



## MAMMOTH COMMUNITY WATER DISTRICT

Post Office Box 597

Mammoth Lakes, California 93546-0597

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805th Regular Meeting of the  
Mammoth Community Water District  
Board of Directors

Thursday, February 15, 2024

### ***Please Note:***

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

### **AGENDA**

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

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

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

**5:30 P.M.**

### **Roll Call**

Directors Cage, Domaille, Hylton, Smith, and Thompson

### **Public Forum**

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

### **Consent Agenda A**

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

**A-1** Approve the January 2024 Check Disbursements

**A-2** Approve the Minutes from the Special Board Workshop held January 17, 2024

**A-3** Approve the Minutes from the Regular Board Meeting held January 18, 2024

## **Consent Agenda B — Department Reports**

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

**B-1** Operations Department Report

**B-2** Maintenance Department Report

**B-3** Finance Department Report

**B-4** Engineering Department Report

**B-5** Information Services Report

**B-6** Personnel Services Report

**B-7** Regulatory Support Services Report

**B-8** General Manager's Report

## **Current Business**

**C-1** Discuss and Consider Adopting Resolution No. 02-15-24-03 Approving the Regulations Governing Out-of-District Sewer Service to Lakes Basin Cabin Customers and Terminating Existing Contracts for that Service

**C-2** Presentation and Consider Adopting the District's Revised Capital Improvement Plan

**C-3** Discuss and Consider Adopting the Amended Operating and Capital Reserve Policy (PL-FIN-002)

**C-4** Review and Provide Direction to Staff Regarding the Draft Fiscal Year 2025 Capital and Operating Budget

**C-5** Appoint an Ad-Hoc Committee to Recommend the Selection of a New District Auditor

**C-6** Discuss and Consider Adopting Updated 2024 Records Retention and Disposal Schedules

## **Board Member's Committee Reports**

### **Committee Meetings Held:**

Pension Committee – *February 13, 2024*

Technical Services Committee – *February 14, 2024*

Employee Housing Committee – *February 14, 2024*

Finance Committee – *February 14, 2024*

## **Directors Comments, Requests, and Reports**

## **Attorney's Report**

## Closed Session

### D-1 Conference with Labor Negotiator

Pursuant to Government Code section 54957.6

District Employee Relations Officer: Mark Busby

Employee Organization: International Union of Operating Engineers, Local Union No. 12

Unrepresented Employees: Management, Supervisory, and Confidential

## Adjournment

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

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



MARK BUSBY  
General Manager

Date of Issuance: Friday, February 9, 2024

Posted: MCWD Office

MCWD Website: [www.mcwd.dst.ca.us](http://www.mcwd.dst.ca.us)

cc: Members, Board of Directors

Town of Mammoth Lakes

KMMT, KIBS, KSRW Radio

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

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



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

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**NOTICE OF A TECHNICAL SERVICES COMMITTEE MEETING**

NOTICE IS HEREBY GIVEN that the Technical Services Committee of the Board of Directors of the Mammoth Community Water District will hold a **TECHNICAL SERVICES COMMITTEE MEETING** to be held **WEDNESDAY, FEBRUARY 14, 2024** at **8:00 A.M.**

***Please Note:***

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

**The agenda items are:**

1. Review of the Operations Department Report (B-1)
2. Review of the Maintenance Department Report (B-2)
3. Review of the Engineering Department Report (B-4)
4. Review of the Information Services Report (B-5)
5. Review of the Regulatory Services Report (B-7)
6. Discussion / Questions Regarding Other Department Reports
  - B-3 Finance Department Report
  - B-6 Personnel Services Report
  - B-8 General Manager's Report

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

A handwritten signature in blue ink, appearing to read "Mark Busby".

MARK BUSBY  
General Manager

Date of Issuance: Friday, February 9, 2024

Posted: MCWD Office

MCWD Website: [www.mcwd.dst.ca.us](http://www.mcwd.dst.ca.us)

cc: Members, Board of Directors

Town of Mammoth Lakes

KMMT, KIBS, KSRW Radio

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

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**NOTICE OF A FINANCE COMMITTEE MEETING**

NOTICE IS HEREBY GIVEN that the Finance Committee of the Board of Directors of the Mammoth Community Water District will hold a **FINANCE COMMITTEE MEETING** on **WEDNESDAY, FEBRAURY 14, 2024** at **1:00 P.M.**

***Please Note:***

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

**The agenda items are:**

1. Review and Approve the Board of Director Payment Requests for January 2024
2. Review and Approve the Accounts Payable Payment Vouchers for January 2024
3. Discuss and Review the January 2024 Check Register (A-1)
4. Discuss the Finance Department Report (B-3)
5. Discuss the Proposed Revised Capital Improvement Plan (C-2)
6. Discuss the Proposed Amendments to the Operating and Capital Reserve Policy (PL-FIN-002) (C-3)
7. Discuss the Draft FY2025 Operating and Capital Budget (C-4)
8. Discussion / Questions Regarding Other Department Reports

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

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



MARK BUSBY  
General Manager

Date of Issuance: Friday, February 9, 2024

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

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Payment Dates 1/1/2024 - 1/31/2024

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
<b>Vendor: 00295 - A Better Fireplace</b>					
01/04/2024	4527	Annual Wood Stove Service - SM55	96-000-6115		155.00
<b>Vendor 00295 - A Better Fireplace Total:</b>					<b>155.00</b>
<b>Vendor: 00007 - Aaron DeRue</b>					
01/10/2024	10695	Reimbursement for Personal Devices/Services	10-320-6210		270.00
<b>Vendor 00007 - Aaron DeRue Total:</b>					<b>270.00</b>
<b>Vendor: 00016 - ACWA / JPIA (HBA)</b>					
01/10/2024	10696	Dental Insurance	10-000-2150		540.61
01/10/2024	10696	Life Insur	10-000-2150		38.84
01/10/2024	10696	Premiums	10-000-2150		8,489.97
01/10/2024	10696	VSP	10-000-2150		122.00
01/10/2024	10696	Dental Insurance	10-000-2150		1,242.09
01/10/2024	10696	Dental Insurance	20-000-2150		1,498.61
01/10/2024	10696	Dental Insurance	30-000-2150		1,568.23
01/10/2024	10696	EAP	10-000-2150		43.80
01/10/2024	10696	EAP	20-000-2150		39.59
01/10/2024	10696	EAP	30-000-2150		43.63
01/10/2024	10696	Life Insurance - Dependent	10-000-2150		3.41
01/10/2024	10696	Life Insurance - Dependent	20-000-2150		2.87
01/10/2024	10696	Life Insurance - Dependent	30-000-2150		2.40
01/10/2024	10696	Life Insurance	10-000-2150		492.00
01/10/2024	10696	Life Insurance	20-000-2150		187.05
01/10/2024	10696	Life Insurance	30-000-2150		168.95
01/10/2024	10696	Life Insurance	10-000-2150		119.93
01/10/2024	10696	Life Insurance	20-000-2150		122.31
01/10/2024	10696	Life Insurance	30-000-2150		121.26
01/10/2024	10696	Life Insurance - Supplemental	20-000-2150		15.01
01/10/2024	10696	Life Insurance - Supplemental	30-000-2150		14.99
01/10/2024	10696	Premiums	10-000-2150		21,060.04
01/10/2024	10696	Premiums	20-000-2150		20,766.79
01/10/2024	10696	Premiums	30-000-2150		21,284.50
01/10/2024	10696	VSP	10-000-2150		341.60
01/10/2024	10696	VSP	20-000-2150		317.45
01/10/2024	10696	VSP	30-000-2150		316.95
01/10/2024	10696	Premium Adjustment	10-000-6020		1,717.49
<b>Vendor 00016 - ACWA / JPIA (HBA) Total:</b>					<b>80,682.37</b>
<b>Vendor: 00017 - ACWA / JPIA</b>					
01/04/2024	10688	Workers Compensation	10-000-2165		387.88
01/04/2024	10688	Workers Compensation	20-000-2165		1,092.26
01/04/2024	10688	Workers Compensation	22-000-2165		88.92
01/04/2024	10688	Workers Compensation	30-000-2165		1,063.32
01/04/2024	10688	Workers Compensation	10-000-2165		416.31
01/04/2024	10688	Workers Compensation	20-000-2165		977.27
01/04/2024	10688	Workers Compensation	22-000-2165		42.62
01/04/2024	10688	Workers Compensation	23-000-2165		42.62
01/04/2024	10688	Workers Compensation	30-000-2165		991.17
01/04/2024	10688	Workers Compensation	10-000-2165		382.82
01/04/2024	10688	Workers Compensation	20-000-2165		941.13
01/04/2024	10688	Workers Compensation	22-000-2165		42.63
01/04/2024	10688	Workers Compensation	23-000-2165		42.61
01/04/2024	10688	Workers Compensation	30-000-2165		963.71



## Board Check Register

Payment Dates: 1/1/2024 - 1/31/2024

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
01/04/2024	10688	Workers Compensation	10-000-2165		387.07
01/04/2024	10688	Workers Compensation	20-000-2165		813.07
01/04/2024	10688	Workers Compensation	30-000-2165		1,025.82
01/04/2024	10688	Workers Compensation	10-000-2165		401.96
01/04/2024	10688	Workers Compensation	20-000-2165		931.27
01/04/2024	10688	Workers Compensation	30-000-2165		978.39
01/04/2024	10688	Workers Compensation	10-000-2165		448.70
01/04/2024	10688	Workers Compensation	20-000-2165		1,018.26
01/04/2024	10688	Workers Compensation	30-000-2165		1,043.38
01/04/2024	10688	Premium Adjustment	10-000-6022		-457.23
<b>Vendor 00017 - ACWA / JPIA Total:</b>					<b>14,065.96</b>

**Vendor: 00023 - Advanced Stainless & Alloys, Inc.**

01/10/2024	4553	Pipe, Elbows, Flanges	30-240-6145		2,456.70
<b>Vendor 00023 - Advanced Stainless &amp; Alloys, Inc. Total:</b>					<b>2,456.70</b>

**Vendor: 00025 - AFLAC**

01/31/2024	DFT0000821	AFLAC	10-000-2170		25.48
01/31/2024	DFT0000821	AFLAC	20-000-2170		6.06
01/31/2024	DFT0000821	AFLAC	20-000-2170		51.57
01/31/2024	DFT0000821	AFLAC	30-000-2170		3.64
01/31/2024	DFT0000821	AFLAC	30-000-2170		27.57
<b>Vendor 00025 - AFLAC Total:</b>					<b>114.32</b>

**Vendor: 00063 - American Business Machines Co.**

01/24/2024	10746	Admin/Finance Printer/Copier Agreement	10-000-6180		73.67
<b>Vendor 00063 - American Business Machines Co. Total:</b>					<b>73.67</b>

**Vendor: 00069 - Amerigas (WWTP/Lab)**

01/04/2024	4528	Propane - WWTP/Lab	30-240-6231		283.46
01/10/2024	4554	Propane - WWTP/Lab	30-240-6231		166.23
01/10/2024	4554	Propane - WWTP/Lab	30-240-6231		559.19
01/10/2024	4554	Propane - WWTP/Lab	30-240-6231		561.81
01/17/2024	4577	Propane - WWTP/Lab	30-240-6231		272.37
01/24/2024	4595	Propane - WWTP/Lab	30-240-6231		324.58
<b>Vendor 00069 - Amerigas (WWTP/Lab) Total:</b>					<b>2,167.64</b>

**Vendor: 00068 - Amerigas (Offices)**

01/04/2024	4529	Propane - District Offices	10-000-6231		307.21
01/10/2024	4555	Propane - District Offices	10-000-6231		77.44
01/17/2024	4578	Propane - District Offices	10-000-6231		502.98
01/24/2024	4596	Propane - District Offices	10-000-6231		478.85
<b>Vendor 00068 - Amerigas (Offices) Total:</b>					<b>1,366.48</b>

**Vendor: 02271 - Amy Campbell**

01/10/2024	10697	Reimbursement for Personal Devices/Services	10-120-6210		150.00
<b>Vendor 02271 - Amy Campbell Total:</b>					<b>150.00</b>

**Vendor: 00111 - AT&T**

01/24/2024	4597	FirstNet	10-130-6105		488.26
<b>Vendor 00111 - AT&amp;T Total:</b>					<b>488.26</b>

**Vendor: 00123 - Babcock Laboratories, Inc.**

01/10/2024	4556	Lab Services	30-210-6111		500.25
01/10/2024	4556	Lab Services	20-210-6111		339.68
<b>Vendor 00123 - Babcock Laboratories, Inc. Total:</b>					<b>839.93</b>

**Vendor: 00125 - Backgrounds Online**

01/04/2024	10689	Pre-Employment Background Checks	10-110-6100		102.25
<b>Vendor 00125 - Backgrounds Online Total:</b>					<b>102.25</b>

**Vendor: 00131 - Bartkiewicz, Kronick & Shanahan**

01/17/2024	10738	Legal Services	10-100-6140		4,033.20
<b>Vendor 00131 - Bartkiewicz, Kronick &amp; Shanahan Total:</b>					<b>4,033.20</b>

## Board Check Register

Payment Dates: 1/1/2024 - 1/31/2024

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
<b>Vendor: 00139 - Berchtold Equipment Company</b>					
01/04/2024	4530	Bobcat Snow Blower Attachment	22-340-6155		8,679.27
<b>Vendor 00139 - Berchtold Equipment Company Total:</b>					<b>8,679.27</b>
<b>Vendor: 02343 - Bill's Appliance Repair Eastern Sierra, Inc.</b>					
01/17/2024	4579	Dishwasher Repair - MV1	96-000-6115		254.00
<b>Vendor 02343 - Bill's Appliance Repair Eastern Sierra, Inc. Total:</b>					<b>254.00</b>
<b>Vendor: 00189 - Britt's Diesel &amp; Automotive</b>					
01/17/2024	10739	Repair to #114	30-240-6155		362.98
01/17/2024	10739	Repair to #105	22-340-6155		352.50
<b>Vendor 00189 - Britt's Diesel &amp; Automotive Total:</b>					<b>715.48</b>
<b>Vendor: 02094 - Bruce Medhurst</b>					
01/10/2024	10698	Reimbursement for Personal Devices/Services	10-210-6210		150.00
<b>Vendor 02094 - Bruce Medhurst Total:</b>					<b>150.00</b>
<b>Vendor: 00207 - CA Dept. of Tax and Fee Administration</b>					
01/04/2024	4531	Underground Storage Tank Fee	10-000-6205		300.00
01/04/2024	4531	Unpaid CA Sales Tax	20-220-6179		279.00
01/04/2024	4531	Unpaid CA Sales Tax	20-230-6145		66.00
01/04/2024	4531	Unpaid CA Sales Tax	30-240-6145		209.00
01/04/2024	4531	Unpaid CA Sales Tax	30-240-6179		1,246.00
<b>Vendor 00207 - CA Dept. of Tax and Fee Administration Total:</b>					<b>2,100.00</b>
<b>Vendor: 00201 - CA Tax Payment ACH</b>					
01/03/2024	DFT0000823	CA SWT and CASDI	10-000-2210		791.62
01/03/2024	DFT0000823	CA SWT and CASDI	10-000-2210		3,654.27
01/03/2024	DFT0000823	CA SWT and CASDI	20-000-2210		594.16
01/03/2024	DFT0000823	CA SWT and CASDI	20-000-2210		1,866.36
01/03/2024	DFT0000823	CA SWT and CASDI	30-000-2210		2,112.58
01/03/2024	DFT0000823	CA SWT and CASDI	30-000-2210		621.14
01/17/2024	DFT0000836	CA SWT and CASDI	10-000-2210		744.84
01/17/2024	DFT0000836	CA SWT and CASDI	10-000-2210		3,398.29
01/17/2024	DFT0000836	CA SWT and CASDI	20-000-2210		585.24
01/17/2024	DFT0000836	CA SWT and CASDI	30-000-2210		1,845.02
01/17/2024	DFT0000836	CA SWT and CASDI	30-000-2210		636.65
01/17/2024	DFT0000836	CA SWT and CASDI	30-000-2210		2,221.16
01/18/2024	DFT0000825	CA SWT and CASDI	10-000-2210		50.00
01/31/2024	DFT0000846	CA SWT and CASDI	10-000-2210		3,492.23
01/31/2024	DFT0000846	CA SWT and CASDI	10-000-2210		753.45
01/31/2024	DFT0000846	CA SWT and CASDI	20-000-2210		1,939.63
01/31/2024	DFT0000846	CA SWT and CASDI	20-000-2210		584.09
01/31/2024	DFT0000846	CA SWT and CASDI	30-000-2210		658.98
01/31/2024	DFT0000846	CA SWT and CASDI	30-000-2210		2,159.59
<b>Vendor 00201 - CA Tax Payment ACH Total:</b>					<b>28,709.30</b>
<b>Vendor: 00205 - California Broadband Cooperative</b>					
01/24/2024	4598	Internet Service	10-130-6105		917.95
<b>Vendor 00205 - California Broadband Cooperative Total:</b>					<b>917.95</b>
<b>Vendor: 02436 - California Franchise Tax Board</b>					
01/04/2024	4532	Garnishments	20-000-2170		150.97
01/04/2024	4532	Garnishments	30-000-2170		150.92
01/17/2024	4580	Garnishments	20-000-2170		150.96
01/17/2024	4580	Garnishments	30-000-2170		150.93
<b>Vendor 02436 - California Franchise Tax Board Total:</b>					<b>603.78</b>
<b>Vendor: 00210 - California Rural Water Association</b>					
01/10/2024	4557	Annual Membership Renewal	10-100-6160		1,582.00
<b>Vendor 00210 - California Rural Water Association Total:</b>					<b>1,582.00</b>
<b>Vendor: 02179 - California State Disbursement Unit</b>					
01/03/2024	DFT0000816	Ca. Child Support	20-000-2170		46.16

## Board Check Register

Payment Dates: 1/1/2024 - 1/31/2024

Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
01/03/2024	DFT0000816	Ca. Child Support	30-000-2170		46.14
01/17/2024	DFT0000829	Ca. Child Support	20-000-2170		46.16
01/17/2024	DFT0000829	Ca. Child Support	30-000-2170		46.14
01/31/2024	DFT0000841	Ca. Child Support	20-000-2170		46.17
01/31/2024	DFT0000841	Ca. Child Support	30-000-2170		46.13
<b>Vendor 02179 - California State Disbursement Unit Total:</b>					<b>276.90</b>
<b>Vendor: 00211 - California Surveying &amp; Drafting Supply, Inc.</b>					
01/24/2024	4599	Warranty Renewal	10-130-6105		390.00
<b>Vendor 00211 - California Surveying &amp; Drafting Supply, Inc. Total:</b>					<b>390.00</b>
<b>Vendor: 00220 - Carmichael Business Technology</b>					
01/04/2024	4533	Recycling Fee Monitors and Printers	10-130-6100		260.00
01/04/2024	4533	Dual Authentication - 50 Users	10-130-6105		1,800.00
01/10/2024	4558	Office 365 Basic (Annual Agreement)	10-130-6105		1,728.00
01/10/2024	4558	Office 365 Backups (Annual Agreement)	10-130-6105		1,872.00
01/10/2024	4558	100 ft. CAT-6 Cable	10-130-6180		106.66
<b>Vendor 00220 - Carmichael Business Technology Total:</b>					<b>5,766.66</b>
<b>Vendor: 02515 - Carol Frimmer</b>					
01/04/2024	4534	HET Rebate	10-100-6237		100.00
<b>Vendor 02515 - Carol Frimmer Total:</b>					<b>100.00</b>
<b>Vendor: 00237 - Cashman Equipment Co.</b>					
01/10/2024	4559	938 Loader - Replace Engine	10-310-6155		57,086.86
01/10/2024	4559	Add'l Engine Work - #54 (938)	10-310-6155		5,698.41
<b>Vendor 00237 - Cashman Equipment Co. Total:</b>					<b>62,785.27</b>
<b>Vendor: 02359 - Cecil Bundesen</b>					
01/10/2024	10699	Reimbursement for Personal Devices/Services	10-100-6210		150.00
<b>Vendor 02359 - Cecil Bundesen Total:</b>					<b>150.00</b>
<b>Vendor: 00270 - Chris Weibert</b>					
01/10/2024	10700	Reimbursement for Personal Devices/Services	10-110-6210		150.00
<b>Vendor 00270 - Chris Weibert Total:</b>					<b>150.00</b>
<b>Vendor: 02017 - Christopher Monroe</b>					
01/10/2024	10701	Reimbursement for Personal Devices/Services	20-220-6210		270.00
<b>Vendor 02017 - Christopher Monroe Total:</b>					<b>270.00</b>
<b>Vendor: 00281 - Chuck Villar Construction</b>					
01/17/2024	4581	Cashman > MCWD - #54	10-310-6155		850.20
<b>Vendor 00281 - Chuck Villar Construction Total:</b>					<b>850.20</b>
<b>Vendor: 01957 - City of Fallon</b>					
01/10/2024	4560	Sludge Disposal	30-240-6102		2,999.68
<b>Vendor 01957 - City of Fallon Total:</b>					<b>2,999.68</b>
<b>Vendor: 00292 - Clay Murray</b>					
01/10/2024	10702	Reimbursement for Personal Devices/Services	10-200-6210		270.00
<b>Vendor 00292 - Clay Murray Total:</b>					<b>270.00</b>
<b>Vendor: 00306 - Conriquez Cleaning</b>					
01/04/2024	4535	Janatorial Services	10-000-6150		2,687.79
<b>Vendor 00306 - Conriquez Cleaning Total:</b>					<b>2,687.79</b>
<b>Vendor: 00326 - Creative Image Embroidery</b>					
01/04/2024	4536	Shirt, Sweatshirt, Coat, Beanie	10-130-6124		364.20
01/04/2024	4536	Sweatshirts	10-130-6124		150.85
01/24/2024	4600	Work Clothes - Gregory	10-130-6124		301.70
01/24/2024	4600	Work Clothes - Roberts	10-400-6124		258.87
01/24/2024	4600	Embroidery	10-400-6124		80.81

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01/24/2024	4600	Work Clothes - Trauscht	10-400-6124		246.75
<b>Vendor 00326 - Creative Image Embroidery Total:</b>					<b>1,403.18</b>
<b>Vendor: 02475 - Creative Management Solutions, Inc.</b>					
01/24/2024	4601	Compensation and Benefits Survey (60%)	10-110-6100		10,050.00
<b>Vendor 02475 - Creative Management Solutions, Inc. Total:</b>					<b>10,050.00</b>
<b>Vendor: 02457 - Crosno Construction, Inc.</b>					
01/10/2024	4561	Retention Payment	22-000-1301	23W04CS	97,900.00
<b>Vendor 02457 - Crosno Construction, Inc. Total:</b>					<b>97,900.00</b>
<b>Vendor: 02517 - Daniel Pijuan</b>					
01/10/2024	10703	Reimbursement for Personal Devices/Services	10-330-6210		165.00
<b>Vendor 02517 - Daniel Pijuan Total:</b>					<b>165.00</b>
<b>Vendor: 00377 - David Carlson</b>					
01/10/2024	10704	Reimbursement for Personal Devices/Services	10-400-6210		150.00
<b>Vendor 00377 - David Carlson Total:</b>					<b>150.00</b>
<b>Vendor: 02447 - Denise Schneider</b>					
01/10/2024	10705	Reimbursement for Personal Devices/Services	20-220-6210		270.00
<b>Vendor 02447 - Denise Schneider Total:</b>					<b>270.00</b>
<b>Vendor: 00439 - Dewey Pest Control</b>					
01/10/2024	4562	Pest Control	10-000-6150		202.00
01/10/2024	4562	Pest Control - MM11 (Quarterly Service)	96-000-6115		129.00
<b>Vendor 00439 - Dewey Pest Control Total:</b>					<b>331.00</b>
<b>Vendor: 00452 - DIY Home Center</b>					
01/04/2024	10690	Scraper, Screwdriver Set	30-310-6120		45.91
01/04/2024	10690	Wire, Cable Stops	10-310-6180		16.74
01/04/2024	10690	Tool Pouches	10-330-6120		28.10
01/04/2024	10690	Misc. HW	30-240-6180		5.41
01/04/2024	10690	Sloan Re-Build Kit	10-330-6150		38.78
01/04/2024	10690	Tarp	30-240-6180		9.20
01/04/2024	10690	Rain-X	30-310-6145		11.32
01/04/2024	10690	Paint Brushes	10-000-6150		5.70
01/04/2024	10690	Caution Tape	10-330-6180		6.78
01/04/2024	10690	Heater	30-240-6120		106.66
01/04/2024	10690	Lumber	20-310-6145		16.96
01/10/2024	10706	Table	30-310-6120		48.48
01/10/2024	10706	Spraypaint, Wrench	30-310-6180		7.46
01/10/2024	10706	Spraypaint, Wrench	30-310-6180		15.50
01/10/2024	10706	Adapter, ABS Plug	30-310-6145		33.91
01/10/2024	10706	PVC Fitting	20-220-6145		1.06
01/10/2024	10706	Power Inverter, Misc. HW	10-310-6120		80.48
01/10/2024	10706	Power Inverter, Misc. HW	10-310-6180		13.23
01/10/2024	10706	PVC Fittings	20-220-6145		4.34
01/10/2024	10706	PVC Coupling	20-220-6145		9.69
01/10/2024	10706	Table	10-320-6120		48.48
01/10/2024	10706	Drill Bits, Misc. HW	10-330-6180		92.37
01/10/2024	10706	48" Snow Brush	30-240-6120		26.17
01/17/2024	10740	SS Clamps	20-320-6145		8.99
01/17/2024	10740	Part for Admin HVAC Install	10-000-6150		4.16
01/17/2024	10740	Strap	10-330-6180		5.32
01/17/2024	10740	Misc. HW	10-330-6145		19.36
01/17/2024	10740	Weatherstrip	10-330-6150		15.51
01/17/2024	10740	Weatherstrip, Door Sweep - SM55	96-000-6115		35.86
01/17/2024	10740	Foam Insulating Tape - SM55	96-000-6115		15.48
01/17/2024	10740	Parts for Admin HVAC Install	10-000-6150		81.22

