,779,919</u>	<u>897,424</u>

**6. NET POSITION**

Changes in net position by member during the fiscal year ended June 30, 2019 was as follows:

	<u>Walnut Valley Water District</u>	<u>Rowland Water District</u>	<u>Total</u>
Net position June 30, 2018	\$ 14,389,932	14,389,932	28,779,864
Change in net position:			
Capital contributions	1,847,073	1,847,073	3,694,146
Share of joint venture gain			
before member capital contributions	<u>405,570</u>	<u>405,569</u>	<u>811,139</u>
Change in net position	<u>2,252,643</u>	<u>2,252,642</u>	<u>4,505,285</u>
Net position June 30, 2019	<u>\$ 16,642,575</u>	<u>16,642,574</u>	<u>33,285,149</u>



(This page intentionally left blank)

## **SUPPLEMENTARY INFORMATION**

(This page intentionally left blank)

**PUENTE BASIN WATER AGENCY**  
**SUPPLEMENTARY INFORMATION**

June 30, 2019

**PUENTE NARROWS AGREEMENT**

On May 8, 1972, Puente Basin Water Agency and Upper San Gabriel Valley Municipal Water executed the Puente Narrows Agreement (the Agreement), which established the base water underflow from the Puente Basin to the Main San Gabriel Basin at 580 acre-feet per year. The Agreement requires Puente Basin Water Agency to make up payments in the following year where accumulated subsurface outflow falls below the accumulated base underflow. The Agency receives a credit for an excess of underflow over the base underflow. These credits can be applied only against deficiencies of underflow should such deficiencies occur in the future.

Puente Basin Water Agency had credits for excess of underflow of 13,336 acre-feet at June 30, 2019. The value of these credits have not been reflected in the accompanying financial statements because the likelihood of these credits being applied to material amounts of future deficiencies of underflow is extremely remote and the credits cannot be used for any other purpose. The administration of the Agreement is currently responsible for well measurement.

**ADJUDICATION OF PUENTE BASIN WATER RIGHTS**

The Puente Basin Watermaster allocates water rights among water producers in the Puente Basin. Water rights of 425 acre-feet were allocated to both Rowland Water District and Walnut Valley Water District. These amounts represent approximately 40 percent of the water rights available in the Puente Basin. The judgment allows some over and under allocation adjustments depending on water flow in the basin, limited carryover provisions, and credit for return water.

(This page intentionally left blank)

**Report on Internal Control Over Financial Reporting and on Compliance and Other  
Matters Based on an Audit of Financial Statements Performed in Accordance With  
*Government Auditing Standards***

**Independent Auditor's Report**

Board of Commissioners  
Puente Basin Water Agency  
Walnut, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Puente Basin Water Agency ("Agency"), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements, and have issued our report thereon dated November 8, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Agency's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Agency's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which

could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Agency's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Irvine, California  
November 8, 2019

Board of Commissioners  
Puente Basin Water Agency  
Walnut, California

### **Summary of Audit Results**

We have audited the accompanying statement of net assets of the Puente Basin Water Agency (the "Agency") as of June 30, 2019 and the related statements of revenue, expenses and changes in net position and cash flows for the year then ended. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the audit.

#### *Scope and Timing of the Audit*

The scope and timing of the audit was communicated to the Board of Commissioners in our engagement letter dated March 2, 2018 and our communication to the Finance Committee dated July 31, 2019.

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Agency are described in Note 1 to the financial statements. We noted no transactions entered into by the Agency during the year for which there is a lack of authoritative guidance or consensus. There were no new accounting standards implemented during the year. All significant transactions have been recognized in the financial statements in the proper period. Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. Examples of subjective considerations inherently included in the financial reporting process are:

- Management's estimate of the depreciation is computing using the straight-line method based on estimated useful lives which range from 4 to 75 years.
- Management's estimate involving revenues and expenses to be accrued as of the year end.

The financial statement disclosures are neutral, consistent, and clear.

#### *Significant Difficulties Encountered in Performing the Audit*

We encountered no difficulties in performing and completing our audit.

#### *Audit Adjustments*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No such misstatements were detected during the audit.



*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have obtained certain representations from management that are included in the management representation letter dated November 8, 2019.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to and subsequent to our retention as the governmental unit's auditors. However, these discussions occur in the normal course of our professional relationship and any such discussion is not a condition to our retention.

*Other Matters*

We applied certain limited procedures to the Management's Discussion and Analysis which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were not engaged to report on Supplementary Information, which accompany the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

*Restriction on Use*

This information is intended solely for the use of the Board of Commissioners and management of Puente Basin Water Agency and is not intended to be, and should not be, used by anyone other than these specified parties.



Irvine, California  
November 8, 2019

# Tab

# 2.5

**Intentionally  
Left Blank**

# **Tab**

## **2.6**



## **RESOLUTION NO. 1-2020**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROWLAND WATER DISTRICT ADOPTING A POLICY ON DISCONTINUATION OF RESIDENTIAL WATER SERVICE FOR NON-PAYMENT**

**WHEREAS**, Rowland Water District ("District") operates a public water system that supplies water to residential, commercial, and industrial customers; and

**WHEREAS**, in 2018, the California Legislature adopted Senate Bill 998, which imposes new and expanded customer protections regarding discontinuation of residential water service for non-payment and related matters; and

**WHEREAS**, California Health and Safety Code Section 116906 requires each urban and community water system, including the District, to have a written policy on discontinuation of residential service for nonpayment, and such written policy must address specified subjects required by law; and

**WHEREAS**, the Board of Directors desires to adopt the Policy on Discontinuation of Residential Water Service for Non-Payment attached to and incorporated into this Resolution as Exhibit A.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ROWLAND WATER DISTRICT, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1. ADOPTION OF POLICY.** The Board hereby adopts the attached Policy on Discontinuation of Residential Water Service for Non-Payment ("Policy") as set forth in Exhibit A.

**SECTION 2. COMPLIANCE WITH THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.** The District's adoption of the Policy does not constitute a "project" for purposes of the California Environmental Quality Act ("CEQA") because it does not have a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, and also constitutes continuing administrative activities relating to water service. (State CEQA Guidelines, § 15378(a), (b)(2).) Further, even if the adoption of the regulations were to constitute a project for purposes of CEQA, it is exempt pursuant

to State CEQA Guidelines section 15061(b)(3), on grounds it can be seen with certainty that the adoption of the regulations will not result in causing a significant effect on the environment.

**SECTION 3. SEVERABILITY.** If any section, subsection, clause or phrase in this Resolution or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Resolution or the application of such provisions to other persons or circumstances shall not be affected thereby. The Board hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect on February 1, 2020. The attached Policy shall apply to all water bills issued on and after that date.