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
01/17/2024	10740	Electrical Supplies	10-000-6150		8.72
01/17/2024	10740	Electrical Supplies	20-330-6150		18.41
01/17/2024	10740	Misc. HW	10-310-6155		6.16
01/24/2024	10747	Bushings	10-000-6150		1.90
01/24/2024	10747	Misc. Parts for WiFi Add'n to VSB and ESB	10-130-6181		66.31
01/24/2024	10747	Quick Link Connectors	30-310-6145		5.41
01/24/2024	10747	Reciprocating Blades	30-240-6145		48.47
01/24/2024	10747	Thermostat	20-220-6145		31.99
01/24/2024	10747	Closet Kit	30-240-6145		14.51
01/24/2024	10747	Recessed Light LED Adapter	96-000-6115		12.60
01/24/2024	10747	U-Bolts	10-310-6180		11.59
<b>Vendor 00452 - DIY Home Center Total:</b>					<b>1,084.70</b>
<b>Vendor: 00487 - Dyacon, Inc.</b>					
01/17/2024	4582	Data Plan for Weather Station	10-330-6210		300.00
<b>Vendor 00487 - Dyacon, Inc. Total:</b>					<b>300.00</b>
<b>Vendor: 00489 - E&amp;M, Inc.</b>					
01/10/2024	10707	SCADA Software Agreement	10-130-6105		17,370.00
<b>Vendor 00489 - E&amp;M, Inc. Total:</b>					<b>17,370.00</b>
<b>Vendor: 02360 - Eric Solomon</b>					
01/10/2024	10708	Reimbursement for Personal Devices/Services	20-220-6210		270.00
<b>Vendor 02360 - Eric Solomon Total:</b>					<b>270.00</b>
<b>Vendor: 00569 - Federal Tax Payment ACH</b>					
01/03/2024	DFT0000822	Federal Deposit	10-000-2200		2,095.28
01/03/2024	DFT0000822	Federal Deposit	10-000-2200		9,624.42
01/03/2024	DFT0000822	Federal Deposit	10-000-2200		192.20
01/03/2024	DFT0000822	Federal Deposit	20-000-2200		5,173.26
01/03/2024	DFT0000822	Federal Deposit	20-000-2200		1,576.28
01/03/2024	DFT0000822	Federal Deposit	20-000-2200		128.96
01/03/2024	DFT0000822	Federal Deposit	30-000-2200		5,559.62
01/03/2024	DFT0000822	Federal Deposit	30-000-2200		1,650.72
01/03/2024	DFT0000822	Federal Deposit	30-000-2200		128.96
01/17/2024	DFT0000835	Federal Deposit	10-000-2200		8,795.51
01/17/2024	DFT0000835	Federal Deposit	10-000-2200		2,073.06
01/17/2024	DFT0000835	Federal Deposit	10-000-2200		248.00
01/17/2024	DFT0000835	Federal Deposit	20-000-2200		128.98
01/17/2024	DFT0000835	Federal Deposit	20-000-2200		1,553.54
01/17/2024	DFT0000835	Federal Deposit	20-000-2200		4,901.01
01/17/2024	DFT0000835	Federal Deposit	30-000-2200		5,821.48
01/17/2024	DFT0000835	Federal Deposit	30-000-2200		1,692.08
01/17/2024	DFT0000835	Federal Deposit	30-000-2200		128.94
01/18/2024	DFT0000824	Federal Deposit	10-000-2200		49.56
01/18/2024	DFT0000824	Federal Deposit	10-000-2200		200.00
01/18/2024	DFT0000824	Federal Deposit	10-000-2200		211.80
01/31/2024	DFT0000845	Federal Deposit	10-000-2200		9,241.14
01/31/2024	DFT0000845	Federal Deposit	10-000-2200		139.50
01/31/2024	DFT0000845	Federal Deposit	10-000-2200		2,043.54
01/31/2024	DFT0000845	Federal Deposit	20-000-2200		5,099.00
01/31/2024	DFT0000845	Federal Deposit	20-000-2200		1,554.02
01/31/2024	DFT0000845	Federal Deposit	30-000-2200		1,751.76
01/31/2024	DFT0000845	Federal Deposit	30-000-2200		6,190.74
<b>Vendor 00569 - Federal Tax Payment ACH Total:</b>					<b>77,953.36</b>
<b>Vendor: 00571 - FedEx Freight</b>					
01/17/2024	4583	Shipping - Advanced Stainless	30-240-6145		437.17
<b>Vendor 00571 - FedEx Freight Total:</b>					<b>437.17</b>
<b>Vendor: 00572 - Ferguson Waterworks # 1423</b>					
01/04/2024	4537	R900 Radio Replacement Project	10-000-1200		8,102.80

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01/04/2024	4537	R900 Radio Replacement Project	10-000-1200		4,051.40
01/04/2024	4537	R900 Radio Replacement Project	10-000-1200		8,102.80
01/04/2024	4537	R900 Radio Replacement Project	10-000-1200		1,012.85
01/04/2024	4537	R900 Radio Replacement Project	10-000-1200		1,012.85
<b>Vendor 00572 - Ferguson Waterworks # 1423 Total:</b>					<b>22,282.70</b>
<b>Vendor: 00608 - Frontier</b>					
01/04/2024	4538	Land Line	10-000-6210		106.49
01/04/2024	4538	Land Lines	10-000-6210		202.79
01/24/2024	4602	Internet Service - GWTPs	10-130-6105		134.98
<b>Vendor 00608 - Frontier Total:</b>					<b>444.26</b>
<b>Vendor: 02506 - Gareth Crabb</b>					
01/04/2024	4539	HECW Rebate	10-100-6237		400.00
<b>Vendor 02506 - Gareth Crabb Total:</b>					<b>400.00</b>
<b>Vendor: 01955 - Garrett Higerd</b>					
01/10/2024	10709	Reimbursement for Personal Devices/Services	10-400-6210		270.00
<b>Vendor 01955 - Garrett Higerd Total:</b>					<b>270.00</b>
<b>Vendor: 00662 - Grainger, Inc.</b>					
01/04/2024	10691	No Parking Signs	10-000-6150		140.45
01/04/2024	10691	No Parking Signs	10-000-6150		140.45
01/04/2024	10691	Parts for Admin HVAC Install	10-000-6150		50.63
01/04/2024	10691	Parts for Admin HVAC Install	10-000-6150		24.96
01/04/2024	10691	No Parking Signs	10-000-6150		140.45
01/10/2024	10710	Disinfectant Spray	10-000-6180		165.12
01/17/2024	10741	Batteries, Gloves, Thread Tape	10-000-1200		1,154.29
<b>Vendor 00662 - Grainger, Inc. Total:</b>					<b>1,816.35</b>
<b>Vendor: 02505 - Greg R. and Terri L. Eckert</b>					
01/04/2024	4540	Sewer Easement - Payment 2 of 2	33-000-1301	21WW06CS	70,000.00
<b>Vendor 02505 - Greg R. and Terri L. Eckert Total:</b>					<b>70,000.00</b>
<b>Vendor: 00684 - Haaker Equipment Company</b>					
01/04/2024	10692	Vactor Parts	30-310-6120		231.66
01/04/2024	10692	Vactor Parts	10-310-6155		1,619.25
01/24/2024	10748	2100i PD-18Hg Vactor (Kenworth T880 Chassis)	23-000-1320		149,039.80
01/24/2024	10748	2100i PD-18Hg Vactor (Kenworth T880 Chassis)	23-000-1320		371,181.71
01/24/2024	10748	2100i PD-18Hg Vactor (Kenworth T880 Chassis)	23-000-1320		45,883.29
01/24/2024	10748	2100i PD-18Hg Vactor (Kenworth T880 Chassis)	23-000-1320		15,798.00
<b>Vendor 00684 - Haaker Equipment Company Total:</b>					<b>583,753.71</b>
<b>Vendor: 00685 - Hach Company</b>					
01/10/2024	4563	Lab Supplies	30-210-6180		570.55
01/17/2024	4584	Turbidity Probe Annual PM/CAL Serial #1575854	30-240-6145		732.51
01/17/2024	4584	Turbidity Probe Annual PM/CAL Serial #1326790	30-240-6145		1,941.12
<b>Vendor 00685 - Hach Company Total:</b>					<b>3,244.18</b>
<b>Vendor: 00687 - Hardy Diagnostics</b>					
01/10/2024	4564	Lab Supplies	10-210-6180		37.87
01/10/2024	4564	Lab Supplies	30-210-6180		241.56
<b>Vendor 00687 - Hardy Diagnostics Total:</b>					<b>279.43</b>
<b>Vendor: 02388 - Health Equity, Inc.</b>					
01/03/2024	DFT0000819	HSA	10-000-2151		387.24

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
01/17/2024	DFT0000832	HSA	10-000-2151		387.24
<b>Vendor 02388 - Health Equity, Inc. Total:</b>					<b>774.48</b>
<b>Vendor: 00693 - Heidi Christensen</b>					
01/10/2024	10711	Reimbursement for Personal Devices/Services	10-120-6210		150.00
<b>Vendor 00693 - Heidi Christensen Total:</b>					<b>150.00</b>
<b>Vendor: 00705 - High Country Lumber, Inc.</b>					
01/04/2024	4541	Timer, Gap Filler	30-240-6145		30.15
01/04/2024	4541	Tubs	30-310-6145		23.68
01/04/2024	4541	Feeder Wire	10-310-6155		85.77
01/10/2024	4565	Muriatic Acid	30-240-6179		51.68
01/10/2024	4565	Misc. HW	10-330-6180		19.93
01/17/2024	4585	Parts for Admin HVAC Install	10-000-6150		64.74
01/17/2024	4585	Parts for Admin HVAC Install	10-000-6150		11.83
<b>Vendor 00705 - High Country Lumber, Inc. Total:</b>					<b>287.78</b>
<b>Vendor: 01949 - Honovaa Lewis</b>					
01/10/2024	10712	Reimbursement for Personal Devices/Services	10-330-6210		270.00
<b>Vendor 01949 - Honovaa Lewis Total:</b>					<b>270.00</b>
<b>Vendor: 02152 - Huoy Sytha</b>					
01/10/2024	10713	Reimbursement for Personal Devices/Services	10-330-6210		150.00
<b>Vendor 02152 - Huoy Sytha Total:</b>					<b>150.00</b>
<b>Vendor: 00728 - International Union of Operating Engineers</b>					
01/04/2024	4542	Union Dues	10-000-2170		132.00
01/04/2024	4542	Union Dues	20-000-2170		165.11
01/04/2024	4542	Union Dues	30-000-2170		164.89
<b>Vendor 00728 - International Union of Operating Engineers Total:</b>					<b>462.00</b>
<b>Vendor: 02007 - Jacob Trauscht</b>					
01/10/2024	10714	Reimbursement for Personal Devices/Services	10-400-6210		270.00
<b>Vendor 02007 - Jacob Trauscht Total:</b>					<b>270.00</b>
<b>Vendor: 02521 - James Baer</b>					
01/17/2024	4586	HET Rebate	10-100-6237		200.00
<b>Vendor 02521 - James Baer Total:</b>					<b>200.00</b>
<b>Vendor: 02519 - Jeff Brooks</b>					
01/10/2024	4566	HET Rebate (2)	10-100-6237		400.00
<b>Vendor 02519 - Jeff Brooks Total:</b>					<b>400.00</b>
<b>Vendor: 00805 - Jeffrey Beatty</b>					
01/10/2024	10715	Reimbursement for Personal Devices/Services	10-120-6210		270.00
<b>Vendor 00805 - Jeffrey Beatty Total:</b>					<b>270.00</b>
<b>Vendor: 02247 - Jessy Ruiz</b>					
01/10/2024	10716	Reimbursement for Personal Devices/Services	10-310-6210		270.00
<b>Vendor 02247 - Jessy Ruiz Total:</b>					<b>270.00</b>
<b>Vendor: 02524 - Jill Gonzales</b>					
01/24/2024	4604	HET Rebate (2)	10-100-6237		399.00
<b>Vendor 02524 - Jill Gonzales Total:</b>					<b>399.00</b>
<b>Vendor: 02516 - John Bloomingdale</b>					
01/04/2024	4543	HET Rebate (2)	10-100-6237		381.78
<b>Vendor 02516 - John Bloomingdale Total:</b>					<b>381.78</b>
<b>Vendor: 00870 - John Haugh</b>					
01/24/2024	4605	HET Rebate	10-100-6237		200.00
<b>Vendor 00870 - John Haugh Total:</b>					<b>200.00</b>

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<b>Vendor: 02522 - Joshua Feinberg</b>					
01/17/2024	4587	HET Rebate	10-100-6237		200.00
<b>Vendor 02522 - Joshua Feinberg Total:</b>					<b>200.00</b>
<b>Vendor: 00907 - Julie Burkhart</b>					
01/10/2024	10717	Reimbursement for Personal Devices/Services	10-130-6210		270.00
<b>Vendor 00907 - Julie Burkhart Total:</b>					<b>270.00</b>
<b>Vendor: 00915 - Justin Mulbay</b>					
01/10/2024	10718	Reimbursement for Personal Devices/Services	10-130-6210		270.00
<b>Vendor 00915 - Justin Mulbay Total:</b>					<b>270.00</b>
<b>Vendor: 00958 - Keith Weiland</b>					
01/04/2024	10693	Cab from Airport to Mercedes Dealer	10-310-6155		35.16
01/10/2024	10719	Reimbursement for Personal Devices/Services	10-310-6210		270.00
<b>Vendor 00958 - Keith Weiland Total:</b>					<b>305.16</b>
<b>Vendor: 00997 - Kimball Midwest</b>					
01/17/2024	4588	Misc. HW	10-310-6180		379.28
<b>Vendor 00997 - Kimball Midwest Total:</b>					<b>379.28</b>
<b>Vendor: 01003 - KMMT-FM</b>					
01/10/2024	4567	Advertising	10-100-6190		500.00
<b>Vendor 01003 - KMMT-FM Total:</b>					<b>500.00</b>
<b>Vendor: 01012 - Kristina Roberts</b>					
01/10/2024	10720	Reimbursement for Personal Devices/Services	10-400-6210		150.00
<b>Vendor 01012 - Kristina Roberts Total:</b>					<b>150.00</b>
<b>Vendor: 02136 - Kyle Burnett</b>					
01/10/2024	10721	Reimbursement for Personal Devices/Services	30-240-6210		270.00
<b>Vendor 02136 - Kyle Burnett Total:</b>					<b>270.00</b>
<b>Vendor: 01037 - Lawson Products</b>					
01/24/2024	4606	Crimp Fittings	10-310-6180		53.09
<b>Vendor 01037 - Lawson Products Total:</b>					<b>53.09</b>
<b>Vendor: 02150 - Leanna Block</b>					
01/10/2024	10722	Reimbursement for Personal Devices/Services	10-100-6210		150.00
01/17/2024	10742	Coffee	10-000-6180		23.98
<b>Vendor 02150 - Leanna Block Total:</b>					<b>173.98</b>
<b>Vendor: 01054 - Liebert Cassidy Whitmore</b>					
01/24/2024	4607	Legal Services	10-110-6140		130.50
<b>Vendor 01054 - Liebert Cassidy Whitmore Total:</b>					<b>130.50</b>
<b>Vendor: 00052 - Linde Gas &amp; Equipment, Inc.</b>					
01/04/2024	4544	Welding Supplies	10-000-6180		99.24
01/04/2024	4544	Welding Supplies	10-000-6180		66.16
01/04/2024	4544	Welding Supplies	10-000-6180		66.16
<b>Vendor 00052 - Linde Gas &amp; Equipment, Inc. Total:</b>					<b>231.56</b>
<b>Vendor: 01099 - Mammoth Disposal</b>					
01/10/2024	4568	Trash Service	10-000-6100		1,650.50
01/10/2024	4568	Recycling	10-000-6100		140.00
01/10/2024	4568	Recycling	10-000-6100		130.00
<b>Vendor 01099 - Mammoth Disposal Total:</b>					<b>1,920.50</b>
<b>Vendor: 01106 - Mammoth Lock &amp; Key</b>					
01/24/2024	10749	Lock Replacement	10-330-6150		557.96
<b>Vendor 01106 - Mammoth Lock &amp; Key Total:</b>					<b>557.96</b>



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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
<b>Vendor: 01117 - Mammoth Times</b>					
01/04/2024	4545	Job Ads	10-110-6190		104.64
<b>Vendor 01117 - Mammoth Times Total:</b>					<b>104.64</b>
<b>Vendor: 02456 - McGinley and Associates, Inc.</b>					
01/17/2024	10743	GMRP Hydraulic Monitoring - July/August Billing	20-400-6110		42,107.70
01/17/2024	10743	GMRP Hydraulic Monitoring - September Billing	20-400-6110		26,983.65
01/17/2024	10743	GMRP Hydraulic Monitoring - October Billing	20-400-6110		9,248.20
01/17/2024	10743	GMRP Hydraulic Monitoring - November Billing	20-400-6110		53,803.17
<b>Vendor 02456 - McGinley and Associates, Inc. Total:</b>					<b>132,142.72</b>
<b>Vendor: 01183 - McMaster-Carr Supply Co.</b>					
01/04/2024	4546	Credit for Returned Merchandise	10-000-6150		-204.29
01/04/2024	4546	Sump Pump	20-220-6145		292.30
01/04/2024	4546	Heavy Duty Wire Shelving	10-310-6120		757.89
01/04/2024	4546	Parts for Admin HVAC Install	10-000-6150		78.30
01/17/2024	4589	Grommets, USB Adapter Cord	10-330-6120		70.75
<b>Vendor 01183 - McMaster-Carr Supply Co. Total:</b>					<b>994.95</b>
<b>Vendor: 01191 - Melissa Bretz</b>					
01/10/2024	10723	Reimbursement for Personal Devices/Services	10-120-6210		270.00
<b>Vendor 01191 - Melissa Bretz Total:</b>					<b>270.00</b>
<b>Vendor: 01193 - Melissa Reeves</b>					
01/10/2024	10724	Reimbursement for Personal Devices/Services	10-110-6210		150.00
<b>Vendor 01193 - Melissa Reeves Total:</b>					<b>150.00</b>
<b>Vendor: 02449 - Michael Draper</b>					
01/10/2024	10725	Reimbursement for Personal Devices/Services	10-100-6210		270.00
<b>Vendor 02449 - Michael Draper Total:</b>					<b>270.00</b>
<b>Vendor: 02323 - Michael Lesiak</b>					
01/10/2024	10726	Reimbursement for Personal Devices/Services	10-320-6210		270.00
<b>Vendor 02323 - Michael Lesiak Total:</b>					<b>270.00</b>
<b>Vendor: 01240 - Mission Linen Supply</b>					
01/04/2024	4547	Linen and Uniform Service	10-000-6180		844.06
01/04/2024	4547	Linen and Uniform Service	10-000-6180		42.84
<b>Vendor 01240 - Mission Linen Supply Total:</b>					<b>886.90</b>
<b>Vendor: 01249 - Mono County Clerk Recorder</b>					
01/24/2024	4608	Lien Release - 165 OMR, #36	10-000-4211		10.00
<b>Vendor 01249 - Mono County Clerk Recorder Total:</b>					<b>10.00</b>
<b>Vendor: 01254 - Mono County Department of Public Works</b>					
01/24/2024	4609	Dump Fees	10-000-6100		190.40
<b>Vendor 01254 - Mono County Department of Public Works Total:</b>					<b>190.40</b>
<b>Vendor: 01259 - Montrose Environmental Solutions, Inc.</b>					
01/17/2024	10744	CARB Consulting Services	10-120-6110		807.50
<b>Vendor 01259 - Montrose Environmental Solutions, Inc. Total:</b>					<b>807.50</b>
<b>Vendor: 01263 - Mountain Motors Auto Repair</b>					
01/10/2024	4569	Maintenance and Repairs - #2	10-400-6155		1,646.44
01/10/2024	4569	Regular Maintenance - #3	10-400-6155		228.00
01/10/2024	4569	Regular Maintenance - #19	10-400-6155		201.82
<b>Vendor 01263 - Mountain Motors Auto Repair Total:</b>					<b>2,076.26</b>

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<b>Vendor: 02514 - Nancy Stone</b>					
01/04/2024	4548	HET Rebate (2)	10-100-6237		400.00
<b>Vendor 02514 - Nancy Stone Total:</b>					<b>400.00</b>
<b>Vendor: 00609 - Orion</b>					
01/03/2024	DFT0000813	457b Roth EE Contribution	20-000-2161		268.20
01/03/2024	DFT0000813	457b Roth EE Contribution	30-000-2161		268.12
01/03/2024	DFT0000814	457B EE Contribution	10-000-2161		5,634.23
01/03/2024	DFT0000814	457B EE Contribution	20-000-2161		3,157.75
01/03/2024	DFT0000814	457B EE Contribution	30-000-2161		3,579.64
01/03/2024	DFT0000815	457b EE Contribution	10-000-2161		2,048.42
01/03/2024	DFT0000815	457b EE Contribution	20-000-2161		2,032.45
01/03/2024	DFT0000815	457b EE Contribution	30-000-2161		2,438.04
01/03/2024	DFT0000820	401A/457 ER	10-000-2160		1,404.75
01/03/2024	DFT0000820	401A/457 ER	10-000-2160		14,082.86
01/03/2024	DFT0000820	401A/457 ER	20-000-2160		1,048.63
01/03/2024	DFT0000820	401A/457 ER	20-000-2160		10,590.44
01/03/2024	DFT0000820	401A/457 ER	30-000-2160		1,098.12
01/03/2024	DFT0000820	401A/457 ER	30-000-2160		11,089.38
01/17/2024	DFT0000826	457b Roth EE Contribution	20-000-2161		288.54
01/17/2024	DFT0000826	457b Roth EE Contribution	30-000-2161		288.50
01/17/2024	DFT0000827	457B EE Contribution	10-000-2161		6,518.23
01/17/2024	DFT0000827	457B EE Contribution	20-000-2161		2,813.54
01/17/2024	DFT0000827	457B EE Contribution	30-000-2161		3,323.08
01/17/2024	DFT0000828	457b EE Contribution	10-000-2161		2,048.42
01/17/2024	DFT0000828	457b EE Contribution	20-000-2161		1,739.14
01/17/2024	DFT0000828	457b EE Contribution	30-000-2161		2,278.05
01/17/2024	DFT0000833	401A/457 ER	10-000-2160		13,838.64
01/17/2024	DFT0000833	401A/457 ER	10-000-2160		1,374.18
01/17/2024	DFT0000833	401A/457 ER	20-000-2160		10,429.84
01/17/2024	DFT0000833	401A/457 ER	20-000-2160		1,009.60
01/17/2024	DFT0000833	401A/457 ER	30-000-2160		11,370.22
01/17/2024	DFT0000833	401A/457 ER	30-000-2160		1,103.23
01/31/2024	DFT0000838	457b Roth EE Contribution	10-000-2161		734.56
01/31/2024	DFT0000838	457b Roth EE Contribution	20-000-2161		307.64
01/31/2024	DFT0000838	457b Roth EE Contribution	30-000-2161		307.56
01/31/2024	DFT0000839	457B EE Contribution	10-000-2161		6,518.23
01/31/2024	DFT0000839	457B EE Contribution	20-000-2161		2,813.56
01/31/2024	DFT0000839	457B EE Contribution	30-000-2161		6,458.44
01/31/2024	DFT0000840	457b EE Contribution	10-000-2161		1,325.26
01/31/2024	DFT0000840	457b EE Contribution	20-000-2161		1,804.50
01/31/2024	DFT0000840	457b EE Contribution	30-000-2161		2,192.16
01/31/2024	DFT0000844	401A/457 ER	10-000-2160		13,709.31
01/31/2024	DFT0000844	401A/457 ER	10-000-2160		73.46
01/31/2024	DFT0000844	401A/457 ER	10-000-2160		1,295.39
01/31/2024	DFT0000844	401A/457 ER	20-000-2160		10,616.54
01/31/2024	DFT0000844	401A/457 ER	20-000-2160		1,051.18
01/31/2024	DFT0000844	401A/457 ER	30-000-2160		1,187.72
01/31/2024	DFT0000844	401A/457 ER	30-000-2160		11,984.82
<b>Vendor 00609 - Orion Total:</b>					<b>179,544.57</b>
<b>Vendor: 02518 - Parker Gregory</b>					
01/10/2024	10727	Reimbursement for Personal Devices/Services	10-130-6210		123.39
<b>Vendor 02518 - Parker Gregory Total:</b>					<b>123.39</b>
<b>Vendor: 01337 - Patrick Bloom</b>					
01/24/2024	4610	HECW Rebate	10-100-6237		400.00
<b>Vendor 01337 - Patrick Bloom Total:</b>					<b>400.00</b>
<b>Vendor: 01438 - Rich Environmental Services</b>					
01/10/2024	4570	Monthly Tank Inspections	10-000-6100		100.00
<b>Vendor 01438 - Rich Environmental Services Total:</b>					<b>100.00</b>