Adopted at the regular meeting of the Board of Directors held January 14, 2020 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

ROBERT LEWIS  
President

ATTEST:

---

TOM COLEMAN  
Secretary

## EXHIBIT "A"

### **POLICY ON DISCONTINUATION OF RESIDENTIAL WATER SERVICE FOR NON-PAYMENT**

Notwithstanding any other policy or rule, this Policy on Discontinuation of Residential Water Service for Non-Payment shall apply to the discontinuation of residential water service for non-payment under the provisions set forth herein. In the event of any conflict between this Policy and any other policy or rule, this Policy shall prevail.

I. Application of Policy; Contact Telephone Number: This policy shall apply only to residential water service for non-payment and all existing policies and procedures shall continue to apply to commercial and industrial water service accounts. Further assistance concerning the payment of water bills and the potential establishment of the alternatives set forth in this policy to avoid discontinuation of service can be obtained by calling (562) 697-1726.

II. Discontinuation of Residential Water Service for Non-Payment:

A. Rendering and Payment of Bills: Bills for water service will be rendered to each consumer on a monthly basis unless otherwise provided for in the rate schedules. Bills for service are due and payable upon presentation and become overdue and subject to discontinuation of service if not paid within sixty (60) days from the date of the bill. Payment may be made at the office, to any representative authorized to make collections or by electronic transmission if feasible. However, it is the consumer's responsibility to assure that payments are received at the specified location in a timely manner. Partial payments are not authorized unless prior approval has been received. Bills will be computed as follows:

1. Meters will be read at regular intervals for the preparation of periodic bills and as required for the preparation of opening bills, closing bills, and special bills.
2. Bills for metered service will show the meter reading for the current and previous meter reading period for which the bill is rendered, the number of units, date, and days of service for the current meter reading.
3. Billings shall be paid in legal tender of the United States of America. Notwithstanding the foregoing, the Supplier shall have the right to refuse any payment of such billings in coin.

B. Overdue Bills: The following rules apply to consumers whose bills remain unpaid for more than sixty (60) days following the invoice date:

1. Overdue Notice: If payment for a bill rendered is not made on or before the forty-fifth (45<sup>th</sup>) day following the invoice date, a notice of overdue payment (the "Overdue Notice") will be mailed to the water service customer at least seven (7) business days prior to the possible

discontinuation of service date identified in the Overdue Notice. For purposes of this policy, the term “business days” shall refer to any days on which the Supplier’s office is open for business. If the consumer’s address is not the address of the property to which the service is provided, the Overdue Notice must also be sent to the address of the property served, addressed to “Occupant.” The Overdue Notice must contain the following:

- a) Consumer’s name and address;
- b) Amount of delinquency;
- c) Date by which payment or arrangement for payment must be made in order to avoid discontinuation of service;
- d) Description of the process to apply for an extension of time to pay the amount owing (see Section III(D), below);
- e) Description of the procedure to petition for review and appeal of the bill giving rise to the delinquency (see Section IV, below); and
- f) Description of the procedure by which the consumer can request a deferred, amortized, reduced or alternative payment schedule (see Section III, below).

The Supplier may alternatively provide notice to the consumer of the impending discontinuation of service by telephone. If that notice is provided by telephone, the Supplier shall offer to provide the consumer with a copy of this policy and also offer to discuss with the consumer the options for alternative payments, as described in Section III, below, and the procedures for review and appeal of the consumer’s bill, as described in Section IV, below.

2. Unable to Contact Consumer: If the Supplier is not able to contact the consumer by written notice (e.g., a mailed notice is returned as undeliverable) or by telephone, the Supplier will make a good faith effort to visit the residence and leave, or make other arrangements to place in a conspicuous location, a notice of imminent discontinuation of service for non-payment, and a copy of this Policy.

3. Late Charge: A Late Charge, as specified in the Supplier’s schedule of fees and charges, shall be assessed and added to the outstanding balance on the consumer’s account if the amount owing on that account is not paid before the Overdue Notice is generated.

4. Turn-Off Deadline: Payment for water service charges must be received in the Supplier’s offices no later than 4:30 p.m. on the date specified in the Overdue Notice. Postmarks are not acceptable.

5. Notification of Returned Check: Upon receipt of a returned check rendered as remittance for water service or other charges, the Supplier will



consider the account not paid. The Supplier will attempt to notify the consumer in person and leave a notice of termination of water service at the premises. Water service will be disconnected if the amount of the returned check and returned check charge are not paid by the due date specified on the notice, which due date shall not be sooner than the date specified in the Overdue Notice; or if an Overdue Notice had not been previously provided, no sooner than the sixtieth (60<sup>th</sup>) day after the invoice for which payment by the returned check had been made. To redeem a returned check and to pay a returned check charge, all amounts owing must be paid by cash or certified funds.

6. Returned Check Tendered as Payment for Water Service Disconnected for Nonpayment:

a) If the check tendered and accepted as payment which resulted in restoring service to an account that had been disconnected for nonpayment is returned as non-negotiable, the Supplier may disconnect said water service upon at least three (3) calendar days' written notice. The consumer's account may only be reinstated by receipt of outstanding charges in the form of cash or certified funds. Once the consumer's account has been reinstated, the account will be flagged for a one-year period indicating the fact that a non-negotiable check was issued by the consumer.

b) If at any time during the one year period described above, the consumer's account is again disconnected for nonpayment, the Supplier may require the consumer to pay cash or certified funds to have that water service restored.

C. Conditions Prohibiting Discontinuation: The Supplier shall not discontinue residential water service if all of the following conditions are met:

1. Health Conditions – The consumer or tenant of the consumer submits certification of a primary care provider that discontinuation of water service would (i) be life threatening, or (ii) pose a serious threat to the health and safety of a person residing at the property;

2. Financial Inability – The consumer demonstrates he or she is financially unable to pay for water service within the water system's normal billing cycle. The consumer is deemed "financially unable to pay" if any member of the consumer's household is: (i) a current recipient of the following benefits: CalWORKS, CalFresh, general assistance, Medi-Cal, SSI/State Supplementary Payment Program or California Special Supplemental Nutrition Program for Women, Infants and Children; or (ii) the consumer declares the household's annual income is less than 200% of the federal poverty level (see this link for the federal poverty levels

applicable in California: <https://www.healthforcalifornia.com/covered-california/income-limits>); and

- 3. Alternative Payment Arrangements – The consumer is willing to enter into an amortization agreement, alternative payment schedule or a plan for deferred or reduced payment, consistent with the provisions of Section III, below.