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Payment Date	Payment Number	Description (Payable)	Account Number	Project Account Key	Amount
<b>Vendor: 01476 - Robert Gonzalez</b>					
01/10/2024	10728	Reimbursement for Personal Devices/Services	10-310-6210		270.00
<b>Vendor 01476 - Robert Gonzalez Total:</b>					<b>270.00</b>
<b>Vendor: 01484 - Robert Larson</b>					
01/10/2024	10729	Reimbursement for Personal Devices/Services	10-310-6210		270.00
<b>Vendor 01484 - Robert Larson Total:</b>					<b>270.00</b>
<b>Vendor: 01462 - Robert Motley</b>					
01/10/2024	10730	Reimbursement for Personal Devices/Services	10-300-6210		270.00
<b>Vendor 01462 - Robert Motley Total:</b>					<b>270.00</b>
<b>Vendor: 01952 - Sarah Minich</b>					
01/10/2024	10731	Reimbursement for Personal Devices/Services	10-210-6210		150.00
<b>Vendor 01952 - Sarah Minich Total:</b>					<b>150.00</b>
<b>Vendor: 02520 - Scott McIntosh</b>					
01/10/2024	4571	HET Rebate (2)	10-100-6237		400.00
01/10/2024	4571	HET Rebate	10-100-6237		100.00
<b>Vendor 02520 - Scott McIntosh Total:</b>					<b>500.00</b>
<b>Vendor: 01617 - Sierra Geotechnical Services</b>					
01/10/2024	4572	Professional Services	33-000-1301	22WW04CS	70.00
<b>Vendor 01617 - Sierra Geotechnical Services Total:</b>					<b>70.00</b>
<b>Vendor: 01639 - Snowcreek Athletic Club</b>					
01/17/2024	4590	Snowcreek Dues	10-000-2170		368.00
01/17/2024	4590	Snowcreek Dues	20-000-2170		362.50
01/17/2024	4590	Snowcreek Dues	30-000-2170		102.50
<b>Vendor 01639 - Snowcreek Athletic Club Total:</b>					<b>833.00</b>
<b>Vendor: 01650 - Southern California Edison - District</b>					
01/24/2024	4611	Electricity (Orig. Check Lost/Voided)	10-000-6230		8,116.22
01/24/2024	4611	Electricity (Orig. Check Lost/Voided)	20-220-6230		15,994.18
01/24/2024	4611	Electricity (Orig. Check Lost/Voided)	20-230-6230		4,155.98
01/24/2024	4611	Electricity (Orig. Check Lost/Voided)	30-240-6230		2,712.83
<b>Vendor 01650 - Southern California Edison - District Total:</b>					<b>30,979.21</b>
<b>Vendor: 01649 - Southern California Edison - Housing</b>					
01/10/2024	4573	Electricity - SM55	96-000-6115		53.16
<b>Vendor 01649 - Southern California Edison - Housing Total:</b>					<b>53.16</b>
<b>Vendor: 01662 - Standard Insurance Company</b>					
01/31/2024	DFT0000817	Disability - Long Term	10-000-2150		361.22
01/31/2024	DFT0000817	Disability - Long Term	20-000-2150		271.85
01/31/2024	DFT0000817	Disability - Long Term	30-000-2150		284.23
01/31/2024	DFT0000818	Disability - Short Term	10-000-2150		56.34
01/31/2024	DFT0000818	Disability - Short Term	20-000-2150		42.65
01/31/2024	DFT0000818	Disability - Short Term	30-000-2150		44.05
01/31/2024	DFT0000830	Disability - Long Term	10-000-2150		354.96
01/31/2024	DFT0000830	Disability - Long Term	20-000-2150		267.75
01/31/2024	DFT0000830	Disability - Long Term	30-000-2150		291.40
01/31/2024	DFT0000831	Disability - Short Term	10-000-2150		55.37
01/31/2024	DFT0000831	Disability - Short Term	20-000-2150		41.91
01/31/2024	DFT0000831	Disability - Short Term	30-000-2150		45.28
01/31/2024	DFT0000842	Disability - Long Term	10-000-2150		351.64
01/31/2024	DFT0000842	Disability - Long Term	20-000-2150		272.47
01/31/2024	DFT0000842	Disability - Long Term	30-000-2150		307.27
01/31/2024	DFT0000843	Disability - Short Term	10-000-2150		54.84

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01/31/2024	DFT0000843	Disability - Short Term	20-000-2150		42.71
01/31/2024	DFT0000843	Disability - Short Term	30-000-2150		47.70
<b>Vendor 01662 - Standard Insurance Company Total:</b>					<b>3,193.64</b>
<b>Vendor: 02005 - State of California Franchise Tax Board</b>					
01/04/2024	4550	Case No. 550198169	10-000-2170		100.00
01/17/2024	4591	Case No. 550198169	10-000-2170		100.00
<b>Vendor 02005 - State of California Franchise Tax Board Total:</b>					<b>200.00</b>
<b>Vendor: 01669 - Stephanie Hake</b>					
01/10/2024	10732	Reimbursement for Personal Devices/Services	10-100-6210		270.00
<b>Vendor 01669 - Stephanie Hake Total:</b>					<b>270.00</b>
<b>Vendor: 01699 - Steven Sornoso</b>					
01/10/2024	10733	Reimbursement for Personal Devices/Services	30-240-6210		270.00
<b>Vendor 01699 - Steven Sornoso Total:</b>					<b>270.00</b>
<b>Vendor: 01701 - Steve's Auto &amp; Truck Parts</b>					
01/04/2024	4551	Electrical Parts	10-310-6155		113.44
01/10/2024	4574	Fuses	10-310-6155		53.07
01/10/2024	4574	JB Weld	10-310-6155		18.83
01/10/2024	4574	Belt Dressing	10-310-6180		6.78
01/10/2024	4574	Chains - #118	10-320-6155		177.56
01/10/2024	4574	Credit for Returned Merchandise	10-000-6155		-33.83
01/17/2024	4592	Fuel Filter	10-320-6155		7.53
01/17/2024	4592	Motor Oil	10-000-1200		129.17
01/17/2024	4592	Auto Parts	10-310-6155		109.23
01/24/2024	4612	Tire Valve	10-310-6155		4.84
<b>Vendor 01701 - Steve's Auto &amp; Truck Parts Total:</b>					<b>586.62</b>
<b>Vendor: 01730 - SWRCB Accounting Office</b>					
01/04/2024	4552	Annual Water System Fees	20-200-6205		24,368.67
01/24/2024	4613	Annual Permit Fee - 6B26I000616	30-200-6205		1,818.00
<b>Vendor 01730 - SWRCB Accounting Office Total:</b>					<b>26,186.67</b>
<b>Vendor: 01731 - SWRCB-DWOCP</b>					
01/17/2024	4593	Grade IV Exam - Sornoso	30-240-6160		365.00
01/24/2024	4614	WW Grade 2 Cert Renewal - Schneider	30-240-6160		110.00
01/24/2024	4615	WW Grade 4 Cert Renewal - Murray	30-200-6160		110.00
<b>Vendor 01731 - SWRCB-DWOCP Total:</b>					<b>585.00</b>
<b>Vendor: 01770 - The Sheet, Inc.</b>					
01/17/2024	4594	Advertising, Job Ads	10-100-6190		458.00
01/17/2024	4594	Advertising, Job Ads	10-110-6190		90.00
<b>Vendor 01770 - The Sheet, Inc. Total:</b>					<b>548.00</b>
<b>Vendor: 02448 - Timothy Brooks</b>					
01/10/2024	10734	Reimbursement for Personal Devices/Services	10-310-6210		270.00
<b>Vendor 02448 - Timothy Brooks Total:</b>					<b>270.00</b>
<b>Vendor: 01820 - Trevor English</b>					
01/10/2024	10735	Reimbursement for Personal Devices/Services	10-320-6210		270.00
<b>Vendor 01820 - Trevor English Total:</b>					<b>270.00</b>
<b>Vendor: 01827 - Tyler Nelson</b>					
01/10/2024	10736	Reimbursement for Personal Devices/Services	30-240-6210		270.00
<b>Vendor 01827 - Tyler Nelson Total:</b>					<b>270.00</b>

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<b>Vendor: 01828 - Tyler Technologies, Inc.</b>					
01/10/2024	4575	Portal Transaction Fees (Quarterly)	10-120-6105		2,061.00
01/10/2024	4575	UB SMS Notifications	10-120-6105		7.10
<b>Vendor 01828 - Tyler Technologies, Inc. Total:</b>					<b>2,068.10</b>
<b>Vendor: 01854 - Verizon Wireless</b>					
01/04/2024	10694	Cell Phone/iPad Equipment and Data Plans	10-000-6210		39.99
01/04/2024	10694	Cell Phone/iPad Equipment and Data Plans	10-100-6210		136.52
01/04/2024	10694	Cell Phone/iPad Equipment and Data Plans	10-130-6210		155.86
01/04/2024	10694	Cell Phone/iPad Equipment and Data Plans	10-300-6210		27.41
01/04/2024	10694	Cell Phone/iPad Equipment and Data Plans	10-310-6210		67.76
01/04/2024	10694	Cell Phone/iPad Equipment and Data Plans	10-320-6210		62.08
01/04/2024	10694	Cell Phone/iPad Equipment and Data Plans	10-330-6210		37.45
01/04/2024	10694	Cell Phone/iPad Equipment and Data Plans	10-400-6210		62.32
01/04/2024	10694	Cell Phone/iPad Equipment and Data Plans	20-220-6210		39.47
01/04/2024	10694	Cell Phone/iPad Equipment and Data Plans	30-240-6210		43.05
01/17/2024	10745	Data Plan for Data Collectors	10-320-6210		121.28
<b>Vendor 01854 - Verizon Wireless Total:</b>					<b>793.19</b>
<b>Vendor: 01877 - VWR International</b>					
01/10/2024	4576	Lab Supplies	30-210-6180		69.84
01/10/2024	4576	Lab Supplies	30-210-6180		240.68
<b>Vendor 01877 - VWR International Total:</b>					<b>310.52</b>
<b>Vendor: 01890 - Wells Fargo VISA</b>					
01/15/2024	DFT0000837	Adobe	10-100-6105		19.99
01/15/2024	DFT0000837	Adobe	10-100-6105		19.99
01/15/2024	DFT0000837	Adobe	10-120-6105		19.99
01/15/2024	DFT0000837	Adobe	10-210-6105		12.99
01/15/2024	DFT0000837	Adobe	10-210-6105		12.99
01/15/2024	DFT0000837	Adobe	20-200-6105		14.99
01/15/2024	DFT0000837	Adobe	20-220-6105		19.99
01/15/2024	DFT0000837	Adobe	30-240-6105		12.99
01/15/2024	DFT0000837	Costco	10-000-6180		199.21
01/15/2024	DFT0000837	CW Mill	30-310-6155		103.95
01/15/2024	DFT0000837	CWEA	30-320-6160		103.00
01/15/2024	DFT0000837	CWEA	30-320-6160		329.00
01/15/2024	DFT0000837	Dake	10-330-6145		1,132.73
01/15/2024	DFT0000837	DTV	10-000-6123		142.99
01/15/2024	DFT0000837	Eyewashdirect	20-230-6145		134.50
01/15/2024	DFT0000837	Giovannis	10-100-6215		20.00
01/15/2024	DFT0000837	Giovannis	10-100-6215		133.42
01/15/2024	DFT0000837	Giovannis	10-100-6215		141.86
01/15/2024	DFT0000837	Good Life	10-200-6123		111.08
01/15/2024	DFT0000837	Good Life	10-300-6123		111.09
01/15/2024	DFT0000837	Good Life	10-400-6123		93.64
01/15/2024	DFT0000837	Grainger	30-240-6145		194.21
01/15/2024	DFT0000837	Grocery Outle	10-000-6123		60.43
01/15/2024	DFT0000837	Amazon	10-000-6155		49.12
01/15/2024	DFT0000837	Amazon	10-000-6155		74.67
01/15/2024	DFT0000837	Amazon	10-000-6180		37.07
01/15/2024	DFT0000837	Amazon	10-130-6180		24.77
01/15/2024	DFT0000837	Amazon	10-130-6181		200.52

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01/15/2024	DFT0000837	Amazon	10-310-6124		80.70
01/15/2024	DFT0000837	Amazon	10-310-6124		80.70
01/15/2024	DFT0000837	Amazon	10-310-6124		85.90
01/15/2024	DFT0000837	Amazon	10-310-6180		26.95
01/15/2024	DFT0000837	Hings Donuts	10-000-6215		38.38
01/15/2024	DFT0000837	Liberty	10-100-6215		21.00
01/15/2024	DFT0000837	Loco Frijole	10-100-6123		49.18
01/15/2024	DFT0000837	Looney Bean	10-000-6180		28.50
01/15/2024	DFT0000837	Mercedes-Benz	10-310-6155		4,838.83
01/15/2024	DFT0000837	Naag Tag	10-000-6180		19.40
01/15/2024	DFT0000837	Norco	10-310-6200		356.50
01/15/2024	DFT0000837	Norco	10-330-6155		112.96
01/15/2024	DFT0000837	Northface	10-330-6124		312.48
01/15/2024	DFT0000837	Oemfordpart	10-100-6155		233.81
01/15/2024	DFT0000837	Opc State Wb Fee	20-310-6160		1.79
01/15/2024	DFT0000837	Amazon	10-210-6180		-34.15
01/15/2024	DFT0000837	Apple.Com	10-100-6210		0.99
01/15/2024	DFT0000837	Our Water Works	10-100-6155		132.08
01/15/2024	DFT0000837	Owpsacstate	10-300-6215		30.00
01/15/2024	DFT0000837	Owpsacstate	30-240-6160		10.00
01/15/2024	DFT0000837	Paypal	10-110-6215		75.00
01/15/2024	DFT0000837	Pipeline Pr	20-320-6120		366.69
01/15/2024	DFT0000837	Pollardwater	20-310-6145		419.15
01/15/2024	DFT0000837	Prolighting	30-240-6150	23WW03CM	1,293.50
01/15/2024	DFT0000837	Rite Aid	10-000-6123		16.43
01/15/2024	DFT0000837	Rock N Bowl	10-000-6123		7,384.86
01/15/2024	DFT0000837	Shell Oil	10-300-6125		40.15
01/15/2024	DFT0000837	Speedway	10-200-6155		12.00
01/15/2024	DFT0000837	AT&T	10-200-6210		35.00
01/15/2024	DFT0000837	Staples	10-000-6180		261.43
01/15/2024	DFT0000837	Staples	10-000-6180		64.16
01/15/2024	DFT0000837	Staples	10-000-6180		21.53
01/15/2024	DFT0000837	Staples	10-000-6180		15.06
01/15/2024	DFT0000837	Starlink Internet	10-130-6105		120.00
01/15/2024	DFT0000837	State Water Board	20-310-6160		65.00
01/15/2024	DFT0000837	Supplyhouse	20-310-6120		100.94
01/15/2024	DFT0000837	TOML	10-100-6237		1,200.00
01/15/2024	DFT0000837	Truewerk	20-200-6124		-181.35
01/15/2024	DFT0000837	Tuff Toe Inc.	10-310-6180		34.99
01/15/2024	DFT0000837	UPS	10-000-6185		30.00
01/15/2024	DFT0000837	UPS	10-000-6185		30.00
01/15/2024	DFT0000837	UPS	10-000-6185		30.00
01/15/2024	DFT0000837	UPS	10-000-6185		30.00
01/15/2024	DFT0000837	UPS	10-210-6185		29.30
01/15/2024	DFT0000837	UPS	10-210-6185		75.49
01/15/2024	DFT0000837	UPS	10-310-6155		15.74
01/15/2024	DFT0000837	UPS	22-000-1301	23W04CS	27.14
01/15/2024	DFT0000837	UPS	30-240-6145		52.44
01/15/2024	DFT0000837	Usabluebook	30-240-6200		112.83
01/15/2024	DFT0000837	Vons	10-000-6123		48.54
01/15/2024	DFT0000837	Vons	10-000-6123		42.95
01/15/2024	DFT0000837	Vons	10-000-6123		11.98
01/15/2024	DFT0000837	Vons	10-100-6215		14.52
01/15/2024	DFT0000837	Vons	10-100-6215		15.82
01/15/2024	DFT0000837	Burgers	10-300-6123		126.68
01/15/2024	DFT0000837	Walmart	10-400-6180		16.46
01/15/2024	DFT0000837	Walmart	10-400-6180		36.50
01/15/2024	DFT0000837	Www.Ui.Com	10-130-6181		3,556.99
01/15/2024	DFT0000837	Www.Ui.Com	10-130-6181		420.38
01/15/2024	DFT0000837	Zoom	10-000-6215		40.00

**Board Check Register**

**Payment Dates: 1/1/2024 - 1/31/2024**

<b>Payment Date</b>	<b>Payment Number</b>	<b>Description (Payable)</b>	<b>Account Number</b>	<b>Project Account Key</b>	<b>Amount</b>
01/15/2024	DFT0000837	Zoro Tools	10-100-6120		37.46
01/15/2024	DFT0000837	Cabellas	10-100-6124		156.92
01/15/2024	DFT0000837	Carhartt	10-320-6124		665.69
01/15/2024	DFT0000837	Carhartt	10-330-6124		204.71
01/15/2024	DFT0000837	Chevron	10-310-6125		33.63
01/15/2024	DFT0000837	Columbia	10-400-6124		216.08
<b>Vendor 01890 - Wells Fargo VISA Total:</b>					<b>27,379.97</b>
<b>Vendor: 01900 - Western Nevada Supply Company</b>					
01/10/2024	10737	10" SDR Pipe and Fittings	30-240-6145		10,547.79
01/10/2024	10737	10" Flange	30-240-6145		665.26
01/24/2024	10750	4" Sewer Caps	10-000-1200		32.68
<b>Vendor 01900 - Western Nevada Supply Company Total:</b>					<b>11,245.73</b>
<b>Grand Total:</b>					<b>1,554,030.31</b>

## Report Summary

## Fund Summary

Fund	Payment Amount
10 - Administration	350,541.84
20 - Water Operations	287,710.18
22 - Water Capital Replacement	107,133.08
23 - Wastewater Capital Replacement	581,988.03
30 - Wastewater Operations	155,932.08
33 - Wastewater Capital Expansion	70,070.00
96 - New Enterprise	655.10
<b>Grand Total:</b>	<b>1,554,030.31</b>

## Account Summary

Account Number	Account Name	Payment Amount
10-000-1200	Inventory - Warehouse	23,598.84
10-000-2150	Ee Insurance Benefits Pa...	33,728.66
10-000-2151	Health Saving Acct. Paya...	774.48
10-000-2160	Pension Contribution Pa...	45,778.59
10-000-2161	Ee Deferred Comp Contr...	24,827.35
10-000-2165	Accrued Workers Comp	2,424.74
10-000-2170	Employee Deductions - ...	725.48
10-000-2200	Payroll Taxes - Federal	34,914.01
10-000-2210	Payroll Taxes - State	12,884.70
10-000-4211	Other Revenue	10.00
10-000-6020	Employee Benefits - Gro...	1,717.49
10-000-6022	Employee Benefits - Wor...	-457.23
10-000-6100	Outside Services	2,210.90
10-000-6123	Employee Engagement	7,708.18
10-000-6150	M & R - Buildings	3,439.01
10-000-6155	M & R - Vehicles	89.96
10-000-6180	Operating Supplies	2,027.59
10-000-6185	Postage/Freight	120.00
10-000-6205	Permits & Licensing	300.00
10-000-6210	Telephone	349.27
10-000-6215	Training & Meetings	78.38
10-000-6230	Utilities - Electric	8,116.22
10-000-6231	Utilities - Propane	1,366.48
10-100-6105	Software Licenses/Agre...	39.98
10-100-6120	Operating Tools/Equipm...	37.46
10-100-6123	Employee Engagement	49.18
10-100-6124	Employee Uniform	156.92
10-100-6140	Legal Services	4,033.20
10-100-6155	M & R - Vehicles	365.89
10-100-6160	Memberships/Certificati...	1,582.00
10-100-6190	Advertising Publications...	958.00
10-100-6210	Telephone	977.51
10-100-6215	Training & Meetings	346.62
10-100-6237	Water Conservation	4,780.78
10-110-6100	Outside Services	10,152.25
10-110-6140	Legal Services	130.50
10-110-6190	Advertising Publications...	194.64
10-110-6210	Telephone	300.00
10-110-6215	Training & Meetings	75.00
10-120-6105	Software Licenses/Agre...	2,088.09
10-120-6110	Professional Services	807.50
10-120-6210	Telephone	840.00
10-130-6100	Outside Services	260.00
10-130-6105	Software Licenses/Agre...	24,821.19
10-130-6124	Employee Uniform	816.75
10-130-6180	Operating Supplies	131.43



## Account Summary

Account Number	Account Name	Payment Amount
10-130-6181	Computer Systems/Equi...	4,244.20
10-130-6210	Telephone	819.25
10-200-6123	Employee Engagement	111.08
10-200-6155	M & R - Vehicles	12.00
10-200-6210	Telephone	305.00
10-210-6105	Software Licenses/Agre...	25.98
10-210-6180	Operating Supplies	3.72
10-210-6185	Postage/Freight	104.79
10-210-6210	Telephone	300.00
10-300-6123	Employee Engagement	237.77
10-300-6125	Gasoline	40.15
10-300-6210	Telephone	297.41
10-300-6215	Training & Meetings	30.00
10-310-6120	Operating Tools/Equipm...	838.37
10-310-6124	Employee Uniform	247.30
10-310-6125	Gasoline	33.63
10-310-6155	M & R - Vehicles	70,535.79
10-310-6180	Operating Supplies	542.65
10-310-6200	Safety	356.50
10-310-6210	Telephone	1,417.76
10-320-6120	Operating Tools/Equipm...	48.48
10-320-6124	Employee Uniform	665.69
10-320-6155	M & R - Vehicles	185.09
10-320-6210	Telephone	993.36
10-330-6120	Operating Tools/Equipm...	98.85
10-330-6124	Employee Uniform	517.19
10-330-6145	M & R - Line Repair/Equi...	1,152.09
10-330-6150	M & R - Buildings	612.25
10-330-6155	M & R - Vehicles	112.96
10-330-6180	Operating Supplies	124.40
10-330-6210	Telephone	922.45
10-400-6123	Employee Engagement	93.64
10-400-6124	Employee Uniform	802.51
10-400-6155	M & R - Vehicles	2,076.26
10-400-6180	Operating Supplies	52.96
10-400-6210	Telephone	902.32
20-000-2150	Ee Insurance Benefits Pa...	23,889.02
20-000-2160	Pension Contribution Pa...	34,746.23
20-000-2161	Ee Deferred Comp Contr...	15,225.32
20-000-2165	Accrued Workers Comp	5,773.26
20-000-2170	Employee Deductions - ...	1,025.66
20-000-2200	Payroll Taxes - Federal	20,115.05
20-000-2210	Payroll Taxes - State	7,414.50
20-200-6105	Software Licenses/Agre...	14.99
20-200-6124	Employee Uniform	-181.35
20-200-6205	Permits & Licensing	24,368.67
20-210-6111	Outside Lab Services	339.68
20-220-6105	Software Licenses/Agre...	19.99
20-220-6145	M & R - Line Repair/Equi...	339.38
20-220-6179	Operating Chemicals	279.00
20-220-6210	Telephone	849.47
20-220-6230	Utilities - Electric	15,994.18
20-230-6145	M & R - Line Repair/Equi...	200.50
20-230-6230	Utilities - Electric	4,155.98
20-310-6120	Operating Tools/Equipm...	100.94
20-310-6145	M & R - Line Repair/Equi...	436.11
20-310-6160	Memberships/Certificati...	66.79
20-320-6120	Operating Tools/Equipm...	366.69

**Account Summary**

<b>Account Number</b>	<b>Account Name</b>	<b>Payment Amount</b>
20-320-6145	M & R - Line Repair/Equi...	8.99
20-330-6150	M & R - Buildings	18.41
20-400-6110	Professional Services	132,142.72
22-000-1301	Construction in Progress	97,927.14
22-000-2165	Accrued Workers Comp	174.17
22-340-6155	M & R - Vehicles	9,031.77
23-000-1320	Vehicles	581,902.80
23-000-2165	Accrued Workers Comp	85.23
30-000-2150	Ee Insurance Benefits Pa...	24,540.84
30-000-2160	Pension Contribution Pa...	37,833.49
30-000-2161	Ee Deferred Comp Contr...	21,133.59
30-000-2165	Accrued Workers Comp	6,065.79
30-000-2170	Employee Deductions - ...	738.86
30-000-2200	Payroll Taxes - Federal	22,924.30
30-000-2210	Payroll Taxes - State	8,410.10
30-200-6160	Memberships/Certificati...	110.00
30-200-6205	Permits & Licensing	1,818.00
30-210-6111	Outside Lab Services	500.25
30-210-6180	Operating Supplies	1,122.63
30-240-6102	Sludge Disposal	2,999.68
30-240-6105	Software Licenses/Agre...	12.99
30-240-6120	Operating Tools/Equipm...	132.83
30-240-6145	M & R - Line Repair/Equi...	17,329.33
30-240-6150	M & R - Buildings	1,293.50
30-240-6155	M & R - Vehicles	362.98
30-240-6160	Memberships/Certificati...	485.00
30-240-6179	Operating Chemicals	1,297.68
30-240-6180	Operating Supplies	14.61
30-240-6200	Safety	112.83
30-240-6210	Telephone	853.05
30-240-6230	Utilities - Electric	2,712.83
30-240-6231	Utilities - Propane	2,167.64
30-310-6120	Operating Tools/Equipm...	326.05
30-310-6145	M & R - Line Repair/Equi...	74.32
30-310-6155	M & R - Vehicles	103.95
30-310-6180	Operating Supplies	22.96
30-320-6160	Memberships/Certificati...	432.00
33-000-1301	Construction in Progress	70,070.00
96-000-6115	Employee Housing Expe...	655.10
	<b>Grand Total:</b>	<b>1,554,030.31</b>

**Project Account Summary**

<b>Project Account Key</b>	<b>Payment Amount</b>	
**None**	1,384,739.67	
21WW06CS	70,000.00	
22WW04CS	70.00	
23W04CS	97,927.14	
23WW03CM	1,293.50	
	<b>Grand Total:</b>	<b>1,554,030.31</b>