D. Process for Determination of Conditions Prohibiting Discontinuation of Service: The burden of proving compliance with the conditions described in Subdivision (C), above, is on the consumer. In order to allow the Supplier sufficient time to process any request for assistance by a consumer, the consumer is encouraged to provide the Supplier with the necessary documentation demonstrating the medical issues under Subdivision (C)(1), financial inability under Subdivision (C)(2) and willingness to enter into any alternative payment arrangement under Subdivision (C)(3) as far in advance of any proposed date for discontinuation of service as possible. Upon receipt of such documentation, the Supplier's General Manager, or his or her designee, shall review that documentation and respond to the consumer within seven (7) calendar days to either request additional information, including information relating to the feasibility of the available alternative arrangements, or to notify the consumer of the alternative payment arrangement, and terms thereof, under Section III, below, in which the Supplier will allow the consumer to participate. If the Supplier has requested additional information, the consumer shall provide that requested information within five (5) calendar days of receipt of the Supplier's request. Within five (5) calendar days of its receipt of that additional information, the Supplier shall either notify the consumer in writing that the consumer does not meet the conditions under Subdivision (C), above, or notify the consumer in writing of the alternative payment arrangement, and terms thereof, under Section III, below, in which the Supplier will allow the consumer to participate. Consumers who fail to meet the conditions described in Subdivision (C), above, must pay the delinquent amount, including any penalties and other charges, owing to the Supplier within the latter to occur of: (i) two (2) business days after the date of notification from the Supplier of the Supplier's determination the consumer failed to meet those conditions; or (ii) the date of the impending service discontinuation, as specified in the Overdue Notice.

E. Special Rules for Low Income Consumers: Consumers are deemed to have a household income below 200% of the federal poverty line if: (i) any member of the customer's household is a current recipient of the following benefits: CalWORKS, CalFresh, general assistance, Medi-Cal, SSI/State Supplementary Payment Program or California Special Supplemental Nutrition Program for Women, Infants and Children; or (ii) the consumer declares the household's annual income is less than 200% of the federal poverty level (see this link for the federal poverty levels applicable in California: <https://www.healthforcalifornia.com/covered-california/income-limits>). If a consumer demonstrates either of those circumstances, then the following apply:

- 1. Reconnection Fees: If service has been discontinued and is to be reconnected, then any reconnection fees during the Supplier's normal

operating hours cannot exceed \$50, and reconnection fees during non-operational hours cannot exceed \$150. Those fees cannot exceed the actual cost of reconnection if that cost is less than the statutory caps. Those caps may be adjusted annually for changes in the Consumer Price Index for the Los Angeles-Long Beach-Anaheim metropolitan area beginning January 1, 2021.

- 
- 2. Interest Waiver: The Supplier shall not impose any interest charges on delinquent bills.

F. Landlord-Tenant Scenario: The below procedures apply to individually metered detached single-family dwellings, multi-unit residential structures and mobile home parks where the property owner or manager is the customer of record and is responsible for payment of the water bill.

1. Required Notice:

a. At least 10 calendar days prior if the property is a multi-unit residential structure or mobile home park, or 7 calendar days prior if the property is a detached single-family dwelling, to the possible discontinuation of water service, the Supplier must make a good faith effort to inform the tenants/occupants at the property by written notice that the water service will be discontinued.

b. The written notice must also inform the tenants/occupants that they have the right to become customers to whom the service will be billed (see Subdivision 2, below), without having to pay any of the then delinquent amounts.

2. Tenants/Occupants Becoming Customers:

a. The Supplier is not required to make service available to the tenants/occupants unless each tenant/occupant agrees to the terms and conditions for service and meets the Supplier's requirements and rules.

b. However, if (i) one or more of the tenants/occupants assumes responsibility for subsequent charges to the account to the Supplier's satisfaction, or (ii) there is a physical means to selectively discontinue service to those tenants/occupants who have not met the Supplier's requirements, then the Supplier may make service available only to those tenants/occupants who have met the requirements.

c. If prior service for a particular length of time is a condition to establish credit with the Supplier, then residence at the property and proof of prompt payment of rent for that length of time, to the Supplier's satisfaction, is a satisfactory equivalent.

d. If a tenant/occupant becomes a customer of the Supplier and the tenant's/occupant's rent payments include charges for residential water service where those charges are not separately stated, the tenant/occupant may deduct from future rent payments all reasonable charges paid to the Supplier during the prior payment period.

III. Alternative Payment Arrangements: For any consumer who meets the three conditions under Section II(C), above, in accordance with the process set forth in Section II(D), above, the Supplier shall offer the consumer one or more of the following alternative payment arrangements, to be selected by the Supplier in its discretion: (i) amortization of the unpaid balance under Subdivision (A), below; (ii) alternative payment schedule under Subdivision (B), below; (iii) partial or full reduction of unpaid balance under Subdivision (C), below; or (iv) temporary deferral of payment under Subdivision (D), below. The General Manager, or his or her designee, shall, in the exercise of reasonable discretion, select the most appropriate alternative payment arrangement after reviewing the information and documentation provided by the consumer and taking into consideration the consumer's financial situation and Supplier's payment needs.

A. Amortization: Any consumer who is unable to pay for water service within the normal payment period and meets the three conditions under Section II(C), above, as the Supplier shall confirm, may, if the Supplier has selected this alternative, enter into an amortization plan on the following terms:

1. Term: The consumer shall pay the unpaid balance, with the administrative fee and interest as specified in Subdivision (2), below, over a period not to exceed twelve (12) months, as determined by the General Manager or his or her designee; provided, however, that the General Manager or his or her designee, in their reasonable discretion, may apply an amortization term of longer than twelve (12) months to avoid undue hardship on the consumer. The unpaid balance, together with the applicable administrative fee and any interest to be applied, shall be divided by the number of months in the amortization period and that amount shall be added each month to the consumer's ongoing monthly bills for water service.

2. Administrative Fee; Interest: For any approved amortization plan, the consumer will be charged an administrative fee, in the amount established by the Supplier from time to time, representing the cost of initiating and administering the plan. At the discretion of the General Manager or his or her designee, interest at an annual rate not to exceed eight percent (8%) shall be applied to any amounts to be amortized under this Subsection A.

3. Compliance with Plan: The consumer must comply with the amortization plan and remain current as charges accrue in each subsequent billing period. The consumer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an

amortization plan. Where the consumer fails to comply with the terms of the amortization plan for sixty (60) calendar days or more, or fails to pay the consumer's current service charges for sixty (60) calendar days or more, the Supplier may discontinue water service to the consumer's property at least five (5) business days after posting at the consumer's residence a final notice of its intent to discontinue service.

B. Alternative Payment Schedule: Any consumer who is unable to pay for water service within the normal payment period and meets the three conditions under Section II(C), above, as the Supplier shall confirm, may, if the Supplier has selected this alternative, enter into an alternative payment schedule for the unpaid balance in accordance with the following:

1. Repayment Period: The consumer shall pay the unpaid balance, with the administrative fee and interest as specified in Subdivision (2), below, over a period not to exceed twelve (12) months, as determined by the General Manager or his or her designee; provided, however, that the General Manager or his or her designee, in their reasonable discretion, may extend the repayment period for longer than twelve (12) months to avoid undue hardship on the consumer.

2. Administrative Fee; Interest: For any approved alternative payment schedule, the consumer will be charged an administrative fee, in the amount established by the Supplier from time to time, representing the cost of initiating and administering the schedule. At the discretion of the General Manager or his or her designee, interest at an annual rate not to exceed eight percent (8%) shall be applied to any amounts to be paid under this Subsection B.

3. Schedule: After consulting with the consumer and considering the consumer's financial limitations, the General Manager or his or her designee shall develop an alternative payment schedule to be agreed upon with the consumer. That alternative schedule may provide for periodic lump sum payments that do not coincide with the established payment date, may provide for payments to be made more frequently than monthly, or may provide that payments be made less frequently than monthly, provided that in all cases, subject to Subdivision (1), above, the unpaid balance and administrative fee shall be paid in full within twelve (12) months of establishment of the payment schedule. The agreed upon schedule shall be set forth in writing and be provided to the consumer.

4. Compliance with Plan: The consumer must comply with the agreed upon payment schedule and remain current as charges accrue in each subsequent billing period. The consumer may not request a longer payment schedule for any subsequent unpaid charges while paying delinquent charges pursuant to a previously agreed upon schedule. Where the

consumer fails to comply with the terms of the agreed upon schedule for sixty (60) calendar days or more, or fails to pay the consumer's current service charges for sixty (60) calendar days or more, the Supplier may discontinue water service to the consumer's property at least five (5) business days after posting at the consumer's residence a final notice of its intent to discontinue service.

C. Reduction of Unpaid Balance: Any consumer who is unable to pay for water service within the normal payment period and meets the three conditions under Section II(C), above, as the Supplier shall confirm, may, if the Supplier has selected this alternative, receive a reduction of the unpaid balance owed by the consumer, not to exceed thirty percent (30%) of that balance without approval of and action by the Board of Directors; provided that any such reduction shall be funded from a source that does not result in additional charges being imposed on other customers. The proportion of any reduction shall be determined by the consumer's financial need, the Supplier's financial condition and needs and the availability of funds to offset the reduction of the consumer's unpaid balance.

1. Repayment Period: The consumer shall pay the reduced balance by the due date determined by the General Manager or his or her designee, which date (the "Reduced Payment Date") shall be at least fifteen (15) calendar days after the effective date of the reduction of the unpaid balance.

2. Compliance with Reduced Payment Date: The consumer must pay the reduced balance on or before the Reduced Payment Date, and must remain current in paying in full any charges that accrue in each subsequent billing period. If the consumer fails to pay the reduced payment amount within sixty (60) calendar days after the Reduced Payment Date, or fails to pay the consumer's current service charges for sixty (60) calendar days or more, the Supplier may discontinue water service to the consumer's property at least five (5) business days after posting at the consumer's residence a final notice of its intent to discontinue service.

D. Temporary Deferral of Payment: Any consumer who is unable to pay for water service within the normal payment period and meets the three conditions under Section II(C), above, as the Supplier shall confirm, may, if the Supplier has selected this alternative, have payment of the unpaid balance temporarily deferred for a period of up to six (6) months after the payment is due. The Supplier shall determine, in its discretion, how long of a deferral shall be provided to the consumer.

1. Repayment Period: The consumer shall pay the unpaid balance by the deferral date (the "Deferred Payment Date") determined by the General Manager or his or her designee. The Deferral Payment Date shall be within twelve (12) months from the date the unpaid balance became delinquent; provided, however, that the General Manager or his or her designee, in their

reasonable discretion, may establish a Deferred Payment Date beyond that twelve (12) month period to avoid undue hardship on the consumer.

2. Compliance with Reduced Payment Date: The consumer must pay the reduced balance on or before the Deferred Payment Date, and must remain current in paying in full any charges that accrue in each subsequent billing period. If the consumer fails to pay the unpaid payment amount within sixty (60) calendar days after the Deferred Payment Date, or fails to pay the consumer's current service charges for sixty (60) calendar days or more, the Supplier may discontinue water service to the consumer's property at least five (5) business days after posting at the consumer's residence a final notice of its intent to discontinue service.

IV. Appeals: The procedure to be used to appeal the amount set forth in any bill for residential water service is set forth below. A consumer shall be limited to three (3) unsuccessful appeals in any twelve (12) month period and if that limit has been reached, the Supplier is not required to consider any subsequent appeals commenced by or on behalf of that consumer.

A. Initial Appeal: Within ten (10) days of receipt of the bill for water service, the consumer has a right to initiate an appeal or review of any bill or charge. Such request must be made in writing and be delivered to the Supplier's office. For so long as the consumer's appeal and any resulting investigation is pending, the Supplier cannot discontinue water service to the consumer.

B. Overdue Notice Appeal: In addition to the appeal rights provided under Subsection A, above, any consumer who receives an Overdue Notice may request an appeal or review of the bill to which the Overdue Notice relates at least five business (5) days after the date of the Overdue Notice if the consumer alleges the bill is in error with respect to the quantity of water consumption set forth on that bill; provided, however, that no such appeal or review rights shall apply to any bill for which an appeal or request for review under Subsection A, above, has been made. Any appeal or request for review under this Subsection B must be in writing and must include documentation supporting the appeal or the reason for the review. The request for an appeal or review must be delivered to the Supplier's office within that five (5) business day period. For so long as the consumer's appeal and any resulting investigation is pending, the Supplier cannot discontinue water service to the consumer.

C. Appeal Hearing: Following receipt of a request for an appeal or review under Subsections A or B, above, a hearing date shall be promptly set before the General Manager, or his or her designee (the "Hearing Officer"). After evaluation of the evidence provided by the consumer and the information on file with the Supplier concerning the water charges in question, the Hearing Officer shall render a decision as to the accuracy of the water charges set forth on the bill and shall provide the appealing consumer with a brief written summary of the decision.



1. If water charges are determined to be incorrect, the Supplier will provide a corrected invoice and payment of the revised charges will be due within ten (10) calendar days of the invoice date for revised charges. If the revised charges remain unpaid for more than sixty (60) calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of that sixty (60) calendar day period; provided that the Supplier shall provide the consumer with the Overdue Notice in accordance with Section II(B)(1), above. Water service will only be restored upon full payment of all outstanding water charges, fees, and any and all applicable reconnection charges.

2. (a) If the water charges in question are determined to be correct, the water charges are due and payable within two (2) business days after the Hearing Officer's decision is rendered. At the time the Hearing Officer's decision is rendered, the consumer will be advised of the right to further appeal before the Board of Directors. Any such appeal must be filed in writing within seven (7) calendar days after the Hearing Officer's decision is rendered if the appeal or review is an initial appeal under Subdivision A above, or within three (3) calendar days if the appeal or review is an Overdue Notice appeal under Subdivision B, above. The appeal hearing will occur at the next regular meeting of the Board of Directors, unless the consumer and Supplier agree to a later date.