<u>Merchant Name</u>	<u>Fund GL Acct</u>	<u>Cardholder</u>	<u>Amount</u>	<u>Description</u>
Adobe	10-120-6105	M. Bretz	19.99	Adobe
Adobe	10-210-6105	R. Medhurst	12.99	Adobe Acrobat
Adobe	10-210-6105	S. Minich	12.99	Adobe acrobat standard
Adobe	30-240-6105	S. Sornoso	12.99	Monthly Subscription
Adobe	10-100-6105	S. Hake	19.99	Document Editing
Adobe	20-220-6105	E. Solomon	19.99	Adobe subscription
Adobe	20-200-6105	C. Murray	14.99	Adobe acrobat monthly subscription
Adobe	10-100-6105	M. Busby	19.99	Adobe
<b>Adobe Total</b>			<b>133.92</b>	
Amazon	10-000-6155	M. Vendors	74.67	Replacement Radio - #63
Amazon	10-000-6180	M. Vendors	37.07	File Folders, Document Holder
Amazon	10-000-6155	M. Vendors	49.12	Dash-Mount Kit for Radio - #63
Amazon	10-210-6180	M. Vendors	(34.15)	Credit for Returned Merchandise
Amazon	10-130-6180	M. Vendors	24.77	Computer Cable Sleeving
Amazon	10-310-6124	M. Vendors	85.90	Winter Gloves
Amazon	10-310-6180	M. Vendors	26.95	Winter Gloves
Amazon	10-310-6124	M. Vendors	80.70	High Visibility Hoodie
Amazon	10-130-6181	M. Vendors	200.52	External Hard Drives
Amazon	10-310-6124	M. Vendors	80.70	High Visibility Hoodie
<b>Amazon Total</b>			<b>626.25</b>	
Apple.Com	10-100-6210	M. Busby	0.99	Cell phone data storage
<b>Apple.Com Total</b>			<b>0.99</b>	
AT&T	10-200-6210	M. Vendors	35.00	iPad Data Plan - Clay
<b>AT&amp;T Total</b>			<b>35.00</b>	
Burgers	10-300-6123	R. Motley	126.68	Lunch with Mechanical Maintenance division.
<b>Burgers Total</b>			<b>126.68</b>	
Cabellas	10-100-6124	M. Busby	156.92	Work shirts
<b>Cabellas Total</b>			<b>156.92</b>	
Carhartt	10-320-6124	A. Derue	665.69	Winter clothing for crew
Carhartt	10-330-6124	D. Pijuan	204.71	Winter Jacket/Uniform
<b>Carhartt Total</b>			<b>870.40</b>	
Chevron	10-310-6125	K. Weiland	33.63	Fuel for TV Van
<b>Chevron Total</b>			<b>33.63</b>	
Columbia	10-400-6124	G. Higerd	216.08	Work jacket and shirts
<b>Columbia Total</b>			<b>216.08</b>	
Costco	10-000-6180	A. Campbell	199.21	Paper goods and cleaning supplies
<b>Costco Total</b>			<b>199.21</b>	
CW Mill	30-310-6155	R. Gonzalez	103.95	Tv van part for cooling fan
<b>CW Mill Total</b>			<b>103.95</b>	
CWEA	30-320-6160	T. English	103.00	Collections Re-Cert Fee
CWEA	30-320-6160	M. Hannon	329.00	Collection recert and dues
<b>CWEA Total</b>			<b>432.00</b>	
Dake	10-330-6145	R. Motley	1,132.73	repair parts for band saw
<b>Dake Total</b>			<b>1,132.73</b>	
DTV	10-000-6123	M. Vendors	142.99	DirectTV
<b>DTV Total</b>			<b>142.99</b>	
Eyewashdirect	20-230-6145	E. Solomon	134.50	Eyewash repair parts
<b>Eyewashdirect Total</b>			<b>134.50</b>	
Giovannis	10-100-6215	M. Busby	20.00	Local Agency/Business Meeting
Giovannis	10-100-6215	L. Block	141.86	Meeting - Long Range Planning Lunch
Giovannis	10-100-6215	L. Block	133.42	Meeting - Strategic Planning Lunch
<b>Giovannis Total</b>			<b>295.28</b>	
Good Life	10-400-6123	G. Higerd	93.64	end of construction season lunch

Good Life	10-200-6123	C. Murray	111.08	Lunch with Ops and Maint staff.
Good Life	10-300-6123	C. Murray	111.09	Lunch with Ops and Maint staff.
<b>Good Life Total</b>			<b>315.81</b>	
Grainger	30-240-6145	S. Sornoso	194.21	Brushes for Secondary equipment
<b>Grainger Total</b>			<b>194.21</b>	
Grocery Outle	10-000-6123	L. Block	60.43	December Staff Meeting/Decorations
<b>Grocery Outle Total</b>			<b>60.43</b>	
Hings Donuts	10-000-6215	R. Motley	38.38	Staff meeting donuts
<b>Hings Donuts Total</b>			<b>38.38</b>	
Liberty	10-100-6215	M. Busby	21.00	Local agency/business lunch meeting
<b>Liberty Total</b>			<b>21.00</b>	
Loco Frijole	10-100-6123	M. Busby	49.18	Tax sharing team lunch
<b>Loco Frijole Total</b>			<b>49.18</b>	
Looney Bean	10-000-6180	H. Lewis	28.50	office coffee
<b>Looney Bean Total</b>			<b>28.50</b>	
Mercedes-Benz	10-310-6155	M. Vendors	4,838.83	Repairs to TV Van
<b>Mercedes-Benz Total</b>			<b>4,838.83</b>	
Naag Tag	10-000-6180	L. Block	19.40	Name Plates for New Employees
<b>Naag Tag Total</b>			<b>19.40</b>	
Norco	10-310-6200	K. Weiland	356.50	gas monitor testing
Norco	10-330-6155	M. Vendors	112.96	Tire Repair - #113
<b>Norco Total</b>			<b>469.46</b>	
Northface	10-330-6124	H. Lewis	312.48	jacket for work
<b>Northface Total</b>			<b>312.48</b>	
Oemfordpart	10-100-6155	M. Vendors	233.81	Replacement Window Trim - #84
<b>Oemfordpart Total</b>			<b>233.81</b>	
Opc State Wb Fee	20-310-6160	T. Brooks	1.79	D-2 app processing card fee
<b>Opc State Wb Fee Total</b>			<b>1.79</b>	
Our Water Works	10-100-6155	M. Busby	132.08	Vehicle 84 service
<b>Our Water Works Total</b>			<b>132.08</b>	
Owpsacstate	30-240-6160	K. Burnett	10.00	sac state training cert for test
Owpsacstate	10-300-6215	R. Motley	30.00	Duplicate certifications for test application
<b>Owpsacstate Total</b>			<b>40.00</b>	
Paypal	10-110-6215	M. Reeves	75.00	LCW Training Webinar
<b>Paypal Total</b>			<b>75.00</b>	
Pipeline Pr	20-320-6120	A. Derue	366.69	gate valve handles for vaults
<b>Pipeline Pr Total</b>			<b>366.69</b>	
Pollardwater	20-310-6145	K. Weiland	419.15	water diffuser
<b>Pollardwater Total</b>			<b>419.15</b>	
Prolighting	30-240-6150	R. Motley	1,293.50	lights for EQ building
<b>Prolighting Total</b>			<b>1,293.50</b>	
Rite Aid	10-000-6123	L. Block	16.43	December Staff Meeting/Decorations
<b>Rite Aid Total</b>			<b>16.43</b>	
Rock N Bowl	10-000-6123	S. Hake	7,384.86	2023 Holiday Party
<b>Rock N Bowl Total</b>			<b>7,384.86</b>	
Shell Oil	10-300-6125	R. Motley	40.15	fuel for truck 90
<b>Shell Oil Total</b>			<b>40.15</b>	
Speedway	10-200-6155	C. Murray	12.00	Car wash for vehicle 88
<b>Speedway Total</b>			<b>12.00</b>	
Staples	10-000-6180	L. Block	64.16	Office Supplies
Staples	10-000-6180	L. Block	15.06	Office Supplies
Staples	10-000-6180	L. Block	261.43	Office Supplies
Staples	10-000-6180	L. Block	21.53	Office Supplies
<b>Staples Total</b>			<b>362.18</b>	

Starlink Internet	10-130-6105	M. Vendors	120.00	StarLink
<b>Starlink Internet Total</b>			<b>120.00</b>	
State Water Board	20-310-6160	T. Brooks	65.00	D-2 test application
<b>State Water Board Total</b>			<b>65.00</b>	
Supplyhouse	20-310-6120	K. Weiland	100.94	PE Cutter for service truck
<b>Supplyhouse Total</b>			<b>100.94</b>	
TOML	10-100-6237	M. Draper	1,200.00	Ice rink sponsorship.
<b>TOML Total</b>			<b>1,200.00</b>	
Truwerk	20-200-6124	C. Murray	(181.35)	Refund for wrong items.
<b>Truwerk Total</b>			<b>(181.35)</b>	
Tuff Toe Inc.	10-310-6180	T. Brooks	34.99	Boot repair
<b>Tuff Toe Inc. Total</b>			<b>34.99</b>	
UPS	10-000-6185	M. Vendors	30.00	Shipping Charge/Service Fee
UPS	10-210-6185	M. Vendors	29.30	Shipping Charge/Service Fee
UPS	10-310-6155	M. Vendors	15.74	Shipping Charges and Service Charge
UPS	10-210-6185	M. Vendors	75.49	Shipping Charges and Service Charge
UPS	10-000-6185	M. Vendors	30.00	Shipping Charges and Service Charge
UPS	30-240-6145	M. Vendors	52.44	Shipping Charges and Service Charge
UPS	22-000-1301	M. Vendors	27.14	Shipping Charges and Service Charge
UPS	10-000-6185	M. Vendors	30.00	Shipping Charges and Service Charge
UPS	10-000-6185	M. Vendors	30.00	Service Charge
<b>UPS Total</b>			<b>320.11</b>	
Usabluebook	30-240-6200	K. Burnett	112.83	safety - filter cleaning
<b>Usabluebook Total</b>			<b>112.83</b>	
Vons	10-100-6215	L. Block	14.52	Long-Range Planning Lunch Meeting
Vons	10-000-6123	S. Hake	42.95	December Staff Meeting
Vons	10-000-6123	L. Block	11.98	December Staff Meeting
Vons	10-100-6215	L. Block	15.82	Meeting - Strategic Planning/Lunch
Vons	10-000-6123	L. Block	48.54	December Staff Meeting
<b>Vons Total</b>			<b>133.81</b>	
Walmart	10-400-6180	M. Vendors	16.46	Candy
Walmart	10-400-6180	M. Vendors	36.50	Candy
<b>Walmart Total</b>			<b>52.96</b>	
Www.Ui.Com	10-130-6181	M. Vendors	3,556.99	WiFi and Camera Equipment for ESB, VSB
Www.Ui.Com	10-130-6181	M. Vendors	420.38	Security Camera
<b>Www.Ui.Com Total</b>			<b>3,977.37</b>	
Zoom	10-000-6215	S. Hake	40.00	Meeting Recordings
<b>Zoom Total</b>			<b>40.00</b>	
Zoro Tools	10-100-6120	C. Bundesen	37.46	Tools for backflow test kit
<b>Zoro Tools Total</b>			<b>37.46</b>	
<b>January Visa Transactions Total</b>			<b>27,379.97</b>	

# MINUTES

Wednesday, January 17, 2024  
Mammoth Community Water District  
Special Board Workshop  
Annual Strategic Planning

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*The Board of Directors convened in session at the hour of 10:02 a.m. A lunch recess was taken, and the meeting was adjourned at 1:10 p.m.*

Prepared by:

Stephanie Hake  
Executive Assistant

ATTEST:

Mark Busby  
Board Secretary

**THE ANNUAL STRATEGIC PLANNING WORKSHOP** of the Board of Directors of the Mammoth Community Water District was held on Wednesday, January 17, 2024 at 10:02 a.m.

### ROLL CALL

#### Board Present

Director: Tom Cage  
Director: Dennis Domaille  
Director: Elizabeth Hylton  
Director: Tom Smith  
Director: Gary Thompson

#### Board Absent

None

#### Staff Present

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

#### Guests Present

Leanna Block – MCWD Staff

### STRATEGIC PLANNING WORKSHOP FY 2025

#### **1. Discuss and Provide Direction Regarding the Proposed FY 2025 Strategic Plan**

*Mark Busby briefly described that the District's strategic plan is a living document and helps staff align the District's projects and day to day activities with its mission statement, core values, and overall operations plan. Mr. Busby added that the plan integrates directly with the annual budgeting process, and the FY 2025 draft budget is on schedule for presentation to the Board for direction and comment at the February Regular Board meeting before possible adoption in March.*

*Staff engaged the Board of Directors in a thorough review of the Draft FY 2025 Strategic Plan, highlighting the projects and priorities that will be focused on in the coming fiscal year. Many topics were discussed in varying detail.*

*As a result of the workshop, one metric was amended under 'Personnel & Administrative' aimed at capturing and documenting institutional knowledge as staff retire. The amendment is shown in **Red** font in the updated FY 2025*

*Strategic Plan document that is attached to these draft minutes for approval at the meeting on February 15, 2024 regular Board meeting.*

*Following the lengthy discussion, the Board expressed their appreciation for the talent and knowledge of staff and their ability to articulate to the Board the multitude of activities and projects that the District does.*

### **ADJOURNMENT**

*Director Domaille made a motion to adjourn the workshop.*

#### **BOARD ACTION – To adjourn the workshop**

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

*The workshop was adjourned at 1:10 p.m.*



**Water Resource and Wastewater Management & Planning**

<u>Strategic Objectives</u>	<u>Lead</u>	<u>Metrics for Progress</u>	<u>Status</u>	<u>A/O</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>5+</u>	<u>Comments</u>
1 Secure adequate future water supply	GH	a. Well 32	I		X						Complete controls and permitting with SWRCB
	GH/MB	b. Property acquisition for new well sites	O	X							Continue to follow opportunities on the Bell Shaped Parcel, Sierra Star, Snowcreek, INF, etc.
	GH	c. Drill exploratory boreholes for replacement wells	I					X	X		A hydrogeology consultant will be selected to help with this in FY25
	CM/GH	d. Continued monitoring as defined in the Groundwater Monitoring Plan	O	X							Monitoring is active and ongoing
	CM/GH/MD	e. Water Supply Analysis	O	X							Water Supply Analysis is current with the Qtrly Water Supply Updates. Long term analysis will be conducted as part of the Urban Water Supply Update. Now evaluating GW performance as part of the Qtrly Water Supply Update
2 Conserve water	MD	a. Maintain MCWD's <i>Water Shortage Contingency Plan</i>	O	X			X				Continually enforcing water conservation regulations
	MD/GH	b. Review TOML projects affecting water demand	O	X							Ongoing via regular meetings w/ TOML staff & review of Planning Commission & Council meeting materials
	MD	c. Maintain and enforce state water conservation regulations	O	X							Ongoing, continue to monitor & enforce state regulations, provide reporting & meet deadlines as needed
	MD	d. Maintain MCWD rebate program	O	X							Indoor & Outdoor rebate programs remain active; Staff will evaluate current program with BoD for coming FY budget process
	MD	e. Support conservation education programs	O	X							Continue supporting the Mammoth Middle School's LivingWise program
	MD	f. Advertisements & press releases to educate the community re: water conservation practices & issues	O	X							Continue to inform the community of water conservation requirements with a focus on landscape irrigation.
	MD	g. Develop plan for implementing existing MCWD landscape ordinance	I		X						Update the Landscape Ordinance/Code with consideration of implementation, TOML permitting coordination and the model WELO ordinance by '24 irrigation season
3 Balance production & use of surface water, groundwater & recycled water	CM	a. Optimize recycled water, groundwater and surface water treatment processes	O	X							Active & ongoing, staff routinely adjusts backwash rates & chemical feeds as water quality necessitates. Water treatment facilities are planned to undergo a filter media and backwash analysis in FY25 to determine media life, efficacy, & optimization potential.
	CM/GH	b. Maintain awareness of recycled water (RW) expansion opportunities	O	X							Exploring feasibility of converting the system to "on-demand" & opportunities for expanded use including Shady Rest Park & HOA common area irrigation conversions; Staff will conduct a cost/benefit analysis to deliver RW to Shady Rest
4 Groundwater Resource Protection	MB/GH/MD	a. Administer monitoring and mitigation plans	I	X							Transition to McGinley & Associates sampling is underway; An RFP is being prepared with the GMRP partners to select a third party technical advisor
5 Effective Water Resource Data and Wastewater management & reporting	CM	a. Continued resource monitoring to meet compliance and resource management objectives	O	X							Active and ongoing
	MD	b. Urban Water Management Plan (UWMP)	N				X				Next UWMP due in 2026, work will begin in 2025
6 Evaluate for adequate future system capacity	GH	a. Water distribution system modeling	O	X							Focusing on key mains and tanks with potential for capacity increases for new development
	GH	b. Wastewater collection system modeling	O	X							Focusing on key trunk lines with potential for capacity increases for new development
	GH	c. Water treatment system	O	X							Ongoing
	GH	d. Wastewater treatment system	O	X							Ongoing
7 Stay informed of local, regional and State water resource issues	MD	a. Attend/participate in group and administrative meetings	O	X							Attending and participating as needed; Continue to review all local agency meeting agendas
	MD	b. Provide input for effective, region-specific goals & objectives to regional water-resource groups & DWR	O	X							Provide comments as requested/needed
	MB/MD	c. Engagement with CSDA, ACWA, DWR, SWRCB, and electeds	O	X							Maintain relationships through meetings and memberships
	GH/MD	d. Review TOML project applications	O	X							Ongoing via regular meetings with TOML staff & review of Planning Commission & Council meeting materials
	MB/GH/MD	e. Coordinate with MMSA on the potential to supply future water & wastewater needs	I	X							Ongoing meetings with Alterra staff & review of engineering & planning documents; A draft EIR for Main Lodge expansion is anticipated to be available Fall of '24
8 Surface Watershed Protection	MD	a. Fuels reduction	O		X						Ongoing, attending regular ESCCRP meetings
	MD	b. Watershed Sanitary Survey (Lakes Basin)	N				X				Next survey is required in 2026

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Engineering, Operations & Maintenance

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	24	25	26	27	28	5+	Comments
1 Maintain Water Distribution, Collection Systems & Treatment and Administrative Facilities to a high standard	GH	a. Update the long-term Capital Improvement Plan (CIP)	O	X							This multi-year overhaul is supported by several sub-projects, including GIS Utility Network Conversion/Modernization, Water System Model, WW Collection Model, Well Asset Mgmt Program, Tank Asset Mgmt Program, & Seismic/Snow Structural Risk Assessment & Mitigation Plan We are currently meeting this goal We are currently meeting this goal Part of a 5-year maintenance plan; This is on-going Part of a 2-year maintenance plan; This is on-going Part of a 5-year maintenance plan; This is on-going Project is on track Manage programs that follow equipment manufacturer industry standards using best management practices for preventative maintenance schedules & procedures on all District assets; identify abnormal equipment failures to improve the planning process. Upgrades to administration building HVAC systems underway.
	RM	b. Zero sanitary/sewer over flows (SSO)	O	X							
	RM	c. Deliver water at 99% of customer service hours or better by managing outages	O	X							
	RM	d. Exercise 20% of distribution system valves annually	O	X							
	RM	e. Maintain 50% of hydrants annually	O	X							
	RM	f. Clean and CCTV 20% of collection system annually	O								
	MD	g. Maintain Fats, Oils, & Grease (FOG) program	O								
	RM	h. Maximize the lifecycle of District facilities and equipment	O	X							
2 Protect Water Distribution system from contamination	MD	a. Maintain Backflow/Cross Connection protection program	O	X							Program is on track; Expecting updated regulations in 2024
	MD	b. Conduct District-wide Backflow/Cross Connection Control sanitary survey	N			X					Next Backflow/Cross Connection survey is due in 2025
	GH/CM	c. Recycled Water/Cross-connection control compliance annual testing and reporting	N				X	X			Sierra Star is scheduled for 2026 & Snowcreek for 2027. Both golf courses completed the 4 year cross connection testing in 2022 & 2023.
3 Maximize reliability of water production	GH/RM	a. Follow best practices for well inspections and maintenance	O	X							Evaluating rehab results & approach for next round of rehabs; Ongoing compilation of well data & creation of a well asset management plan
	CM/GH	b. Optimize surface water treatment plant production	O	X							Backwash rate & chemical feeds are adjusted as water quality necessitates. Water treatment facilities are planned to undergo a filter media & backwash analysis in FY25 to determine media life, efficacy, & optimization potential.
	CM/GH	c. Optimize groundwater treatment plant production	O	X							Backwash rate & chemical feeds are adjusted as water quality necessitates. Water treatment facilities are planned to undergo a filter media & backwash analysis in FY25 to determine media life, efficacy, & optimization potential.
4 Maximize availability of recycled water	GH/CM/RM	a. Meet all recycled water demands during irrigation season	O	X							Meet all RW demands for 2024, trucked RW program is still active and expanded in both duration and use area.
5 Minimize non-revenue water	CM/RM	a. Stay under threshold of AWWA standards of 10% non-revenue water (annually)	O	X							2022 was 7% and currently on track to stay under the 10% threshold for 2023 CM to update in January
	RM	b. Monitor meter system for accuracy	O	X							Test meters as needed per AWWA standards; We are below the action level of 10% water loss
6 Maximize energy efficiency and reduce energy costs	RM/CM	a. Optimize and monitor current energy usage practices	O	X							Looking for opportunities to heat spaces efficiently throughout MCWD facilities
	RM	b. Operation and Maintenance of MCWD Solar PV system	O	X							The system is meeting expectations; Spare parts are in stock to alleviate down time
	GH/MD	c. Maintain awareness of potential renewable energy opportunities	O	X							Ongoing
7 Emergency preparedness	CM/RM	a. Emergency Response Plan Update	N					X			This plan is on a 5-year schedule; Update is due 12-31-2026
	GH	b. Seismic/Snow Structural Risk Assessment & Mitigation Plan	I			X					A structural consultant will be selected in FY25 to support the project
	ALL	c. Stay current with appropriate equipment and staff training for emergency response	O	X							Exploring options for hardening/bolstering all MCWD communication systems
	CM/MD	d. Participate & coordinate with local agencies re: training, equipment & emergency response protocol	O	X							Ongoing participation in Mono County Unified Command group

Information Systems & GIS

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	24	25	26	27	28	5+	Comments
1 Keep MCWD hardware environment current	JM	a. Carryout Device Replacement Program for all IT equipment	O	X							Evaluation of all device life cycles and warranties
	JM	b. Continue to explore new hardware applications to streamline technical operations	O	X							Full FirstNet implementation analysis, backup ISP, additional WiFi trucks, mobile Nighthawk, Phones & iPad SIMS?
	JM	c. Replace scheduled MCWD servers	O	X							SCADA upgrade project wrap up complete; MCWDSVR12 & MCWDGIS upgrades potentially in FY25
	JM	d. Manage dynamic remote work environment as needed	O	X							Remote access needs are appropriate for current District needs
2 Keep MCWD software environment current	JM	a. Install latest versions for all MCWD software platforms	O	X							Ongoing, full analysis on potential GNet Cloud upgrade
	JM	b. Work with Engineering for EnerGov Phase II analysis	O	X							Ongoing
3 Development of GIS to support MCWD work functions	JM	a. Maintain MCWD ArcGIS online mapping	O	X							Successful implementation of ArcGIS Pro, all users trained, retire ArcMap
	JM	b. Leverage ESRI MOU with TOML/MC for shared services & collaborative mapping	O	X							New ESRI Enterprise License Agreement procured; Potential partnership for subscription based aerial photos
	JM/GH	c. MCWD GIS Utility Network Conversion/Modernization Project	I			X					Develop scope of services required, evaluate vendors, potential migration plan
4 Maintain web services platforms to current technology	JM	a. Manage both MCWD public and intranet sites for current content & regulatory compliance	O	X							Maintain continual Brown Act/ADA compliance
5 Maintain security of MCWD assets	JM/ALL	a. Accomplish MCWD Security Committee objectives	O	X							Office 365 MFA (Multi-Factor Authentication) implement, additional camera/network upgrades, radio upgrade project underway
	JM	b. Continual evaluation of cybersecurity measures	O	X							Additional cybersecurity training program & resources, MFA implemented on network, Office 365 MFA implementation upcoming
6 MCWD Network administration and improvements	JM	a. Improve MCWD Network redundancy and resiliency	O	X							Apply best fit solution for backup ISP in case of emergency
	JM	b. Inventory and plan for future network improvements	O	X							Several network additions planned; replace/upgrade network equipment as needed

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Financial Management

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	24	25	26	27	28	5+	Comments
1 Maintain financially sound organization	JB	a. Monitor revenue and adjust expenses as needed	O	X							Revenue & expenses is reviewed & reported to the Board monthly; Annual budget development process sets expenses within the expected revenue; Reserve requirements are derived from CIP
	JB	b. Conduct a water & wastewater rate study and implement study recommendations every 5 years	N				X	X			Current rate study expires 3-31-27; Evaluate sufficiency of revenue beginning early '25; Work on new study should begin in early '26
	JB	c. Conduct a connection fee study and implement recommendations	N				X	X			Connection fees (CF) increase annually w/ Construction Cost Index; New CF study is needed when long-term projections indicate CF revenue doesn't align with future capital infrastructure needs
	JB	d. Maintain purchasing controls and Warehouse inventory levels	O	X							Purchase procedures distributed to staff; Review operational effectiveness of warehouse operations regularly w/ all depts.
	JB	e. Maintain an appropriate accounting and reporting system	O	X							Annual audit reviews & confirms the appropriateness of the accounting system & strength of internal controls
	JB	f. Regular Investment Committee meetings to monitor investments and ensure best investment strategy	O	X							Investment comm. meets qly with portfolio mgrs to review status & strategy. District reserve funds are segregated into short & long-term strategies to ensure appropriate liquidity & obtain the best return w/i the requirements of the Investment Policy
	JB	g. Regular Pension Trustee meetings to monitor pension plan	O	X							Continue to encourage staff to regularly review their contribution levels & investment strategy with O&K
	JB	h. Minimize operating cost	O	X							Pencil sharpener is always engaged
2 FY Budget	JB	a. Draft budget review by Board in February, approval in March	I	X							Preliminary planning for FY 25 budget beginning in November
3 Ensure adequate reserves in all funds	JB/MB	a. Monitor and adjust fund balance allocation	O	X							Allocate property tax revenue to funds based on fund balance & anticipated expenditures
	JB	b. Regular evaluation of Capital balances related to CIP - adjust as necessary	O	X							Maintain regular communications with Engineering staff as the CIP is refined
	JB/MB	c. Reserve policy review and recommended changes if necessary	O	X							Review done annually with budget preparation
	JB/MB	d. Continue to maintain fund for LA DWP 50 year payment	O	X							Annual contributions calculated to match projected liability on due date of next payment; Longer-term investment strategy authorized by Board to maximize potential investment return
4 Leverage financial systems software	JB	a. Maximize value of Tyler Technology software suite	O	X							Staff engages in on-going training to utilize the full function of the software
	JB	b. Ensure accuracy of utility billing	O	X							Regular monthly review during the utility bill generation to find anomalies and potential errors.

Personnel & Administrative

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	24	25	26	27	28	5+	Comments
1 Attract & retain knowledgeable & talented staff	MB/SH/CW	a. Conduct Employee Engagement Survey	N			X					Continuing to work w/ Mgmt. team re: items from the 2022 survey
	ALL	b. Follow through with targeted goals identified through survey process to maintain high level of Ee engagement	O	X							Mgmt. have implemented recommendations identified in the survey & through leadership training; Continue to look for new opportunities to maintain high level of engagement
2 Coordinate workforce planning with overall MCWD Strategic Plan	CW	a. Implement staffing needs through the budget and personnel review process	O	X							Continuing to work with Department Managers regarding their staffing needs
	CW/ALL	b. Work with departments to facilitate hiring and onboarding processes of new employees	O	X							Continually coordinating with Department Managers regarding the orientation necessary for new hires
	CW/ALL	c. District-wide workforce continuity planning, cross training, and capturing of institutional knowledge	O	X							Meeting re: department's needs; Looking at potential retirements, etc.; Departments actively cross-training
3 Provide housing opportunities for MCWD staff	CW	a. Facilitate L'Abri COA membership meetings & administrative activities	O	X							Continuing quarterly meetings and special meetings as needed
	CW	b. Engage with HOAs for MCWD owned condo units	O	X							Attending HOA meetings as available
	JB	c. Maintain Rental Housing Program that aligns with District needs and is consistent with state statutes (bylaws, tenant communication, financial reporting, maintenance, etc.)	O	X							Annually evaluate rental needs; Nine units are currently occupied by District employees, one is kept open as short-term housing for newly hired employees
	JB	d. Monitor Ee Home Purchase Assist. Program to ensure the goals of the program are appropriate & meeting staff's needs while remaining consistent with state statutes	O	X							The Board Ee Housing Committee reviews & recommends changes to the program as needed
4 Maintain a collaborative labor relationship with staff; both Represented (IOUE Local 12) and Unrepresented	CW	a. Facilitate Meet & Confer obligations with Local 12 when necessary	O	X							Continue to comply with Meet & Confer obligations
	CW	b. Manage reporting requirements to Local 12	O	X							Meeting the 120-day periodic reporting requirements with an occasional supplemental report
	MB/CW	c. Meeting with Un-Represented group when needed	O	X							No meetings have been necessary
	MB/CW	d. MOU negotiations with Local 12	N		X		X				L12 wage only reopener anticipated early in '24; Negotiations for a successor MOU anticipated to begin approx. January '26
5 Maximize software & technology to support personnel related operations	CW	a. Maintain HRMS (Ee data) in Tyler software	O	X							Data kept up-to-date; continuing to explore improvements and other features available
6 Risk Management	CW	a. Assist, facilitate & provide resources to departments to enable them to minimize risk	O	X							Continually working with Departments to minimize risk
	CW	b. Update all SDS (Safety Data Sheets)	I		X						Assembling all SDS's to create new binders at all locations
7 Maintain MCWD Code, Policies, & Procedures	SH/MB	a. Review and revise MCWD Code, Policies, & Procedures per legal recommendations	I		X						Review & update process for final Code Chapters 8, 11 & 12 will begin in 2024; Coordinate with Code/Policy committee for Code update & Policy development
8 Maintain MCWD Records	SH	a. Adherence to the MCWD Records Retention Policy	O	X							Policy is current; Will work with mgrs to review & update responsible departments & preferences in FY25
	SH	b. Establish and maintain MCWD Records Room	I		X						Some progress has been made, but more is needed; Old files from Eng Bldg need to be moved over to Admin
	JM	c. Electronic data management	O	X							Always evaluating disk space on servers; Email retention policy is slated to be updated in the coming months

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### Government and Community Relations & Outreach

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	24	25	26	27	28	5+	Comments
1 Develop & maintain relationships with local partners & agencies	MB/MD	a. Maintain relationships with local agencies regarding issues that involve or relate to MCWD	O	X							Regular interaction (phone & meetings) w/ TOML manager & engineer & Mono Co. staff re anything MCWD related; Join local business/agency group at least monthly; Review other agency meeting agendas & minutes
2 Develop and maintain relationships with State & Federal representatives	MB/MD	a. Maintain relationships with State-level representatives regarding MCWD issues	O	X							Interactions (phone & meetings) w/ agencies including GBUAPCD, SWRCB, CSDA, CDFW & ACWA; Review of other agency Board meeting agendas & minutes as needed
	MB/MD	b. Maintain relationships with Federal-level representatives regarding MCWD issues	O	X							Interactions (phone & meetings) w/ federal agencies including BLM & USFS as needed
3 Maintain consistent, positive profile in community	MD	a. Regular Press Releases	O	X							Continue to issue press releases as needed
	MD	b. Web-based outreach	O	X							Utilizing District software and resources & social media sites
	MD	c. Event participation and sponsorship	O	X							Continued sponsorship at Hospital Golf Tourn. & Mam. HS Football advertisement w/ conservation msg
	MD	d. Transition customers to new Tyler portal	O	X							In progress; Regular meetings with customer-facing staff to build & maintain consistent customer communications

### Regulatory Compliance & Agreements

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	24	25	26	27	28	5+	Comments
1 Federal Comply with federal permit requirements	MD/GH/MB	a. Maintain Lake Mary dam operations & the Granger-Thye permit	O	X							Currently meeting compliance; Continuing to communicate w/ USFS on future needs and requirements
	MD/GH/MB	b. Comply with NEPA for MCWD projects	O	X							NEPA review completed as needed
	MD/GH/MB	c. USFS Master Use Permit updates	O	X							Master permit is active
	MD/GH/MB	d. Laurel Pond Memorandum of Agreement renewal	I		X						Currently being reviewed by USFS Grants and Agreements department
2 State Comply with state public health, state water board, water quality and environmental documentation and permit requirements	CM/GH	a. Meet Lahontan Regional Water Quality Control Board discharge requirements	O	X							Meeting all requirements; Discussions ongoing with Lahontan staff re: Basin Plan Amendment studies @ Laurel Pond
	CM	b. Maintain permits received from SWRCB for each facility	O	X							Permits are up to date
	RM	c. Sewer Sanitary Management Plan (SSMP)	N			X					Next review is due in 2025
	MD	d. Compliance with State mandates for conservation	O	X							Currently meeting compliance
	MD	e. Comply with CEQA for MCWD projects	O	X							CEQA review completed as needed
	CM	f. Laboratory compliance with TNI and ELAP standards	O	X							Implementing changes in accordance with 3rd party gap analysis, next assessment will occur in spring of 2024
3 Special District	MB/SH	a. Brown Act compliance	O	X							Stay current w/ all requirements & changes, particularly rules pertaining to remote attendance
	MB/SH	b. State Water Code compliance	O	X							Continually monitor for any updates or changes
	MB/SH	c. Required Board of Director's training	O	X							All directors are current with training
4 Agreements	MD	a. Coordinate with CalTrout and CDFW to implement Mammoth Creek settlement terms	O	X							Ongoing, awaiting proposal for a habitat restoration project on Lower Mammoth Creek
	CM	b. Comply with LADWP settlement agreement with a goal of extending the primary term	O	X							Continue to use less than the allotment and banking credits to extend the primary term
	GH/MB/JB	c. Analyze agreements for "Out of District" connections	I		X						Staff are working w/ legal counsel and ad-hoc committee to develop a policy and updated agreements
	SH/All	d. Monitor all active agreements and leases	O	X							Ongoing work with project leads and General Manager

### Key Strategic Driven Expenditures

Strategic Objectives	Lead	Metrics for Progress	Status	A/O	24	25	26	27	28	5+	Comments
1 Maintain regulatory compliance	GH	a. Laurel Pond Monitoring Wells	N		X						New project to add 3 shallow groundwater monitoring wells with shallow screens directly adjacent to existing wells to meet Lahontan requirements
	JB	b. Vehicle & equipment replacement	N		X						CARB has new requirements for the purchase of electric medium-heavy duty service trucks after 1-1-27 and renewable diesel beginning 1-1-24; Staff are discussing best strategy to meet new requirements
	GH	c. Other potential regulatory driven items	N								Laurel Pond study may result in project in coming years
2 Correct assets that have failed or are projected to fail	GH	a. Well Rehabilitation / Replacement	O			X	X		X		Evaluating rehab results & approach for next round of rehabs; Ongoing compilation of well data & creation of a well asset management plan
	RM	b. Water Distribution improvements	O	X							FY25 project list is in development
	RM	c. Collection System improvements	O	X							FY25 project list is in development
	RM/GH	d. Water tank rehabilitation	I		X	X					2 tanks are planned for FY25
	GH	e. Administration Campus & WWTP Pavement Rehab & Drainage Project	N		X	X					Project will rehab asphalt & review drainage at the administrative campus & WWTP
3 Improve operational efficiency and reliability	GH	a. Parcel Relief Main project	I		X						Scheduled for 2024 construction with in-house staff
	JM/GH	b. MCWD GIS Utility Network Conversion/Modernization Project	I			X					This upgrade to the GIS system will support core MCWD service delivery for the next 10 yrs.; The project involves procurement of outside vendors to support in-house staff

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# MINUTES

Thursday, January 18, 2024  
Mammoth Community Water District  
Regular Board Meeting

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*The Board of Directors convened in session at the hour of 5:31 p.m., and the meeting was adjourned at 7:09 p.m.*

Prepared by:

Stephanie Hake  
Executive Assistant

ATTEST:

Mark Busby  
Board Secretary

**THE REGULAR MEETING** of the Board of Directors of the Mammoth Community Water District was held on Thursday, January 18, 2024 at 5:31 p.m.

### **ROLL CALL**

#### **Board Present**

Director: Tom Cage  
Director: Dennis Domaille  
Director: Elizabeth Hylton  
Director: Tom Smith  
Director: Gary Thompson

#### **Board Absent**

None

#### **Staff Present**

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

#### **Guests Present**

Janet Hatfield, Whitebark Institute  
Leanna Block, MCWD staff

### **PUBLIC FORUM**

*President Smith opened the public forum at 5:31 p.m.*

*Leanna Block addressed the Board on behalf of her husband, Jeff, and their three sons, Asher, Corban, and Ezra. She said she and her family recently purchased and moved into their "forever home" thanks to the District's Employee Home Purchase Assistance program. She said they would never be able to purchase a home in the region without the help of the program. She expressed her gratitude and appreciation for the Board consistently putting an emphasis on taking care of the District's staff.*

*President Smith thanked Ms. Block for her comments and closed the public forum at 5:33 p.m.*



**CONSENT AGENDA A**

- A-1 Approve the November and December 2023 Check Disbursements**
- A-2 Approve the Minutes from the Regular Board Meeting held November 16, 2023**
- A-3 Approve the Minutes from the Special Board Meeting held December 7, 2023**

*Director Domaille made a motion.*

**BOARD ACTION – To approve Consent Agenda A**

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

**CONSENT AGENDA B – DEPARTMENT REPORTS**

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

*Director Cage made a motion.*

**BOARD ACTION – To approve Consent Agenda B**

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

**CURRENT BUSINESS**

**C-1 Elect the Board President, Vice President, and Assign Committee Members for 2024**

*Following a very brief discussion Director Domaille made a motion for Director Smith to remain as President and a separate motion for Director Cage to remain as Vice President.*

**BOARD ACTION – For Director Smith to remain as Board President**

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

**BOARD ACTION – For Director Cage to remain as Board Vice President**

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

*President Smith then suggested the committee assignments remain the same unless Director Hylton was interested in being a trustee for the Pension Committee. Ms. Hylton declined the offer and said she would like to simply observe for another year.*

*President Smith noted that the current two ad-hoc committees for MOU Negotiations and Code/Policy work, would remain in place for the foreseeable future.*

**Standing and Ad Hoc Committee Assignments - 2024**

<b><u>Committee</u></b>	<b><u>Members</u></b>	<b><u>Alternate</u></b>
Finance Committee	Directors Cage and Hylton	Director Smith
Investment Committee	Directors Cage and Hylton	Director Smith
Technical Services Committee	Directors Domaille and Thompson	Director Cage
Long-Range Planning Committee	Directors Domaille and Cage	Director Thompson
Employee Housing Committee	Directors Smith and Thompson	Director Hylton
MOU Negotiations Committee ( <i>ad-hoc</i> )	Directors Smith and Cage	<i>na</i>
MCWD Code and Policy Committee ( <i>ad-hoc</i> )	Directors Smith and Domaille	<i>na</i>

**Other Board Assignments - 2024**

<b><u>Committee / Position</u></b>	<b><u>Members</u></b>	<b><u>Alternate</u></b>
President	Director Smith	<i>na</i>
Vice President	Director Cage	<i>na</i>
Secretary	Mark Busby	<i>na</i>

**BOARD ACTION – Board assignments for 2024 per the above table.**

**C-2 Discuss and Consider Adopting Resolution No. 01-18-24-01 Appointing a Member of the Board of Directors as Trustee to the Mammoth Community Water District’s Money Purchase Pension Plan for 2024**

*Director Smith nominated Director Cage to remain as the trustee and there was no discussion.*

**BOARD ACTION – To adopt Resolution No. 01-18-24-01 reappointing Director Cage as the Board Member Trustee to the Mammoth Community Water District’s Money Purchase Pension Plan**

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

**C-3 Discuss and Provide Direction to Staff Regarding a Request by Eastern Sierra Climate & Communities Resilience Project Team (ESCCRP) to Enter into a Memorandum of Understanding (MOU) with Blue Forest**



**Finance Inc. and Other Agencies to Explore Stakeholder Benefits Related to Funding Forest Restoration Projects in the Mammoth Lakes Region of the Inyo National Forest**

*Mark Busby provided a brief overview of the request to sign the MOU.*

*Janet Hatfield with Whitebark Institute addressed the Board and explained the background of the ESCCRP and the relationship to Whitebark. She described how Whitebark is working to secure grant funding for forest thinning projects in the region. These projects support the USFS, but the focus is to protect the community. Ms. Hatfield said the first few signers of the MOU are anticipated to sign in February.*

*Attorney Horowitz said that Yuba Water Agency has been successfully working with Blue Forest on some large thinning projects on the west side of the Sierras. He said it is within the District's mission due to wildfire risk exposure if the District chooses to participate. He pointed out that the MOU is non-binding and does not include a commitment of District funds at this time.*

*Following some discussion, the Board decided to gather more information before deciding to sign the MOU. Direction was given to staff to contact Yuba Water Agency about making a presentation to the MCWD Board at the next meeting to share their experience in being involved with a Forest Resiliency Bond (benefits, staff time, and takeaways).*

**BOARD ACTION – None, direction only**

**C-4 Discuss and Consider Adopting the Disposal of Surplus Assets Policy**

*President Smith noted that development of this policy has been one of the topics that the ad-hoc Code/Policy committee has been working on.*

*Jeff Beatty said this policy was developed because asset disposal was minimally addressed in the Code and there have been recent legislative updates regarding disposal of real property that needed to be incorporated. He went on to say that the policy provides for guidelines and structure to dispose of District assets transparently and effectively; particularly old equipment that has reached the end of its useful life or no longer meets regulatory requirements.*

*There was no discussion and Director Domaille made a motion.*

**BOARD ACTION – To adopt the Disposal of Surplus Assets Policy**

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

**C-5 Discuss and Consider Adopting the Out-of-District Water and Wastewater Service Policy**

*Garrett Higerd said that the policy is to address both existing and future water and sewer service to all out-of-district customers. He said that the MCWD Code has only provided for out-of-district service in the Sewer Code, Chapter 11, and that water service has never been addressed in the Code. This policy is written to address both commercial and residential users. After adopting the policy, the goal is to have updated individual agreements*

with each of the commercial accounts (approximately 21) and a set of rules and regulations to govern the Lakes Basin Cabin accounts, along with updated language in both the Water Code and Sewer Code that references the policy and rules and regulations.

Mr. Higerd added that the policy describes the District's philosophy for prioritizing in-district vs. out-of-district service and the process for addressing new uses or expanded uses.

**BOARD ACTION – To adopt the Out-of-District Water and Wastewater Service Policy**

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

**C-6 Discuss and Consider Adopting Ordinance No. 01-18-24-02 Amending Chapter 11 of the MCWD Code to Update Division XII Regarding Out-of-District Wastewater Service and Adding Division XIII to Chapter 12 Regarding Out-of-District Water Service**

President Smith thanked Attorney Horowitz for his guidance with developing the Out-of-District Service Policy and associated ordinance update to the MCWD Code. There was no discussion and Director Hylton made a motion.

**BOARD ACTION – Adopt Ordinance No. 01-18-24-02 amending Chapter 11 of the MCWD Code to update Division XII regarding Out-of-District Wastewater Service and adding Division XIII to Chapter 12 regarding Out-of-District Water Service**

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

**C-7 Engineering and Maintenance Update on the Close-out of 2023 MCWD Capital Projects**

Garrett Higerd provided a brief summary of the highlighted projects completed during the past construction season and added that moving forward, staff will produce a close-out report at the completion of big projects.

- Highway 203 Sewer Upgrade
- Equalization Basin Pump Building Roof Replacement
- Water Storage Tank, T-8 Replacement
- 2023 Summer Construction Crew Projects

Rob Motley elaborated on the variety of maintenance-related projects that get accomplished each summer primarily due to the District's success in assembling a temporary construction crew each year.

**BOARD ACTION – None, informational only**

**C-8 Quarterly Water Supply Update**

*Clay Murray said that snowpack is much lower than it was a year ago, but it is still early in the season. He noted that even after last year's record-breaking snowpack, groundwater recharge has still not fully recovered. He said he would report monthly over the next couple of months on how the snowpack develops.*

*There was a brief discussion.*

**BOARD ACTION – None, informational only**

### **COMMITTEE MEETINGS HELD DURING THE MONTH**

Ad-Hoc Code/Policy Committee – *January 9, 2024*

Tom Smith  
Dennis Domaille

Technical Services Committee – *January 16, 2024*

Dennis Domaille  
Gary Thompson

Finance Committee – *January 16, 2024*

Tom Cage  
Elizabeth Hylton

Investment Committee – *January 16, 2024*

Tom Cage  
Elizabeth Hylton

#### **Ad-Hoc Code/Policy Committee:**

*Director Smith reported that the committee met and discussed the topics that were covered by tonight's actions.*

~

#### **Technical Services Committee:**

*Director Thompson said there was not much to report from the committee meeting that had not been discussed this evening.*

~

#### **Finance Committee:**

*Director Hylton reported that there wasn't much of interest discussed at the finance meeting.*

~

#### **Investment Committee:**

*Director Hylton reported that staff and the investment advisors have developed a good strategy for the long-term LADWP investment fund. She also said that the investment portfolio is currently able to maximize the high interest rate environment.*

*Director Cage added that the committee is very appreciative of the good work with the District's investments being done by staff and Chandler investment advisors.*

### **DIRECTOR COMMENTS, REQUESTS, AND REPORTS**

Director Domaille noted the handout provided by staff describing the required training in the coming year for Board members and asked if the training could be handled by calling a special board meeting. Stephanie Hake responded that she would work with the Board members to schedule the trainings in the next couple of months.

Director Hylton requested that she be able to attend the CSDA's Leadership Conference in early February. It was suggested that she work with Ms. Hake to make the appropriate arrangements to attend.

**ATTORNEY REPORT**

Attorney Horowitz reported that his office had prepared and distributed a year-end report regarding laws affecting the District taking effect in 2024.

**CLOSED SESSION**

None

**ADJOURNMENT**

Director Domaille made a motion to adjourn the meeting.

**BOARD ACTION – To adjourn the meeting**

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

The meeting was adjourned at 7:09 p.m.

# MAMMOTH COMMUNITY WATER DISTRICT

## Operations Department Report

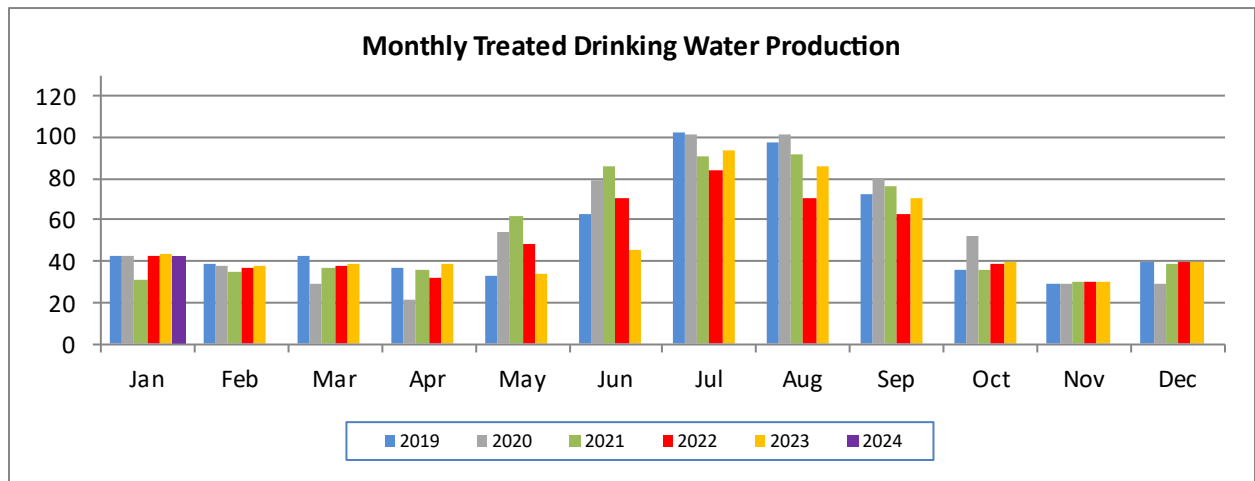
February 2024

<b>Report Summary</b>			
<b>January Production Data (In Million Gallons)</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Treated Surface Water	6.6	38.1	<b>39.2</b>
Treated Groundwater	36.1	5.6	<b>3.1</b>
Untreated Groundwater	0.0	0.0	<b>0.0</b>
Reclaimed Wastewater	0.0	0.0	<b>0.0</b>
<b>Totals</b>	<b>42.7</b>	<b>43.7</b>	<b>42.2</b>
Non-Revenue Water	1.8	1.7	<b>3.6</b>
Treated Wastewater	40.1	41.7	<b>49.0</b>
Photovoltaic Power Produced (kWh)	100,263	19,174	<b>68,158</b>
Photovoltaic Solar Irradiance (kW/m <sup>2</sup> )	625	291	<b>457</b>

### Monthly - Water Treatment, Production & Supply Management

- Drinking Water Treatment**

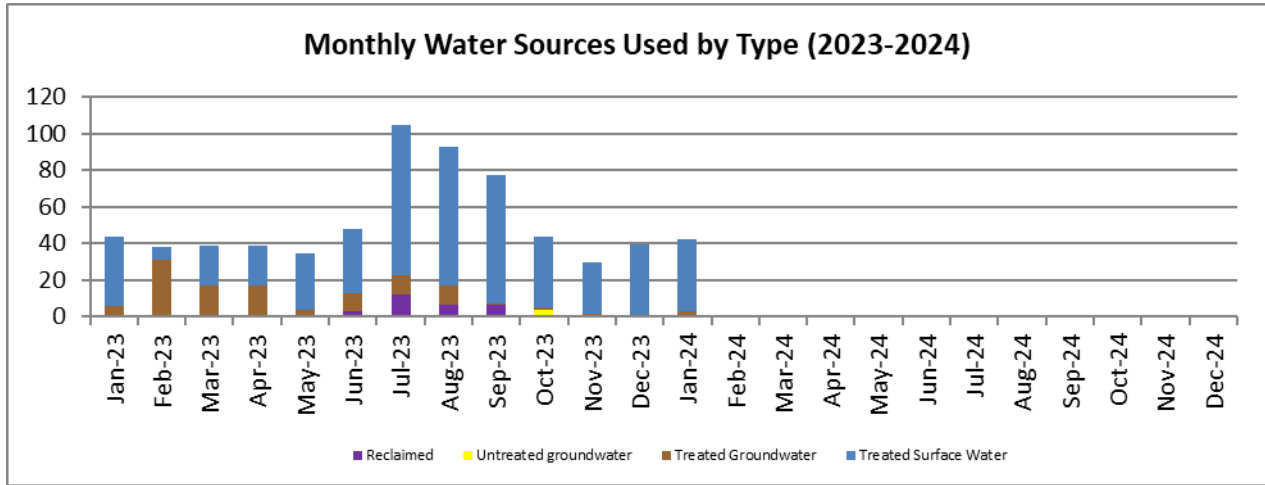
Routine samples for clarity, chlorine residual, and bacteriological analysis of the District’s drinking water were conducted during the month. The results of all sampling for the month were in compliance with the standards set by the State Water Resources Control Board Drinking Water Division. A total of 42,234,000 gallons were treated for drinking water with an average of 1.36 million gallons per day. Drinking water was produced from surface and groundwater supplies, 93% and 7% respectively.