(b) For an initial appeal under Subdivision A, above, if the consumer does not timely appeal to the Board of Directors, the water charges in question shall be immediately due and payable. In the event the charges are not paid in full within sixty (60) calendar days after the original billing date, then the Supplier shall provide with the Overdue Notice in accordance with Section II(B)(1), above, and may proceed in potentially discontinuing service to the consumer's property.

(c) For an Overdue Notice appeal under Subdivision B, above, if the consumer does not timely appeal to the Board of Directors, then water service to the subject property may be discontinued on written or telephonic notice to the consumer to be given at least twenty-four (24) hours after the latter to occur of: (i) expiration of the original sixty (60) calendar day notice period set forth in the Overdue Notice; or (ii) the expiration of the appeal period.

3. When a hearing before the Board of Directors is requested, such request shall be made in writing and delivered to the Supplier at its office. The consumer will be required to personally appear before the Board and present evidence and reasons as to why the water charges on the bill in question are not accurate. The Board shall evaluate the evidence presented by the consumer, as well as the information on file with the Supplier



concerning the water charges in question, and render a decision as to the accuracy of said charges.

a) If the Board finds the water charges in question are incorrect, the consumer will be invoiced for the revised charges. If the revised charges remain unpaid for more than sixty (60) calendar days after the corrected invoice is provided, water service will be disconnected, on the next regular working day after expiration of that sixty (60) calendar day period; provided that the Supplier shall provide the consumer with the Overdue Notice in accordance with Section II(B)(1), above. Water service will be restored only after outstanding water charges and any and all applicable reconnection charges are paid in full.

b) If the water charges in question are determined to be correct, the water charges are due and payable within two (2) business days after the decision of the Board is rendered. In the event the charges are not paid in full within sixty (60) calendar days after the original billing date, then the Supplier shall provide with the Overdue Notice in accordance with Section II(B)(1), above, and may proceed in potentially discontinuing service to the consumer's property.

c) Any overcharges will be reflected as a credit on the next regular bill to the consumer, or refunded directly to the consumer, at the sole discretion of the Board.

d) Water service to any consumer shall not be discontinued at any time during which the consumer's appeal to the Supplier or its Board of Directors is pending.

e) The Board's decision is final and binding.

**V. Restoration of Service:** In order to resume or continue service that has been discontinued due to non-payment, the consumer must pay a security deposit and a Reconnection Fee established by the Supplier, subject to the limitation set forth in Section II(E)(1), above. The Supplier will endeavor to make such reconnection as soon as practicable as a convenience to the consumer. The Supplier shall make the reconnection no later than the end of the next regular working day following the consumer's request and payment of any applicable Reconnection Fee.

# Tab

## 2.7

January 14, 2020

ITEM NO. 2.7

## ROWLAND WATER DISTRICT

**TO:** Honorable President and Members of the Board

**SUBMITTED BY:** Tom Coleman, General Manager

**SUBJECT:** *Consider Approval of Purchasing Two (2) Multi-Tank Diesel Fuel Trailers*

---

### **PURPOSE:**

To request that the Board of Directors authorize additional funds of \$39,137.45 from District reserves and further direct staff to proceed with the purchase of two (2) multi-tank diesel fuel trailers.

### **Background:**

1. The District is currently in the process of upgrading its fuel storage capabilities to accommodate up to a seven (7) day continued supply of fuel for all District operations in the event of an emergency. This includes the continued operation of its growing fleet of emergency generators
2. This process has caused staff to re-evaluate how to transport fuel to the emergency generators in the event of a major and sustained power outage lasting longer than 24 hours.
3. The District's current approach is to rely on a small 100-gallon tank that is placed in the bed of a pickup truck for fuel deliveries to the emergency generators. A typical fuel tank size for District generators is between two and three hundred gallons. This process is unnecessarily inefficient. This current process in an emergency will require having an employee dedicated to running fuel deliveries continuously to ensure the consistent operation of the generators.
4. The challenge with transporting diesel fuel in greater volume is the need for placarding, Commercial Driver's license (CDL), and a Hazmat Endorsement. This is due to diesel fuel being classified as a Class 3 combustible liquid.
5. The District does not require any of our employees to carry a Hazmat Endorsement and only a few employees are required to have a CDL. With these limitations, the transportation of fuel in large quantities has not been an easy task to accommodate.






6. Staff has recently been made aware of a manufacturer that builds a Multi-Tank Diesel Fuel Trailer that allows for the transportation of up to 460 gallons without the need of placarding, a CDL or Hazmat Endorsement.
7. The Code of Federal Regulations (CFR) is the reference to rules published by the executive department and agencies of the Federal Government. The topic of transporting diesel fuel is documented in Title 49. *49 CFR 173.150* allows for the transporting of a combustible liquid in non-bulk packaging. Non-bulk packaging is defined as “any packaging which has a maximum capacity of 450 L (119) gallons or less as a receptacle for liquid”.
8. Thunder Creek Equipment has designed and built a Multi-Tank Trailer that is configured with four (4) 115-gallon tanks. Each tank has its own isolation valve and is joined by a manifold to a common pump. This allows for the complete isolation during transportation of 119 gallons or less and is in compliance with the exceptions found in *49 CFR 173.150*.
9. Under this configuration staff will be able to transport larger volumes of diesel fuel in the event of an emergency without being required to placard, have a CDL or a Hazmat Endorsement. This will allow the District to have any and all employees assist with the safe and legal operation of transporting diesel fuel as needed without restrictions.

#### **CONCLUSION:**

Staff has attached a matrix that outlines the research and cost comparison of the different trailer manufacturers to this report. We have found Thunder Creek Equipment to be the only manufacturer of the Multi-Tank Trailers that will meet District needs. While this type of technology is moderately higher in price, staff recommends that the District purchase the Thunder Creek MTT460 Trailers due to the ability which allows all district employees to participate in the transportation of emergency fueling operations when needed.

#### **RECOMMENDATION:**

It is recommended that the Board of Directors approve the additional funds of \$39,137.45 from District reserves and direct staff to proceed with the sole source purchase of two (2) Multi-Tank Diesel Fuel Trailers from Thunder Creek Equipment.