# MAMMOTH COMMUNITY WATER DISTRICT

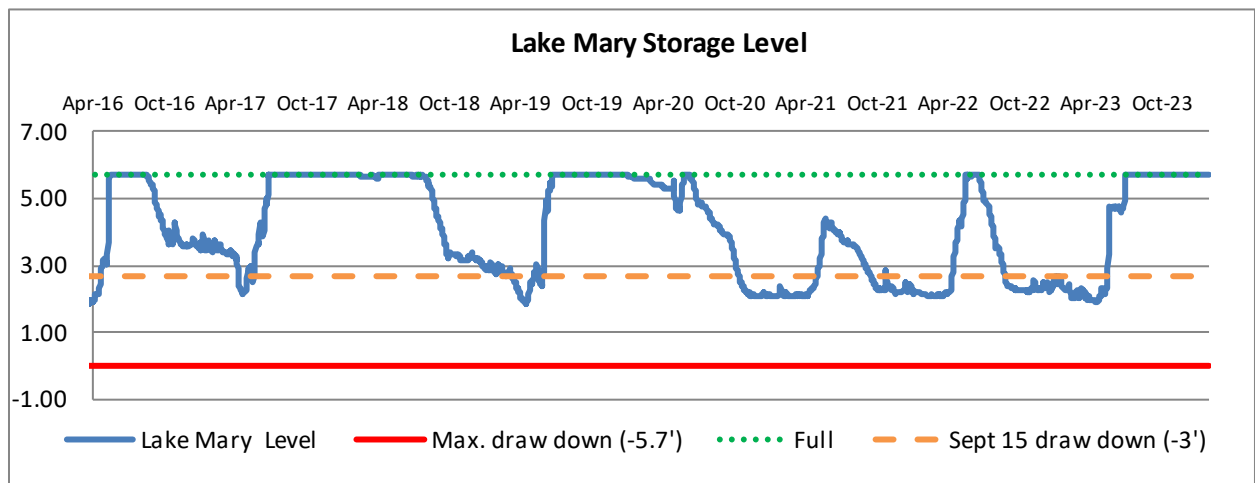
## Operations Department Report

### February 2024



- Surface Water**

The minimum daily stream flow requirement for the month of January was 6.4 cfs for Mammoth Creek, as measured at Old Mammoth Road. Flow rates in the creek ranged from 6.7 cfs to 14.6 cfs with an average flow of 9.6 cfs. The average flow for January 2023 was 13.5 cfs. The flow requirement for February decreases to 6.0 cfs and current flows are above the requirement. Lake Mary currently remains full. Surface water will continue to be the primary source of supply while stream flows are above the requirement. Current snowpack conditions are still below the year-to-date average. As of this report, the Mammoth Pass snowpack report did not include the most recent storm activity, but conditions are improving toward a more favorable surface water supply. A Water Supply update will be provided in the March board packet.



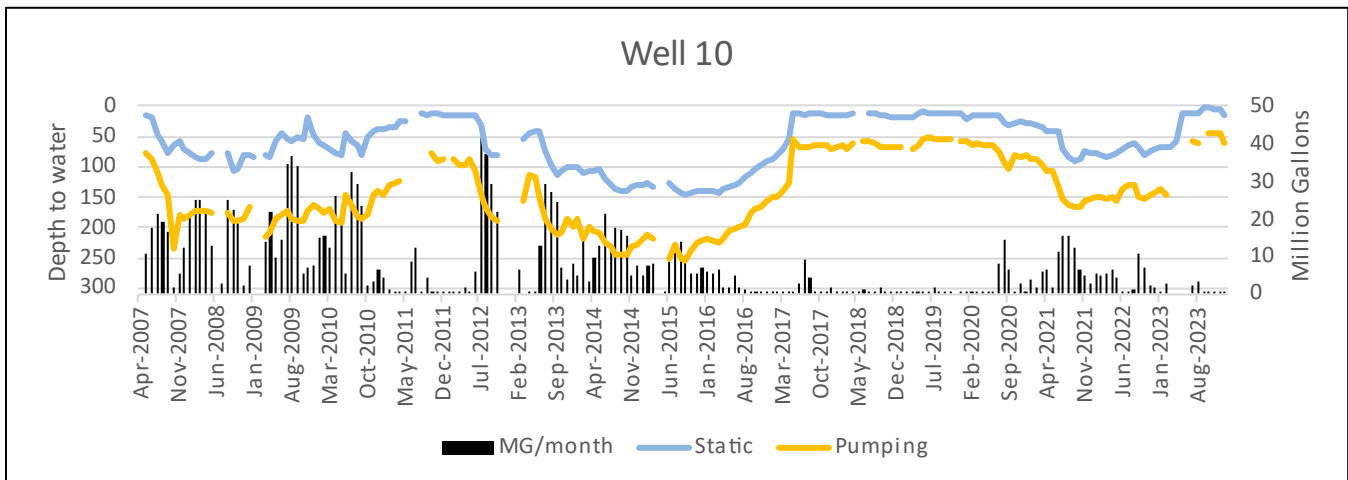
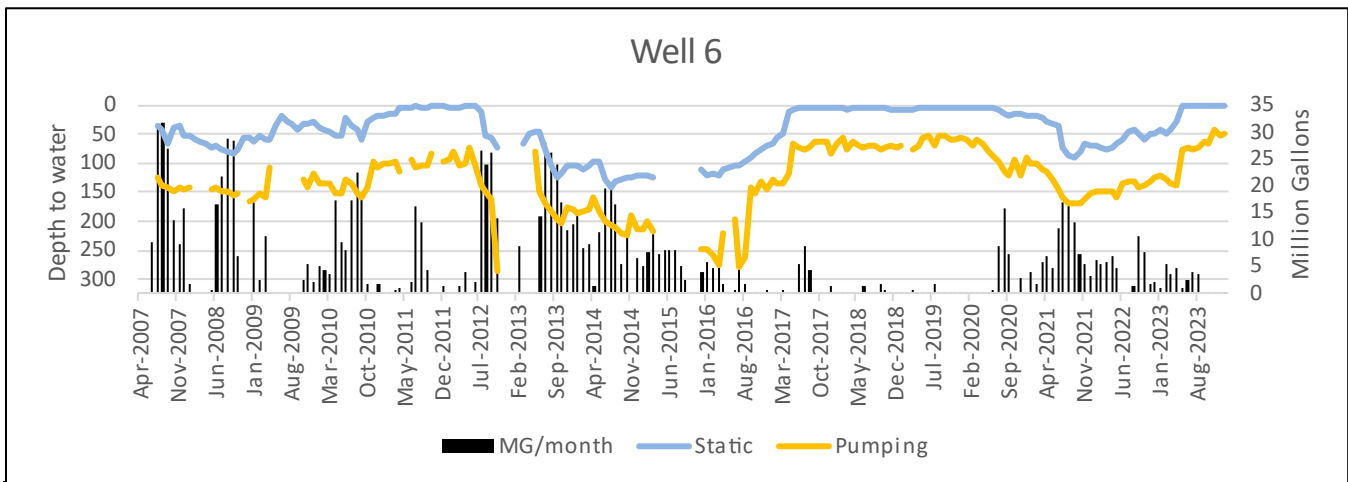
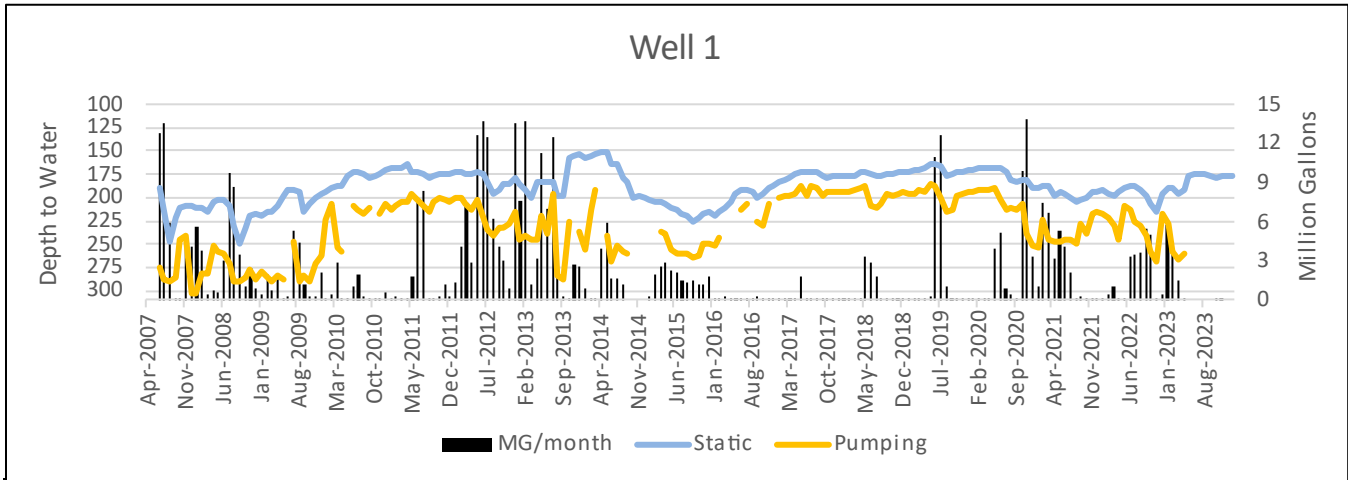
- Groundwater**

Approximately 3,064,000 gallons or seven percent (7%) of the drinking water produced was from the District’s groundwater sources during the month of January. Groundwater production Wells 6, 10, 15, 17, 18, 20, and 25 are operating as expected and are available for service. Well 1 needs to be thoroughly flushed following a long period of inactivity related to the T-8 replacement. Once flushed, Well 1 can resume normal operation.

# MAMMOTH COMMUNITY WATER DISTRICT

## Operations Department Report

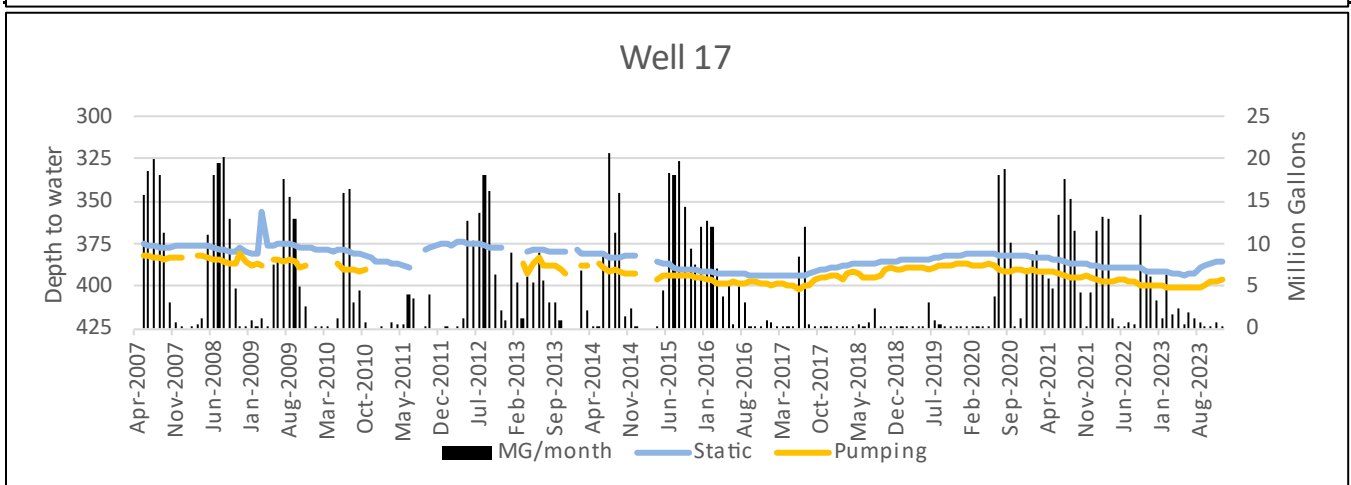
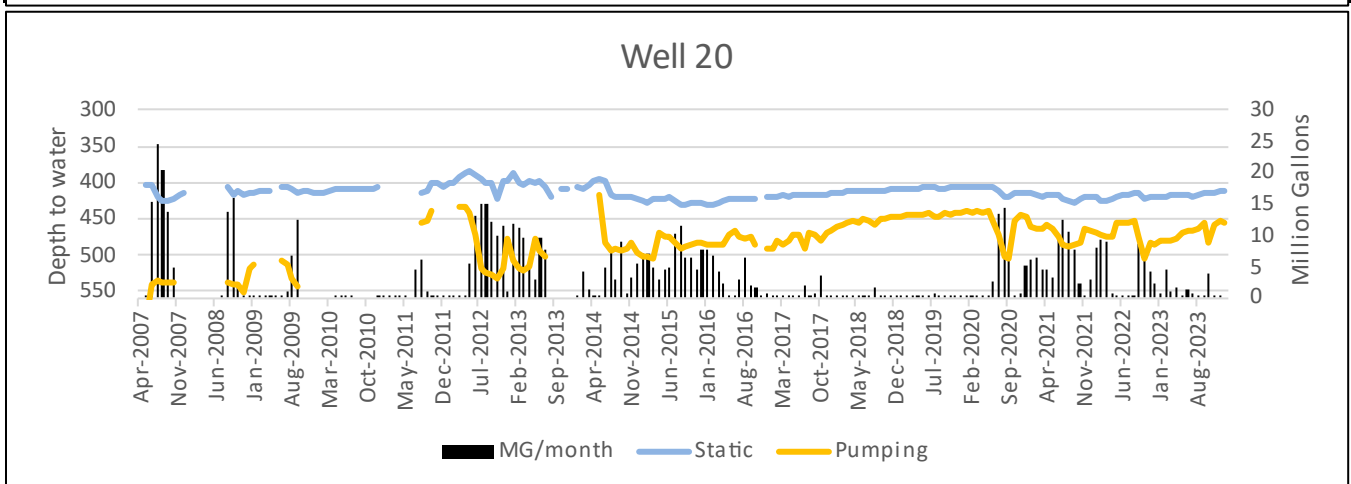
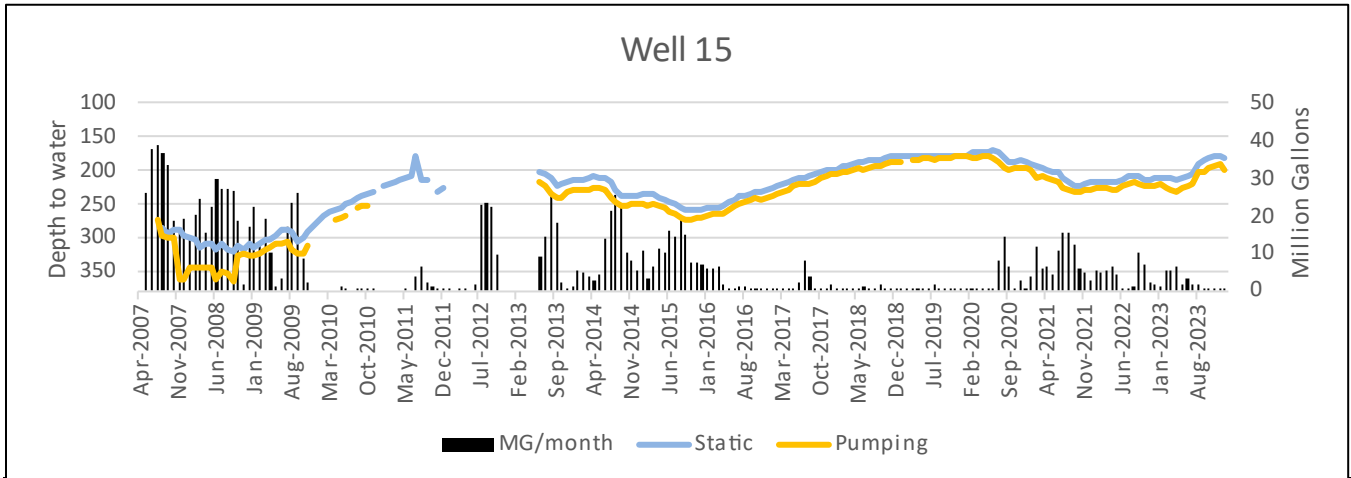
February 2024



# MAMMOTH COMMUNITY WATER DISTRICT

## Operations Department Report

February 2024





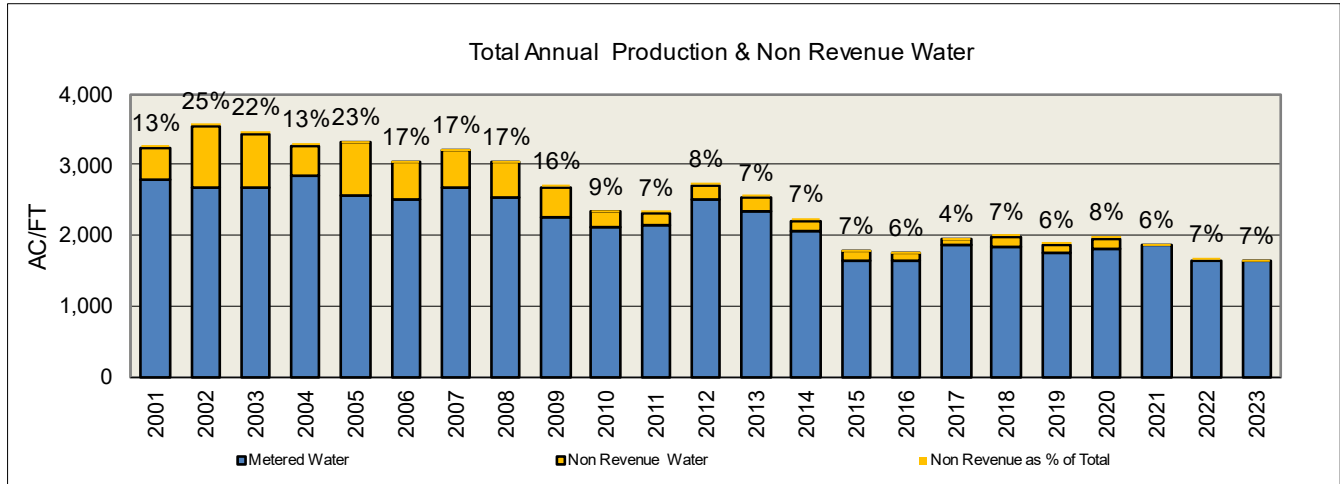
# MAMMOTH COMMUNITY WATER DISTRICT

## Operations Department Report

### February 2024

- Water Audit Information**

The water audit for this billing period shows a total of nine percent (9%) or 3.575 million gallons of non-revenue water. The annual non-revenue water for 2023 was 7% and well under the 10% AWWA standard.



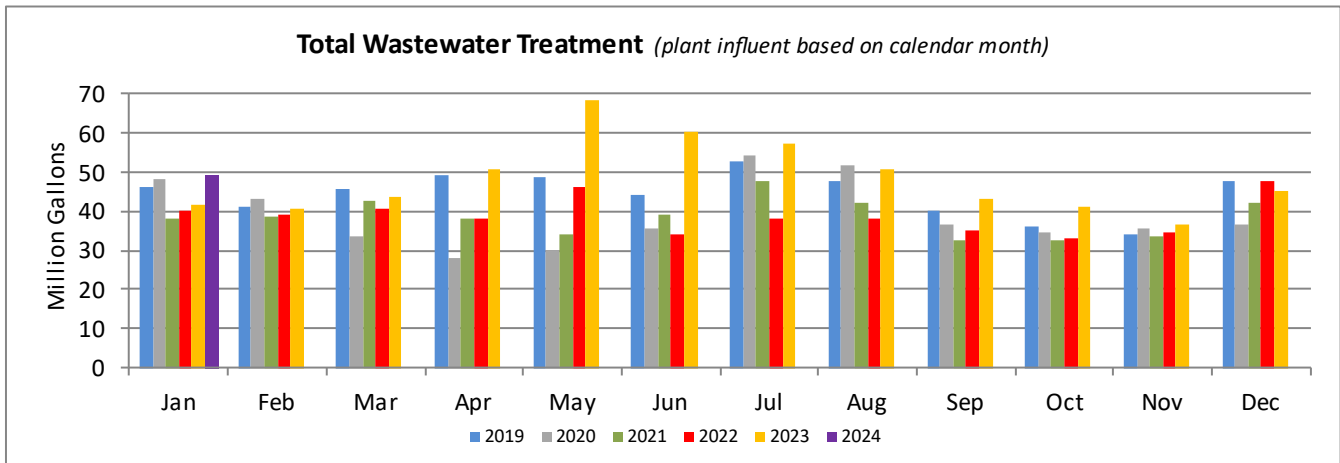
## Wastewater – Treatment & Flow

- Wastewater Treatment**

Wastewater treatment samples have met all compliance requirements for the month.

- Wastewater Flows**

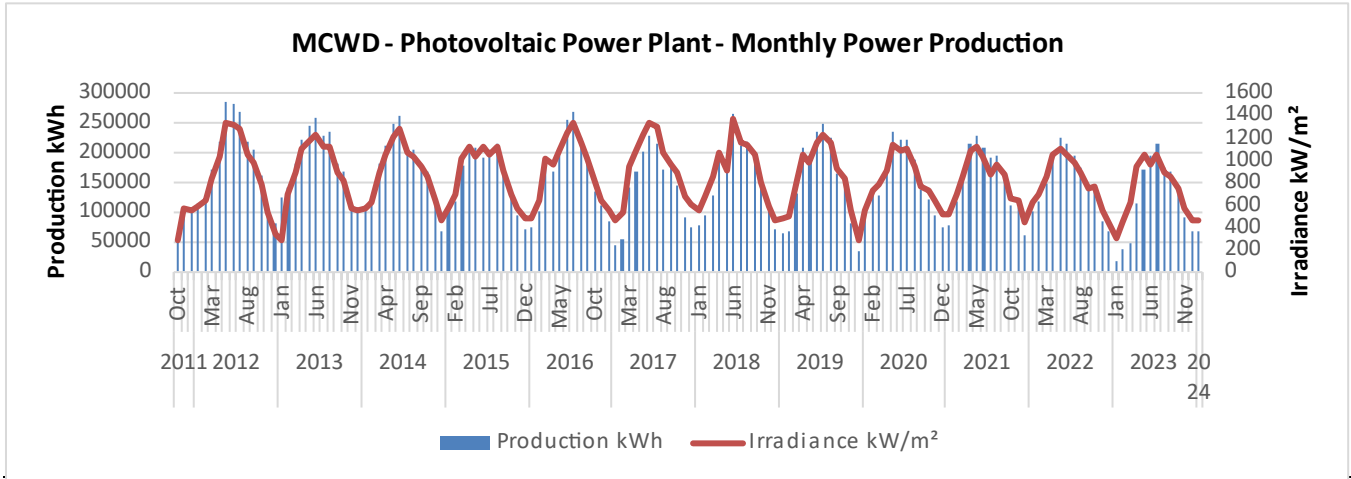
The total volume of wastewater treated during the month of January was 48.957 million gallons. This results in an average of 1.58 million gallons per day of wastewater flow.



## Photovoltaic Power Plant Operations & Total District Electrical Usage

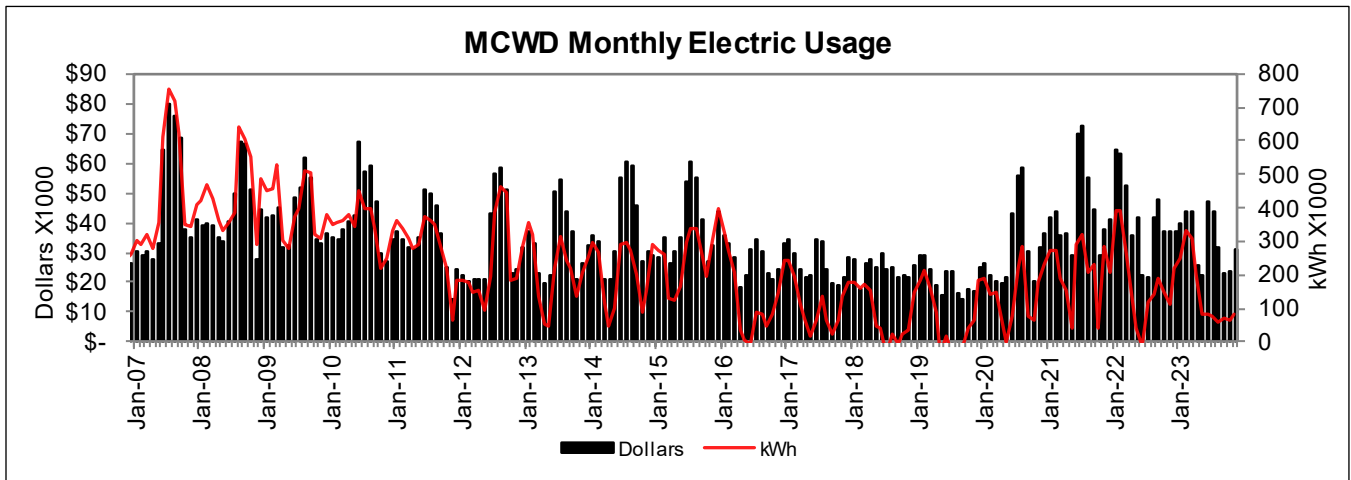
- Solar plant production**

The total kilowatt hours of energy produced for the month of January was 68,158 kWh. The irradiance and production were 57% and 255% more respectively than January 2023.



- Total electrical energy use**

Monthly energy usage chart for the past 15 years through December 2023. The chart below includes kWh data for all meters except for Well 17 due to an error in accounting by SCE. Well 17’s account was mistakenly closed by SCE in May 2022. SCE continued to supply power to the site without billing for the electricity. Therefore, the electricity costs are not reflected in the chart. The WWTP electrical consumption data is included in the chart, however the charges are still being updated into the chart. We expect to provide updated cost data associated with the WWTP in the March report.