	ABBI	D.O.T. 500	DUO Lift	Transfueler Diesel	Thunder Creek
Company	Western Global	Leeagra	Fuel Hauler	Quality Fuel Trailer and Tank	LDJ Manufacturing
Model #	H20ART-EB	DOT 500 Diesel Fuel Trailer	FH500D	TF 500 DW Steel	MTT460
Capacity (US Gal)	512	500	500	500	460
Dimensions (in.) LxWxH	145x85x73	150x81x77	188x84x72	174x68x60	228x84x72
Weight Empty (lb)	1,581	1,878	2,500	2300	3,326
Weight Full (lb)	6,030	5,618	6,240	6,040	6,769
GVWR (lb)	9,300	7,000	7,000	7,000	10,000
Construction Material	Steel	Steel	Steel	Steel	Steel
Double Walled?	Yes	No	No	Yes	No
Warranty		1 Year	5 year	1 Year	3 Years Tank
Baffles	Single Baffle	Single Baffle	Single baffle	Single Baffle	No Baffles
Hose	18 ft	25 ft	25 ft	25 ft	35 ft
Pump	12V, 20 GPM	12 V, at 20 GPM	12V, 25 GPM	12V, 20 GPM	12V, 25 GPM
Built for Class 3 DOT Specs?	Yes	Yes	Yes	No	Yes
Fuel Level	Float Gauge	Float Gauge	Float Gauge	Float Gauge	Float Gauge
Fill Meter	Digital (standard)	Digital (optional)	Digital (standard)	Mechanical (standard)	N/A
Class A required?	No	No	No	No	No
*Hazmat Required?	Yes	Yes	Yes	Yes	No
References	Booster Fuels (San Mateo)			Yorba Linda WD, East Coast	Otay Water District
Availability		*4 Weeks	5-7 weeks		12 weeks
Price	\$ 9,160.39	\$ 10,074.00	\$ 9,315.00	\$ 10,813.10	\$ 15,180.00
# Units	2	2	2	2	2
Sub Total	\$ 18,321	\$ 20,148	\$ 18,630	\$ 21,626	\$ 30,360
Shipping	\$ 3,150.00	\$ 1,800.00	\$ 3,000.00		\$ 3,777.40
Tax	\$ 870.24	\$ 957.03	\$ 884.93	\$ 1,027.24	\$ 1,442.10
TOTAL PRICE	\$ 22,341.02	\$ 22,905.03	\$ 22,514.93	\$ 22,653.44	\$ 35,579.50
TOTAL W/ 10% Contingency	\$ 24,575.12	\$ 25,195.53	\$ 24,766.42	\$ 24,918.79	\$ 39,137.45
					

\*Hazmat requirement consists of a test, TSA background check and must be 21 years of age

Notes: Spoke to Yorba Linda WD & East Coast County Water - have several employees HAZ MAT endorsed. East Pasadena - None of the employees are Haz Mat endorsed

# Tab

# 2.8

**Intentionally  
Left Blank**

# Tab

## 2.9



**Rowland Water District  
Communication Strategies Update  
January 14, 2020**

**• Conservation Campaign – What's Your Water Footprint**

- New Collateral & District Branding
  - Billing envelopes
  - Press release template
  - Customer handouts
  - Vehicle tailgates
  - Banners
  - Filling Station Signage
- Microsite Additions
  - Puzzles
  - Water use calculator
  - Mascot challenge videos

**• New Videos**

- AMI/How to Read Your Meter
- New ideas to come from Customer Service

**• Additional Releases**

- Solar Cup
- EduBucks
- New Hire
- AMI
- Future City Competition
- SB 998

## • Miscellaneous

- Video
- Website (sliders and text updated as needed)
- On-Hold Messages

## Press Releases

1/19/19	Poster Contest Winner	*****	*****	*****
1/22/19	Survey Results	*****	*****	*****
1/7/19	Water Scholar	*****	*****	*****
1/12/19	EduBucks	*****	*****	*****
2/12/19	Independent Audit	*****	*****	*****
3/8/19	Building Dedication Ceremony	*****	*****	*****
3/29/19	Fix A Leak Week	*****	*****	*****
4/10/19	HHIA Committee Assignment	*****	*****	*****
5/15/19	Mini Solar Cup	*****	*****	*****
5/24/18	Santiago Internship MOU	*****	*****	*****
6/27/19	FY 2019/2020 Budget	*****	*****	*****
6/30/19	CCR Availability	*****	*****	*****
7/1/19	Succession Planning	*****	*****	*****
7/1/19	New Website	*****	*****	*****
8/23/19	Buckboard Days	*****	*****	*****
9/20/19	Capital Improvement Updates	*****	*****	
9/30/19	Water Quality / PFAS	*****	*****	*****
9/30/19	Conservation Campaign	*****	*****	*****
9/30/19	CSDA Article	*****	*****	*****
10/24/19	FORUS Event	*****	*****	*****
11/1/19	Mini Solar Cup	*****	*****	
12/10/19	EduBucks	*****	*****	
12/15/19	AMI	*****	*****	
12/15/19	Future City Competition	*****	*****	
12/16/19	Joe Ruzicka Statement	*****	*****	*****
12/17/19	SB 998	*****	*****	
12/17/19	New Hire	*****	*****	



## Memorandum

To: Board of Directors

From: Brittnie Van De Car  
Public Affairs Representative

Date: January 14, 2020

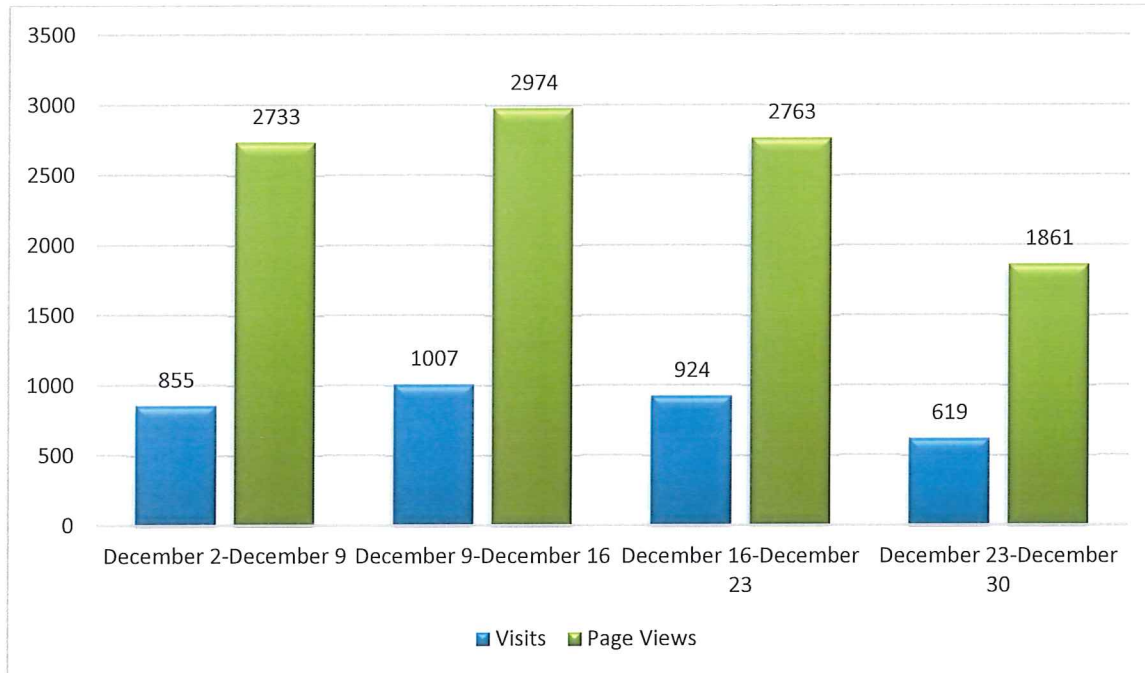
Re: Community Affairs & Education Update