**Report Summary**

In the absence of winter snow, maintenance crews have been making headway on their preventive maintenance schedules. The wastewater and maintenance divisions worked together on an improvement project at the wastewater plant as well. Budget preparations and summer construction work planning have been an area of focus.

**Solar Power Plant Maintenance**

The solar array is working well and production is meeting our expectations for the winter months. Maintenance teams are taking it in and out of service as the snowstorms allow.



	Actual	Expected
Today	2.41 MWh	86.49 kWh
Yesterday	2.74 MWh	2.67 MWh
Last 30d	69.5 MWh	73.33 MWh

**Wastewater Treatment Plant and Recycled Water Maintenance**

All systems are operational. Maintenance staff, assisted by operations, have successfully replaced the grit pump. These pumps tend to fail approximately once a year due to the ingestion of items of clothing, which they are not designed to handle. Additionally, maintenance staff and operations removed one of the malfunctioning aeration pumps from the digester and sent it back to the manufacturer for inspection. We have received internal photos and a report indicating a catastrophic mechanical failure. We are currently awaiting confirmation on whether this will be covered under the warranty.

During the period of low flows between holidays, the operations and maintenance staff collaborated to design, build, and install a significant upgrade to the EQ return system. This enhancement consists of newly installed extension, comprised of a 100-foot long, 10-inch polyethylene pipe equipped with two stainless steel discharge pipes. The system was constructed in house with the primary objective of stabilizing the flows through the reactors. It is anticipated that these stabilized flows will lead to improved treatment efficiency, resulting in enhanced disinfection and a reduction in chemical usage.

**Surface Water Treatment Plant and Related Facilities Maintenance**

We continue to reap the benefits of the wet past winter and the surface water treatment plant remains our primary source of water. All systems are functioning as expected.

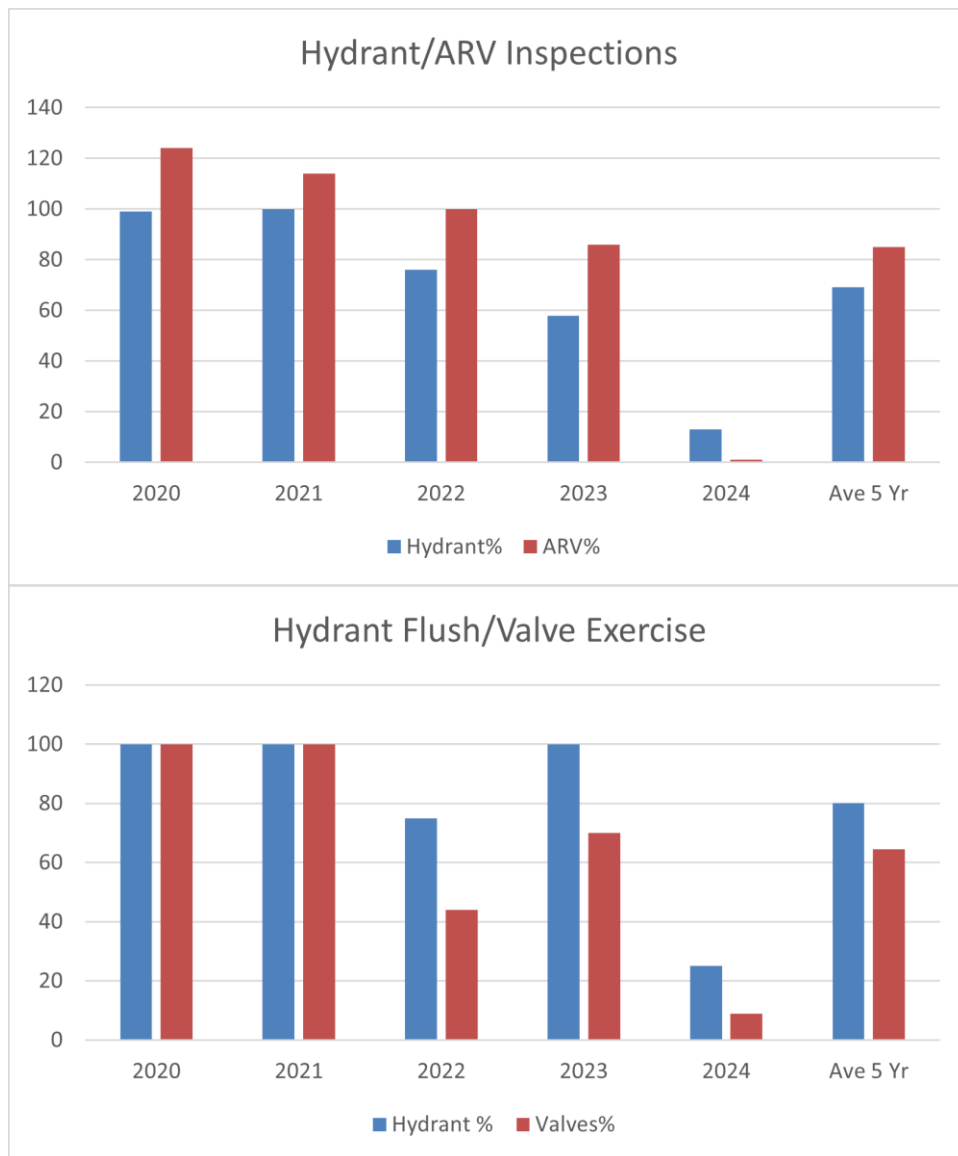
**Groundwater Treatment and Related Facilities Maintenance**

The groundwater plants are operated on a monthly basis to ensure they remain in a state or readiness. These plants are constantly maintained and available for immediate use if required.

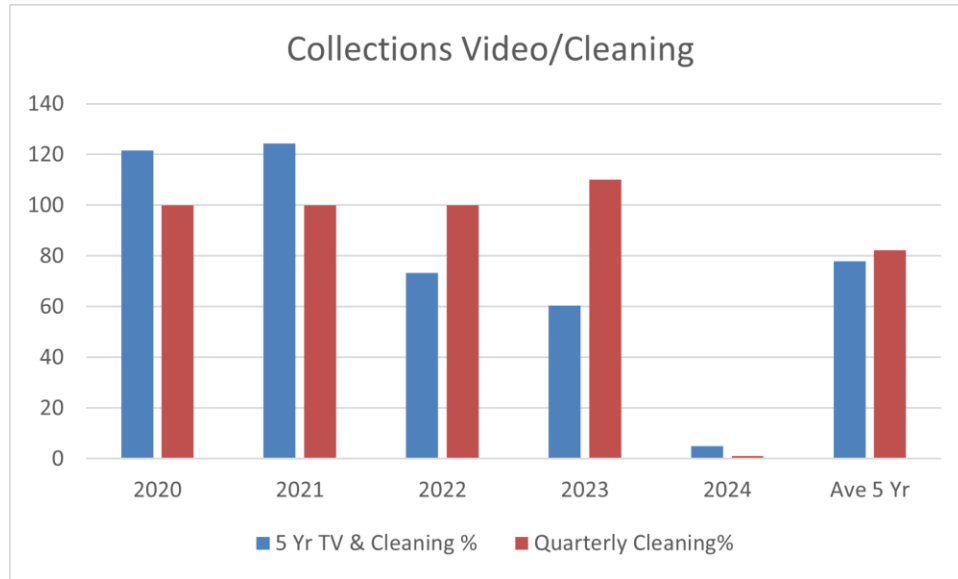
**Water Distribution System Operations & Maintenance**

Crews responded to a leak on Cortina Court and found a failed 2” compression coupling. The leak was in the middle of the street and under slurry. Once excavated repairs were made and the service was restored.

- 35 meter system repairs were made in January.
- 7 48-hour disconnect notices for non-payment were delivered.
- 1 leaking water lateral was repaired.



**Wastewater Collection System Operations & Maintenance**



**Special Projects/Programs**

**In-House Construction Projects**

- Replacement of galvanized water laterals will resume with meter pit upgrades where needed in various locations this summer.
- Manhole frame and cover replacement locations have been identified and will be repaired this summer by both full time and temporary crews.
- Areas of the collection system that need repair are being identified for summer work.
- Summer crews will work with full time maintenance teams to install The Parcel sewer main this summer.

**Contracted Improvements**

- Areas of the collection system in need of improvement are being identified and budgeted for.

**Departmental/General**

- Staff have received 8 tickets for USA dig alerts in 2024.
- FY25 Budget preparations and 2024 project reviews are ongoing in all departments.

**Financial Department Update**

At the end of January, total revenue (excluding the change in market value of the District’s investment portfolio) is \$2,957,118 (20%) above budget.

- Miscellaneous revenue is \$1,561,594 over budget. Included in this total is \$1,858,532 in insurance reimbursement for Tank T-8 repairs, offset by the loss of the value of the old tank of \$308,716.
- Connection Fee revenue is \$606,040 over budget.
- Property tax revenue is \$546,028 over budget.
- Interest revenue \$284,224 over budget.
- Water Use revenue is below budget by \$302,381.

Working with our investment managers, the property tax payment received in January has been allocated to our investment strategies to match the District’s anticipated cash flow needs over the next 14 months and maximize the potential for interest earnings on the portfolio.

District managers and the Finance department have completed work on the draft budget for FY 2025. The draft budget will be presented to the Board for discussion and direction with approval of the final budget anticipated at the March Board meeting.

Richard Teaman, the audit partner of Teaman Ramirez Smith (TRS) who has supervised the District’s annual financial audit for many years, has announced his retirement. TRS has been working for several months to recruit a qualified person to fill Richard’s role. They have not been able to find an audit partner with the required credentials and have informed us they will not be able to perform our audits. The Finance department has begun work on an RFP for audit services and will coordinate with the Board to review proposals and select a new audit firm.

Significant payments in January include:

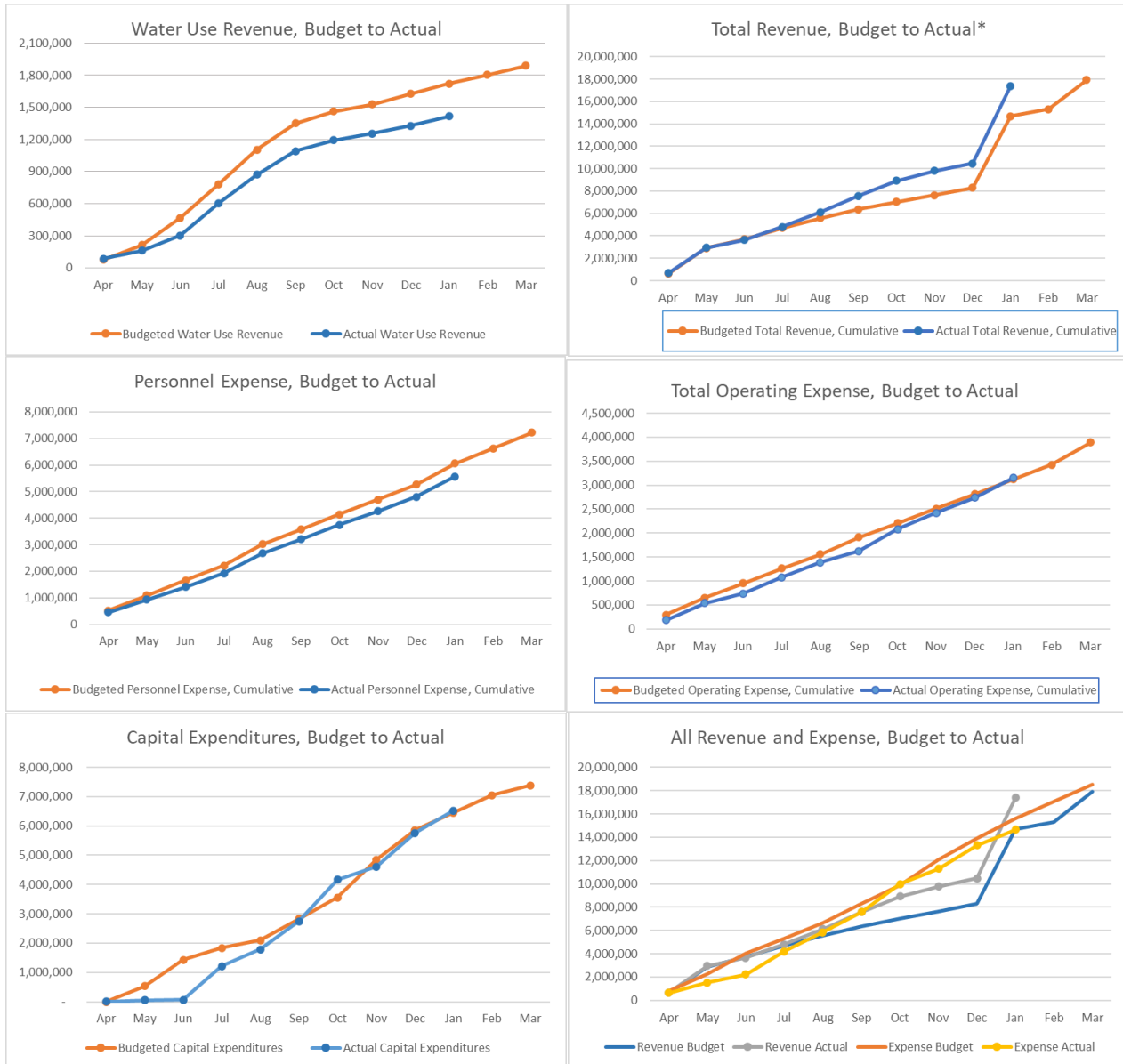
- \$591,903 to Haaker Equipment Company for a replacement for our 2005 Vactor.
- \$132,143 to McGinley and Associates for hydraulic monitoring from July – November 2023.
- \$97,900 to Crosno Construction for work on Tank T-8.
- \$70,000 to Greg and Terri Eckert as the final payment for the easement for the Parcel Relief Main.
- \$62,785 to Cashman Equipment for a rebuilt engine for our Caterpillar 938 loader.
- \$24,369 to the State Water Resources Control Board for annual permit fees.
- \$22,283 to Ferguson Waterworks for R900 radio registers for meter repairs.

Payroll Expenses for January 2024 (three pay periods in January):

Gross Payroll	\$549,103
Net Payroll	384,069
Employer Paid Taxes	8,674
Employer Paid 401a	107,712
Employer Paid 457b Match	10,646
Employee Paid 457b Contributions	61,186
Other Employer Paid Benefits	97,024

**Graphs and Tables**

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



\* Total revenue excludes the change in market value of the District investment portfolio

**MAMMOTH COMMUNITY WATER DISTRICT**  
**Finance Department Report**  
**February 2024**

Agenda Item: B-3

02-15-2024

**Financial Reports**

**Table A Capital Project Management**

Capital Project Summary					
Fiscal Year: 2024					
Spending through January 2024					
Project Name	BRE	FY 2024 Budget	FY 2024 YTD Expenditure	Prior Project Expenditure	Total Project Expenditure
Tank T-8 Replacement	21	1,550,000	1,996,566	2,586	1,999,151
Water Distribution System Improvements	21	390,247	61,341		61,341
Wastewater Collections System Improvements	21	358,578	318,756		318,756
Parcel Relief Main - Center St	18	256,143	165,116	13,892	179,007
Tank T-4 Rehab	18	0	14,957	420,411	435,368
Well 15 Rehab	18	69,473	72,686		72,686
Well 17 Rehab	18	116,680	132,488		132,488
Well 10 Pump & motor	18	38,668	40,416		40,416
Well 32	17	0	82,257	2,706,800	2,789,057
Hwy 203 Sewer Main	17	222,704	326,614	13,043	339,657
West Twin LS upgrade (PLC, mechanical)	13	71,769	37,475		37,475
Twin Lakes PR Upgrade	9	81,360	19,960		19,960
SCADA Server Replacement		0	5,850	199,792	205,642
Bluffs Lift Station Controls		0	5,000	33,407	38,407
<b>Capital Equipment</b>					
Vehicle replacement		45,000			
Bobcat replacement		97,000			
Vactor replacement		600,000	591,903		
938 Loader replacement		340,000			
Ee housing		3,100,000	2,649,480		
<b>Total Capital Projects and Equipment</b>		<b>7,337,622</b>	<b>6,520,865</b>		



# MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-3

## Finance Department Report

02-15-2024

February 2024

**Table B Revenue and Expenses**

Account	YTD Actual	YTD Budget	Annual Budget	YTD Better/Worse	% Diff
Billing - Water Usage	1,418,498	1,720,879	1,889,000	(302,381)	-18%
Water Base Rates	1,586,408	1,577,702	1,894,000	8,706	1%
Wastewater Base Rates	2,255,743	2,245,768	2,696,000	9,975	0%
Wastewater Flow Rates	415,824	417,333	501,000	(1,509)	0%
Engineering Revenue	30,966	33,320	40,000	(2,354)	-7%
Housing Rents	131,683	118,286	142,000	13,397	11%
Miscellaneous Revenue	1,750,685	189,091	227,000	1,561,594	826%
Permits - Connection Fees	897,590	291,550	350,000	606,040	208%
Taxes and Assessments	8,003,576	7,457,548	9,428,000	546,028	7%
Interest Income	908,974	624,750	750,000	284,224	45%
Subtotal Revenue	17,399,947	14,676,227	17,917,000	2,723,720	19%
Investment Gain (Loss)	233,398	-	-	233,398	
<b>Total Revenue</b>	<b>17,633,345</b>	<b>14,676,227</b>	<b>17,917,000</b>	<b>2,957,118</b>	<b>20%</b>
Salaries & Wages	3,809,620	4,097,025	4,953,844	287,405	7%
Employee Benefits - Group Insu	839,716	894,100	975,382	54,384	6%
Employee Benefits - Pension	811,671	867,338	1,048,874	55,668	6%
Employer Paid Taxes	112,632	204,455	245,988	91,823	45%
<b>Total Personnel Expense</b>	<b>5,573,639</b>	<b>6,062,918</b>	<b>7,224,087</b>	<b>489,280</b>	<b>8%</b>
Outside Services	165,466	194,259	233,205	28,793	15%
Property Tax Admin. Fee	46,371	55,000	220,000	8,629	16%
Sludge Disposal	31,439	38,943	46,750	7,504	19%
Software Licenses/Agreements	236,503	231,074	277,401	(5,429)	-2%
IT Services	31,360	51,646	62,000	20,286	39%
Banking Fees	45,929	40,384	48,480	(5,545)	-14%
Professional Services	46,889	111,539	133,900	64,649	58%
Outside Lab Services	63,260	52,479	63,000	(10,781)	-21%
Equipment Rental	-	8,330	10,000		
Employee Housing Expenses	92,002	61,196	73,464	(30,807)	-50%
Operating Tools/Equipment	57,666	39,734	47,700	(17,932)	-45%
Employee Engagement	16,412	16,752	20,110	340	2%
Employee PPE/Uniform	20,313	19,638	23,575	(675)	-3%
Gasoline	31,096	33,895	40,690	2,799	8%
Diesel Fuel	41,126	20,508	24,620	(20,617)	-101%
Insurance	203,568	147,108	176,600	(56,461)	-38%
Legal Services	56,411	70,805	85,000	14,394	20%
M & R - Line Repair/Equipment	246,744	233,138	279,878	(13,605)	-6%
M & R - Buildings	249,617	274,257	329,240	24,640	9%
M & R - Vehicles	216,685	151,107	109,372	(65,578)	-43%
Memberships/Certifications	46,527	39,965	47,977	(6,562)	-16%
Permit Meters	52,095	12,495	15,000	(39,600)	-317%
Operating Chemicals	252,776	272,074	326,619	19,298	7%
Operating Supplies	151,549	97,361	116,880	(54,188)	-56%
Computer Systems/Equipment	37,010	45,399	54,500	8,388	18%
Postage/Freight	6,380	8,408	10,094	2,028	24%
Advertising Publications & PR	20,763	23,324	28,000	2,561	11%
Books & Subscriptions	908	1,653	1,985	745	45%
Safety	18,345	31,244	37,508	12,899	41%
Permits & Licensing	84,865	79,239	95,125	(5,626)	-7%
Settlement Cost	13,944	14,000	14,000	56	0%
Telephone	35,269	38,975	46,790	3,706	10%
Training & Meetings	66,461	70,872	85,081	4,412	6%
Travel Expenses	30,964	57,727	69,300	26,763	46%
Uncollectables	1,165	-	-	(1,165)	
Utilities - Electric	370,536	285,636	342,900	(84,900)	-30%
Utilities - Propane	26,660	29,480	44,000	2,820	10%
Water Conservation	36,808	159,969	192,040	123,161	77%
<b>Total Operating Expense</b>	<b>3,151,883</b>	<b>3,119,611</b>	<b>3,832,783</b>	<b>(32,272)</b>	<b>-1%</b>

# MAMMOTH COMMUNITY WATER DISTRICT

Agenda Item: B-3

## Finance Department Report

02-15-2024

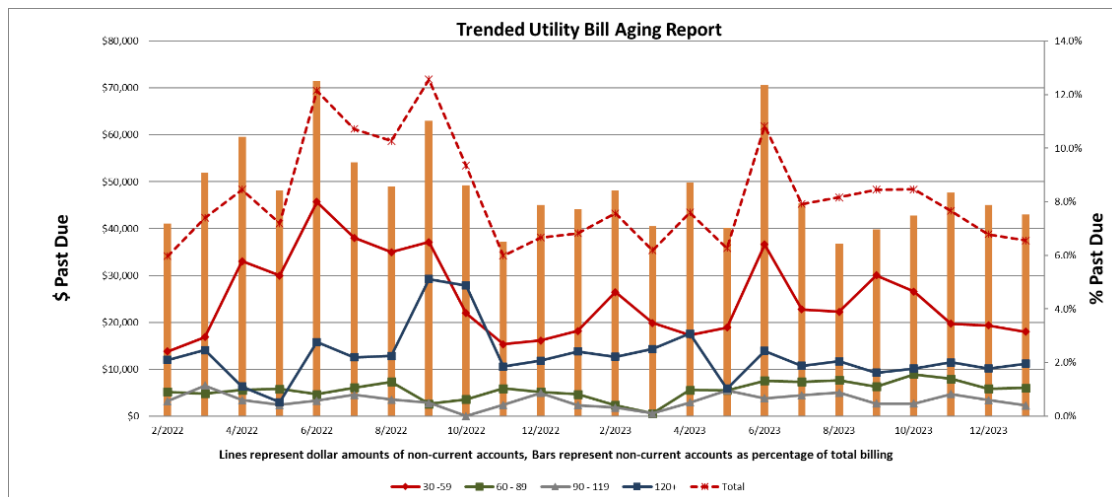
February 2024

**Table C Fund Balance**

	Operating Funds			Capital R&R Funds		
	10 Admin	20 Water	30 Wastewater	21 Admin	22 Water	23 Wastewater
Cash Total	790,419	2,432,460	2,084,622	966,178	10,835,873	11,334,626
Current Assets	977,512	457,467	261,019	-103	23,291	11,193
Non-current Assets	0	0	0	0	0	0
Capital Assets	47,669	27,303	2,564	2,314,031	36,434,857	14,086,837
Total Assets	1,815,600	2,917,230	2,348,204	3,280,107	47,294,022	25,432,656
Current Liabilities	-222,322	-111,802	-103,068	60	-6,159	1,418
Non-current Liabilities	-308,163	-77,311	-90,875	0	0	0
Assets - Liabilities	1,285,115	2,728,117	2,154,261	3,280,167	47,287,863	25,434,074
Target Fund Balance	75,000	2,213,000	2,010,000	1,000,000	3,320,000	4,065,000
Available Fund Balance	568,097	2,320,658	1,981,554	966,238	10,829,714	11,336,044
Over/(Under)	493,097	107,658	-28,446	-33,762	7,509,714	7,271,044

	Capital Expansion Funds			96 Enterprise	98 LADWP	Total
	31 Admin	32 Water	33 Wastewater			
Cash Total	1,041,433	2,560,466	762,493	1,059,223	2,102,152	35,969,946
Current Assets	0	-35	0	49,842	0	1,780,187
Non-current Assets	0	0	0	3,946,313	0	3,946,313
Capital Assets	-8,068	8,312,736	4,928,939	3,415,523	0	69,562,391
Total Assets	1,033,366	10,873,167	5,691,432	8,470,899	2,102,152	111,258,837
Current Liabilities	0	-21,056	0	-58,186	0	-521,116
Non-current Liabilities	0	0	0	0	0	-476,349
Assets - Liabilities	1,033,366	10,852,111	5,691,432	8,412,714	2,102,152	110,261,372
Target Fund Balance	1,000,000	1,883,000	798,000	1,000,000	2,050,000	19,414,000
Available Fund Balance	1,041,433	2,539,410	762,493	1,001,037	2,102,152	35,448,831
Over/(Under)	41,433	656,410	-35,507	1,037	52,152	16,034,831

**Table D Trended Utility Bill Aging Report**



The total amount past due is \$37,453 as of January 31, 2024.