---

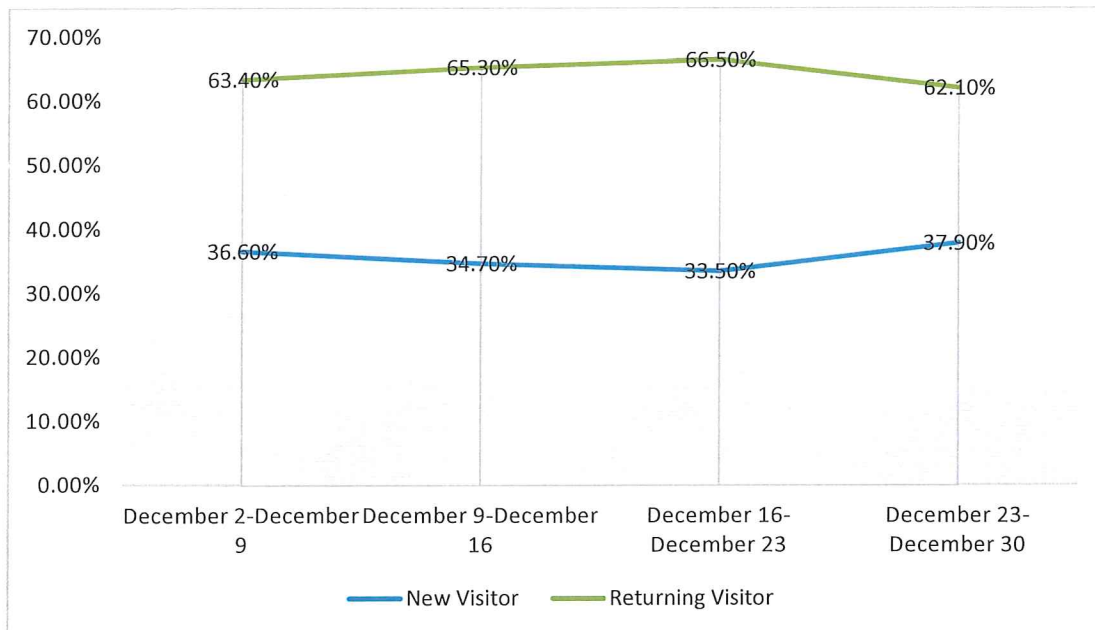
- Water Bottle Filling Station Program
  - Blandford Elementary School and Rowland Elementary School retrofitted during Winter break one of their old drinking fountains to an Elkay double drinking fountain with filling station
  - The fill station also has a sign above it with our logo and the school district logo to promote drinking clean, reliable tap water
  - Each student at both Rowland Elementary and Blandford Elementary will be receiving reusable water bottles to assist with promoting drinking our tap water
- Mini Solar Challenge Program
  - All items were delivered to the teachers to start the information reports and boat building
  - MWD purchased all of the books and boat building kits for the teachers/classes
  - Boat racing will be held at Nogales High School February 27<sup>th</sup>
  - Due to the turnout amount, the races will be split into 2 different races. The first part of the morning will be for 5<sup>th</sup> grade and the second half of the morning will be for 6<sup>th</sup> grade.
- Conservation Campaign top 100 letters will remain being distributed to our top 100 residential users. The letters will be sent out at the beginning of each month.
- Updating customer accounts with correct and updated information
- Printing appropriate promotional material and placing it at the Customer Service Counter for distribution to customers
- Attending bi-monthly webinars on upcoming promotional items and programs put on by the Environmental Protection Agency (EPA) WaterSense program
- Updating the Lobby TV on a daily/weekly/monthly basis
- Monitoring the District's social media pages Daily
  - Use the same hashtag on all our posts #DiscoverRWD and #RWDeducation for all educational posts
- Maintain and view District website on a daily basis
  - Update pages
  - Make relevant changes
  - Updating the Drought Monitor page weekly
  - Upload the Board packet, minutes and agendas when necessary
- Attended the MWD Poster Contest Ceremony where our winning student was present to accept her certificate on December 11<sup>th</sup>

## December 2019 Website Google Analytics

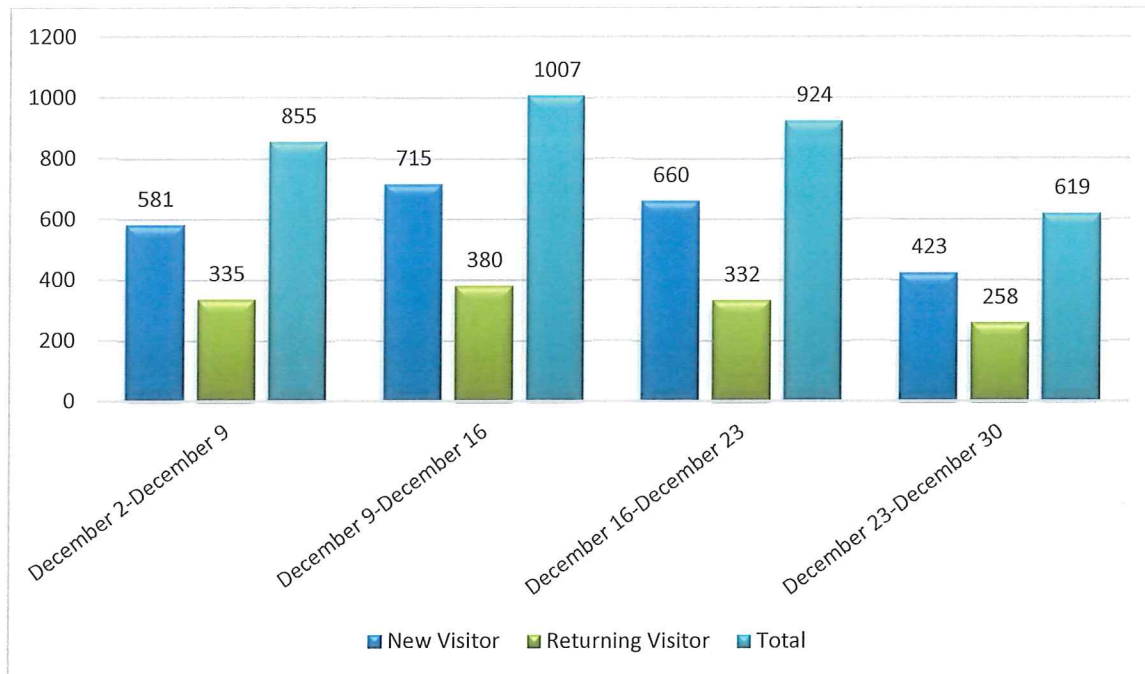
### Website Visits and Pageviews



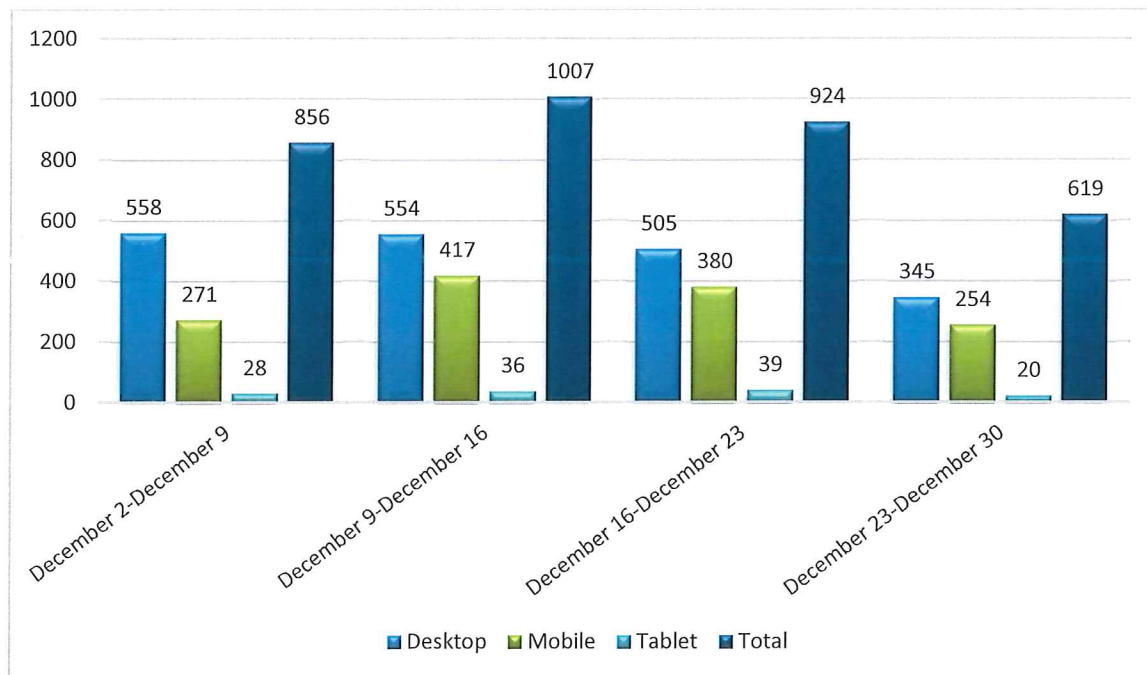
### Percentage of Website Viewers- New vs. Returning



### New vs. Returning Visitors



### Source of Viewing



# Tab

## 2.10



## RANDALL D. NEUDECK

Program Manager,  
Metropolitan Water District of Southern California

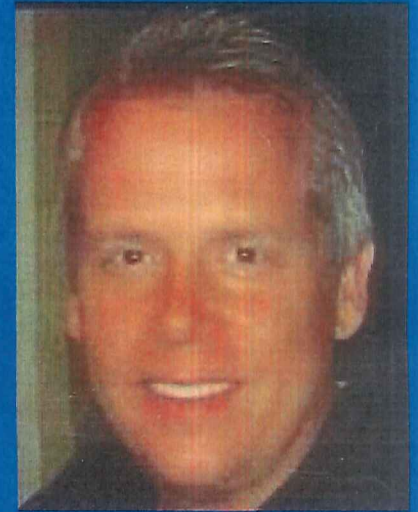
### *The Future of State Water Project Supplies*

Randall D. Neudeck is a Program Manager for the Metropolitan Water District of Southern California. He represents Metropolitan on water supply, water quality and environmental issues related to Southern California's imported water supply from the San Francisco Bay-Delta watershed.

Prior to joining Metropolitan, he worked for the US Geological Survey, Teichert Construction, and the City of Los Angeles Department of Water and Power. Randall holds a master's degree in civil engineering and is a registered professional engineer.

He has been on the Board of Directors of the Valley Industry and Commerce Association, Granada Hills Chamber of Commerce, Valley Vote, Granada Hills South Neighborhood Council and numerous other business and community organizations.

Randall and his family reside in Granada Hills, California.



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

We hope you will join us for this very interesting and informative discussion about *The Future of State Water Project Supplies*

**THURSDAY, JANUARY 30, 2020**

**7:30am - 9:00am**

**Sheraton Fairplex Suites**

**601 W. McKinley Ave., Pomona, CA 91768**

**RSVP to: (909) 621-5568 or  
mcontreras@tvmwd.com**

Cost is \$25 - breakfast buffet included\*

\*Please, no payment at the door. Pre-payment preferred, or we will be happy to invoice you after the event.

# Tab

## 3.1



**Intentionally  
Left Blank**

**Tab**

**4**

**Intentionally  
Left Blank**

# Tab

## 5.1



YOUR BEST PROTECTION

## ACWA JPIA

P. O. Box 619082  
Roseville, CA 95661-9082

phone  
916.786.5742  
800.231.5742

direct line  
916.774.7050  
800.535.7899

fax  
916.774.7040

claims fax  
916.786.0209

[www.acwajpia.com](http://www.acwajpia.com)

**President**  
E.G. "Jerry" Gladbach

**Vice President**  
Tom Cuquet

**Chief Executive Officer**  
Walter "Andy" Sells

**Executive Committee**  
Fred Bockmiller  
Tom Cuquet  
David Drake  
E.G. "Jerry" Gladbach  
Brent Hastey  
Steven LaMar  
Melody A. McDonald  
J. Bruce Rupp  
Kathleen Tiegs

December 11, 2019

Mr. Tom Coleman, General Manager  
Rowland Water District  
3021 S. Fullerton Road  
Rowland Heights, CA 91748

Dear Mr. Coleman:

The JPIA appreciates your membership and your participation in our training program. Training designed specifically for water agencies reduces losses, improves employee skills and contributes to a positive working environment.

Thank you for the use of your staff and facility on December 3, 2019 for Trenching & Excavation training. We hope your staff found it a valuable experience.

We also appreciate you allowing neighboring JPIA member agencies to attend. Your generosity is what makes our training program benefit the entire pool. *We couldn't do it without you.*

Please feel free to contact us regarding any future training questions or needs.

Sincerely,

MBA, SPHR-CA, IPMA-CP  
ACWA JPIA Director of Human Resources & Administration