# MAMMOTH COMMUNITY WATER DISTRICT

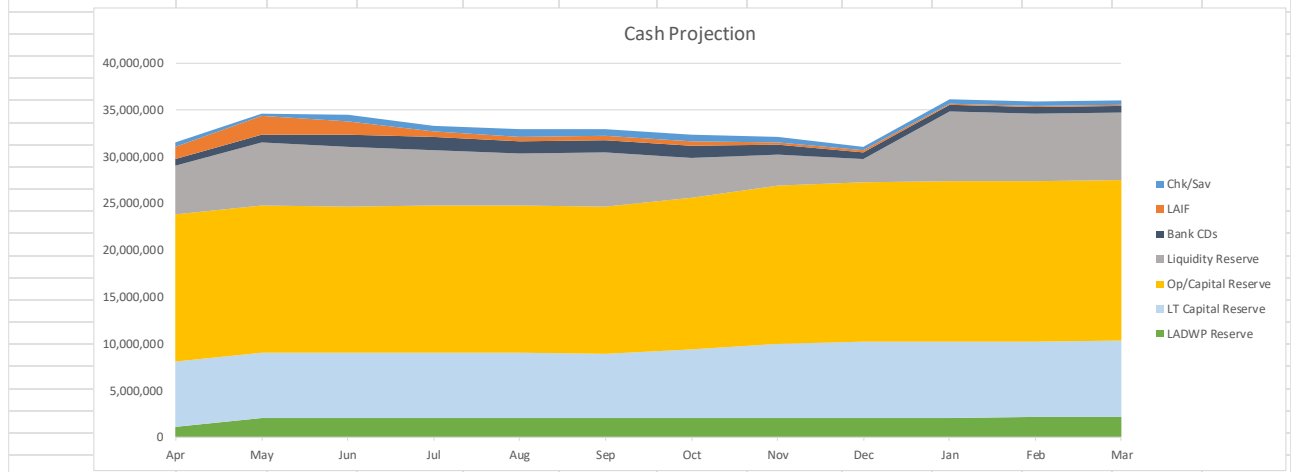
## Finance Department Report

February 2024

**Table E Investment Summary and Cash Balance**

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

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Projection	
											Feb	Mar
Chk/Sav	400,779	329,130	606,580	628,508	781,090	698,577	702,186	651,832	432,862	480,970	472,166	463,893
LAIF	1,401,221	1,901,221	1,426,221	638,061	438,061	438,061	443,954	243,954	243,954	47,208	47,302	47,397
Bank CDs	639,786	879,786	1,354,786	1,354,786	1,354,628	1,354,390	1,355,110	962,386	716,021	716,057	717,489	718,924
Liquidity Reserve	5,225,157	6,775,313	6,391,124	6,024,998	5,548,463	5,722,320	4,193,885	3,407,793	2,420,196	7,532,866	7,210,786	7,277,085
Op/Capital Reserve	15,773,897	15,729,423	15,691,720	15,728,373	15,776,723	15,764,898	16,265,158	16,874,450	17,081,078	17,134,145	17,168,413	17,202,750
LT Capital Reserve	7,044,150	7,007,997	6,962,599	6,972,035	6,978,108	6,931,828	7,385,612	7,963,097	8,120,899	8,143,592	8,159,879	8,176,199
LADWP Reserve	1,022,935	2,017,556	2,006,717	2,010,480	2,010,565	1,991,568	1,978,971	2,029,474	2,071,821	2,078,313	2,082,470	2,086,635
<b>Total</b>	<b>31,507,925</b>	<b>34,640,426</b>	<b>34,439,747</b>	<b>33,357,241</b>	<b>32,887,638</b>	<b>32,901,642</b>	<b>32,324,876</b>	<b>32,132,985</b>	<b>31,086,830</b>	<b>36,133,151</b>	<b>35,858,506</b>	<b>35,972,883</b>



# MAMMOTH COMMUNITY WATER DISTRICT

## Finance Department Report

### February 2024

Agenda Item: B-3

02-15-2024

Mammoth Community Water District Liquidity  
 Portfol  
 Account #10987

### Portfolio Summary

As of January 31, 2024



PORTFOLIO CHARACTERISTICS		ACCOUNT SUMMARY		TOP ISSUERS		
		Beg. Values as of 12/31/23	End Values as of 1/31/24			
Average Modified Duration	0.31	Market Value	2,420,196	7,532,866	Government of United States	86.4%
Average Coupon	4.53%	Accrued Interest	0	1,189	First American Govt Oblig Fund	13.6%
Average Purchase YTM	5.17%	Total Market Value	2,420,196	7,534,054	<b>Total</b>	<b>100.0%</b>
Average Market YTM	5.16%	Income Earned	12,404	13,907		
Average S&P/Moody Rating	AAA/Aaa	Cont/WD		5,100,000		
Average Final Maturity	0.32 yrs	Par	2,431,299	7,653,599		
Average Life	0.07 yrs	Book Value	2,420,196	7,532,914		
		Cost Value	2,405,426	7,522,330		

SECTOR ALLOCATION		MATURITY DISTRIBUTION		CREDIT QUALITY (S&P)	
US Treasury	86.4%	0- .25	43.9%	AAA	89.3%
Money Mkt Fd	13.6%	.25 - .5	19.5%	AA	10.7%
		.5 - 1	36.6%		
		1 - 2			
		2 - 3			
		3 - 4			
		4 - 5			
		5+			

#### PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	8/31/2022
Mammoth Community Water District Liquidity Portfol	0.48%	1.27%	0.48%	4.97%	N/A	N/A	N/A	N/A	4.38%
ICE BofA 3-Month US Treasury Bill Index	0.43%	1.35%	0.43%	5.14%	N/A	N/A	N/A	N/A	4.63%

Mammoth Community Water District  
 Account #110652

### Portfolio Summary

As of January 31, 2024



PORTFOLIO CHARACTERISTICS		ACCOUNT SUMMARY		TOP ISSUERS		
		Beg. Values as of 12/31/23	End Values as of 1/31/24			
Average Modified Duration	1.94	Market Value	17,081,078	17,134,145	Government of United States	27.2%
Average Coupon	2.80%	Accrued Interest	97,717	111,725	Federal Farm Credit Bank	14.6%
Average Purchase YTM	2.79%	Total Market Value	17,178,795	17,245,870	Federal Home Loan Bank	10.7%
Average Market YTM	4.56%	Income Earned	39,895	38,072	Federal Home Loan Mortgage Corp	5.3%
Average S&P/Moody Rating	AA/Aa1	Cont/WD		-2,665	Federal National Mortgage Assoc	2.6%
Average Final Maturity	2.31 yrs	Par	17,457,478	17,470,367	Intl Bank Recon and Development	2.2%
Average Life	2.10 yrs	Book Value	17,426,422	17,447,821	MUFG Bank Ltd/NY	2.1%
		Cost Value	17,504,580	17,519,543	Inter-American Dev Bank	1.9%
					<b>Total</b>	<b>66.6%</b>

SECTOR ALLOCATION		MATURITY DISTRIBUTION		CREDIT QUALITY (S&P)	
Agency	29.7%	0- .25	2.6%	AA	64.6%
US Treasury	27.2%	.25 - .5	11.8%	NR	4.8%
Corporate	25.1%	.5 - 1	8.4%	AAA	10.4%
ABS	7.1%	1 - 2	24.9%	A	20.2%
Supran	4.0%	2 - 3	18.8%		
CMO	2.9%	3 - 4	14.2%		
Comm Paper	2.1%	4 - 5	18.5%		
Money Mkt Fd	1.2%	5+	0.7%		
MBS	0.7%				

#### PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	1/31/2019
Mammoth Community Water District	0.41%	3.00%	0.41%	4.33%	1.26%	0.37%	1.69%	N/A	1.69%
ICE BofA 0-5 Yr US Treasury Index	0.37%	2.90%	0.37%	3.97%	0.74%	-0.02%	1.39%	N/A	1.39%

# MAMMOTH COMMUNITY WATER DISTRICT

## Finance Department Report

### February 2024

Agenda Item: B-3

02-15-2024

MCWD Long Term Reserves  
Account #11043

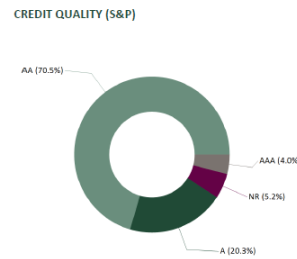
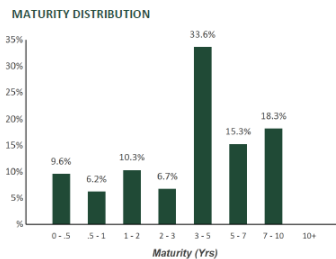
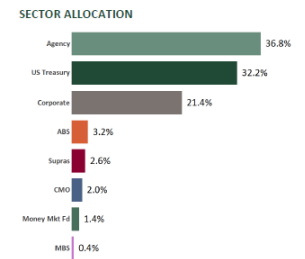
Portfolio Summary  
As of January 31, 2024



PORTFOLIO CHARACTERISTICS	
Average Modified Duration	3.55
Average Coupon	3.09%
Average Purchase YTM	3.62%
Average Market YTM	4.38%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	4.12 yrs
Average Life	4.03 yrs

ACCOUNT SUMMARY		
	Beg. Values as of 12/31/23	End Values as of 1/31/24
Market Value	8,120,899	8,143,592
Accrued Interest	61,125	67,886
<b>Total Market Value</b>	<b>8,182,024</b>	<b>8,211,478</b>
Income Earned	26,975	23,895
Cont/WD		0
Par	8,353,672	8,362,129
Book Value	8,147,078	8,164,211
Cost Value	8,138,479	8,154,220

TOP ISSUERS	
Government of United States	32.2%
Federal Home Loan Bank	18.2%
Federal Farm Credit Bank	10.6%
Federal National Mortgage Assoc	6.1%
Northern Trust Corp	3.0%
Caterpillar Inc	2.8%
Inter-American Dev Bank	2.6%
Honda Motor Corporation	2.5%
<b>Total</b>	<b>78.1%</b>



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	1/31/2023
MCWD Long Term Reserves	0.36%	4.78%	0.36%	4.57%	N/A	N/A	N/A	N/A	N/A
ICE BofA 1-10 Yr US Treasury & Agency Index	0.30%	4.52%	0.30%	2.93%	N/A	N/A	N/A	N/A	N/A

MCWD LADWP Sett Fd  
Account #10992

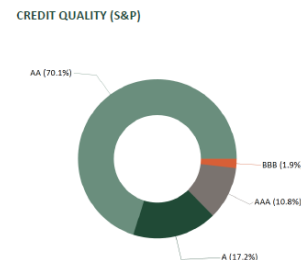
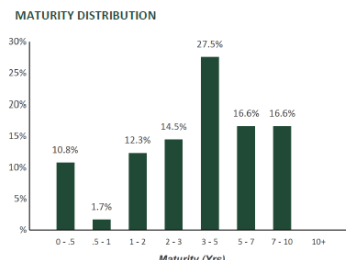
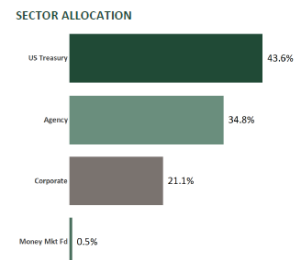
Portfolio Summary  
As of January 31, 2024



PORTFOLIO CHARACTERISTICS	
Average Modified Duration	3.55
Average Coupon	3.31%
Average Purchase YTM	4.50%
Average Market YTM	4.40%
Average S&P/Moody Rating	AA/Aa1
Average Final Maturity	4.06 yrs
Average Life	3.99 yrs

ACCOUNT SUMMARY		
	Beg. Values as of 12/31/23	End Values as of 1/31/24
Market Value	2,071,821	2,078,313
Accrued Interest	12,868	13,717
<b>Total Market Value</b>	<b>2,084,689</b>	<b>2,092,030</b>
Income Earned	7,447	7,507
Cont/WD		0
Par	2,142,147	2,146,339
Book Value	2,065,372	2,072,031
Cost Value	2,049,519	2,054,110

TOP ISSUERS	
Government of United States	43.6%
Federal Farm Credit Bank	18.0%
Federal Home Loan Bank	13.5%
JP Morgan Chase & Co	4.1%
Paccar Financial	2.2%
United Health Group Inc	2.1%
Morgan Stanley	2.1%
Bank of America Corp	2.1%
<b>Total</b>	<b>87.6%</b>



PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	9/30/2022
MCWD LADWP Sett Fd	0.35%	4.86%	0.35%	3.98%	N/A	N/A	N/A	N/A	4.47%
ICE BofA 1-10 Yr US Treasury & Agency Index	0.30%	4.52%	0.30%	2.93%	N/A	N/A	N/A	N/A	4.16%

Transaction Ledger  
 As of January 31, 2024



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	01/01/2024	31846V203	3,493.75	First American Govt Obligation Fund Class Y	1.000	4.98%	3,493.75	0.00	3,493.75	0.00
Purchase	01/02/2024	31846V203	151.41	First American Govt Obligation Fund Class Y	1.000	4.98%	151.41	0.00	151.41	0.00
Purchase	01/02/2024	31846V203	5,576.88	First American Govt Obligation Fund Class Y	1.000	4.98%	5,576.88	0.00	5,576.88	0.00
Purchase	01/02/2024	31846V203	54.49	First American Govt Obligation Fund Class Y	1.000	4.98%	54.49	0.00	54.49	0.00
Purchase	01/02/2024	31846V203	135.14	First American Govt Obligation Fund Class Y	1.000	4.98%	135.14	0.00	135.14	0.00
Purchase	01/06/2024	31846V203	800.00	First American Govt Obligation Fund Class Y	1.000	4.98%	800.00	0.00	800.00	0.00
Purchase	01/07/2024	31846V203	975.00	First American Govt Obligation Fund Class Y	1.000	4.98%	975.00	0.00	975.00	0.00
Purchase	01/09/2024	31846V203	781.25	First American Govt Obligation Fund Class Y	1.000	4.98%	781.25	0.00	781.25	0.00
Purchase	01/09/2024	31846V203	800,000.00	First American Govt Obligation Fund Class Y	1.000	4.98%	800,000.00	0.00	800,000.00	0.00
Purchase	01/11/2024	31846V203	80,000.00	First American Govt Obligation Fund Class Y	1.000	4.98%	80,000.00	0.00	80,000.00	0.00
Purchase	01/11/2024	31846V203	350,000.00	First American Govt Obligation Fund Class Y	1.000	4.98%	350,000.00	0.00	350,000.00	0.00
Purchase	01/15/2024	31846V203	4,156.25	First American Govt Obligation Fund Class Y	1.000	4.98%	4,156.25	0.00	4,156.25	0.00
Purchase	01/15/2024	31846V203	480.00	First American Govt Obligation Fund Class Y	1.000	4.98%	480.00	0.00	480.00	0.00
Purchase	01/15/2024	31846V203	300,000.00	First American Govt Obligation Fund Class Y	1.000	4.98%	300,000.00	0.00	300,000.00	0.00
Purchase	01/16/2024	31846V203	243.02	First American Govt Obligation Fund Class Y	1.000	4.98%	243.02	0.00	243.02	0.00
Purchase	01/16/2024	31846V203	213.24	First American Govt Obligation Fund Class Y	1.000	4.98%	213.24	0.00	213.24	0.00

# Transaction Ledger

As of January 31, 2024



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	01/16/2024	31846V203	328.16	First American Govt Obligation Fund Class Y	1.000	4.98%	328.16	0.00	328.16	0.00
Purchase	01/16/2024	31846V203	299.45	First American Govt Obligation Fund Class Y	1.000	4.98%	299.45	0.00	299.45	0.00
Purchase	01/16/2024	31846V203	187.50	First American Govt Obligation Fund Class Y	1.000	4.98%	187.50	0.00	187.50	0.00
Purchase	01/16/2024	31846V203	752.50	First American Govt Obligation Fund Class Y	1.000	4.98%	752.50	0.00	752.50	0.00
Purchase	01/16/2024	31846V203	305.33	First American Govt Obligation Fund Class Y	1.000	4.98%	305.33	0.00	305.33	0.00
Purchase	01/16/2024	31846V203	730.67	First American Govt Obligation Fund Class Y	1.000	4.98%	730.67	0.00	730.67	0.00
Purchase	01/16/2024	31846V203	296.08	First American Govt Obligation Fund Class Y	1.000	4.98%	296.08	0.00	296.08	0.00
Purchase	01/16/2024	31846V203	657.46	First American Govt Obligation Fund Class Y	1.000	4.98%	657.46	0.00	657.46	0.00
Purchase	01/16/2024	31846V203	955.17	First American Govt Obligation Fund Class Y	1.000	4.98%	955.17	0.00	955.17	0.00
Purchase	01/16/2024	31846V203	266.33	First American Govt Obligation Fund Class Y	1.000	4.98%	266.33	0.00	266.33	0.00
Purchase	01/16/2024	31846V203	3,103.94	First American Govt Obligation Fund Class Y	1.000	4.98%	3,103.94	0.00	3,103.94	0.00
Purchase	01/16/2024	31846V203	6,780.22	First American Govt Obligation Fund Class Y	1.000	4.98%	6,780.22	0.00	6,780.22	0.00
Purchase	01/17/2024	31846V203	7,308.75	First American Govt Obligation Fund Class Y	1.000	4.98%	7,308.75	0.00	7,308.75	0.00
Purchase	01/17/2024	31846V203	1,040.63	First American Govt Obligation Fund Class Y	1.000	4.98%	1,040.63	0.00	1,040.63	0.00
Purchase	01/17/2024	31846V203	165,000.00	First American Govt Obligation Fund Class Y	1.000	4.98%	165,000.00	0.00	165,000.00	0.00
Purchase	01/18/2024	31846V203	1,720.59	First American Govt Obligation Fund Class Y	1.000	4.98%	1,720.59	0.00	1,720.59	0.00

# Transaction Ledger

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	01/20/2024	31846V203	475.00	First American Govt Obligation Fund Class Y	1.000	4.98%	475.00	0.00	475.00	0.00
Purchase	01/20/2024	31846V203	2,375.00	First American Govt Obligation Fund Class Y	1.000	4.98%	2,375.00	0.00	2,375.00	0.00
Purchase	01/22/2024	31846V203	156.92	First American Govt Obligation Fund Class Y	1.000	4.98%	156.92	0.00	156.92	0.00
Purchase	01/22/2024	31846V203	259.88	First American Govt Obligation Fund Class Y	1.000	4.98%	259.88	0.00	259.88	0.00
Purchase	01/22/2024	31846V203	3,261.81	First American Govt Obligation Fund Class Y	1.000	4.98%	3,261.81	0.00	3,261.81	0.00
Purchase	01/22/2024	31846V203	8,658.21	First American Govt Obligation Fund Class Y	1.000	4.98%	8,658.21	0.00	8,658.21	0.00
Purchase	01/22/2024	31846V203	80,248.00	First American Govt Obligation Fund Class Y	1.000	4.98%	80,248.00	0.00	80,248.00	0.00
Purchase	01/23/2024	31846V203	4,000.00	First American Govt Obligation Fund Class Y	1.000	4.98%	4,000.00	0.00	4,000.00	0.00
Purchase	01/25/2024	31846V203	656.25	First American Govt Obligation Fund Class Y	1.000	4.98%	656.25	0.00	656.25	0.00
Purchase	01/25/2024	31846V203	2,812.50	First American Govt Obligation Fund Class Y	1.000	4.98%	2,812.50	0.00	2,812.50	0.00
Purchase	01/25/2024	31846V203	136.75	First American Govt Obligation Fund Class Y	1.000	4.98%	136.75	0.00	136.75	0.00
Purchase	01/25/2024	31846V203	289.07	First American Govt Obligation Fund Class Y	1.000	4.98%	289.07	0.00	289.07	0.00
Purchase	01/25/2024	31846V203	656.04	First American Govt Obligation Fund Class Y	1.000	4.98%	656.04	0.00	656.04	0.00
Purchase	01/25/2024	31846V203	715.00	First American Govt Obligation Fund Class Y	1.000	4.98%	715.00	0.00	715.00	0.00
Purchase	01/25/2024	31846V203	714.45	First American Govt Obligation Fund Class Y	1.000	4.98%	714.45	0.00	714.45	0.00
Purchase	01/25/2024	31846V203	343.28	First American Govt Obligation Fund Class Y	1.000	4.98%	343.28	0.00	343.28	0.00



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 As of January 31, 2024



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	01/25/2024	31846V203	226.28	First American Govt Obligation Fund Class Y	1.000	4.98%	226.28	0.00	226.28	0.00
Purchase	01/25/2024	31846V203	278.11	First American Govt Obligation Fund Class Y	1.000	4.98%	278.11	0.00	278.11	0.00
Purchase	01/25/2024	31846V203	174.23	First American Govt Obligation Fund Class Y	1.000	4.98%	174.23	0.00	174.23	0.00
Purchase	01/25/2024	31846V203	326.24	First American Govt Obligation Fund Class Y	1.000	4.98%	326.24	0.00	326.24	0.00
Purchase	01/25/2024	31846V203	247.00	First American Govt Obligation Fund Class Y	1.000	4.98%	247.00	0.00	247.00	0.00
Purchase	01/25/2024	31846V203	404.66	First American Govt Obligation Fund Class Y	1.000	4.98%	404.66	0.00	404.66	0.00
Purchase	01/25/2024	31846V203	115,552.52	First American Govt Obligation Fund Class Y	1.000	4.98%	115,552.52	0.00	115,552.52	0.00
Purchase	01/28/2024	31846V203	2,437.50	First American Govt Obligation Fund Class Y	1.000	4.98%	2,437.50	0.00	2,437.50	0.00
Purchase	01/29/2024	912796Y52	1,000,000.00	US Treasury Bill 5.029% Due 7/5/2024	97.793	5.21%	977,930.47	0.00	977,930.47	0.00
Purchase	01/29/2024	912797GK7	2,000,000.00	US Treasury Bill 4.855% Due 8/8/2024	97.411	5.05%	1,948,213.33	0.00	1,948,213.33	0.00
Purchase	01/29/2024	912797GQ4	170,000.00	US Treasury Bill 5.258% Due 3/7/2024	99.445	5.36%	169,056.57	0.00	169,056.57	0.00
Purchase	01/29/2024	912797HT7	500,000.00	US Treasury Bill 5.127% Due 6/6/2024	98.163	5.29%	490,815.02	0.00	490,815.02	0.00
Purchase	01/29/2024	912797JM0	1,000,000.00	US Treasury Bill 5.205% Due 4/9/2024	98.973	5.33%	989,734.58	0.00	989,734.58	0.00
Purchase	01/29/2024	91282CCX7	830,000.00	US Treasury Note 0.375% Due 9/15/2024	97.152	5.05%	806,364.45	1,162.91	807,527.36	0.00
Purchase	01/30/2024	3130AXQK7	250,000.00	Federal Home Loan Banks Note 4.75% Due 12/8/2028	103.033	4.05%	257,582.50	2,869.79	260,452.29	0.00
Purchase	01/30/2024	3130AXQK7	155,000.00	Federal Home Loan Banks Note 4.75% Due 12/8/2028	103.033	4.05%	159,701.15	1,779.27	161,480.42	0.00

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 As of January 31, 2024



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	01/30/2024	3130AYPN0	250,000.00	FHLB Note 4.125% Due 1/15/2027	99.897	4.16%	249,742.50	28.65	249,771.15	0.00
Purchase	01/30/2024	31846V203	500.00	First American Govt Obligation Fund Class Y	1.000	4.95%	500.00	0.00	500.00	0.00
Purchase	01/30/2024	31846V203	1,875.00	First American Govt Obligation Fund Class Y	1.000	4.95%	1,875.00	0.00	1,875.00	0.00
Purchase	01/30/2024	912797GX9	40,000.00	US Treasury Bill 5.25% Due 3/14/2024	99.358	5.36%	39,743.33	0.00	39,743.33	0.00
Purchase	01/31/2024	31846V203	3,125.00	First American Govt Obligation Fund Class Y	1.000	4.95%	3,125.00	0.00	3,125.00	0.00
Purchase	01/31/2024	69371RS80	45,000.00	Paccar Financial Corp Note 4.6% Due 1/31/2029	100.337	4.52%	45,151.65	0.00	45,151.65	0.00
Purchase	01/31/2024	69371RS80	100,000.00	Paccar Financial Corp Note 4.6% Due 1/31/2029	100.337	4.52%	100,337.00	0.00	100,337.00	0.00
<b>Subtotal</b>			<b>8,307,697.91</b>				<b>8,202,070.46</b>	<b>5,840.62</b>	<b>8,207,911.08</b>	<b>0.00</b>
Security Contribution	01/22/2024	31846V203	5,500,000.00	First American Govt Obligation Fund Class Y	1.000		5,500,000.00	0.00	5,500,000.00	0.00
<b>Subtotal</b>			<b>5,500,000.00</b>				<b>5,500,000.00</b>	<b>0.00</b>	<b>5,500,000.00</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>13,807,697.91</b>				<b>13,702,070.46</b>	<b>5,840.62</b>	<b>13,707,911.08</b>	<b>0.00</b>

<b>DISPOSITIONS</b>										
Sale	01/29/2024	31846V203	5,383,277.33	First American Govt Obligation Fund Class Y	1.000	4.98%	5,383,277.33	0.00	5,383,277.33	0.00
Sale	01/30/2024	31846V203	39,743.33	First American Govt Obligation Fund Class Y	1.000	4.95%	39,743.33	0.00	39,743.33	0.00
Sale	01/30/2024	31846V203	161,480.42	First American Govt Obligation Fund Class Y	1.000	4.95%	161,480.42	0.00	161,480.42	0.00
Sale	01/30/2024	31846V203	510,223.44	First American Govt Obligation Fund Class Y	1.000	4.95%	510,223.44	0.00	510,223.44	0.00
Sale	01/31/2024	31846V203	45,151.65	First American Govt Obligation Fund Class Y	1.000	4.95%	45,151.65	0.00	45,151.65	0.00

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Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>DISPOSITIONS</b>										
Sale	01/31/2024	31846V203	100,337.00	First American Govt Obligation Fund Class Y	1.000	4.95%	100,337.00	0.00	100,337.00	0.00
<b>Subtotal</b>			<b>6,240,213.17</b>				<b>6,240,213.17</b>	<b>0.00</b>	<b>6,240,213.17</b>	<b>0.00</b>
Paydown	01/16/2024	02582JJR2	0.00	American Express 2021-1 A 0.9% Due 11/15/2026	100.000		0.00	187.50	187.50	0.00
Paydown	01/16/2024	161571HT4	0.00	Chase Issuance Trust 23-A1 A 5.16% Due 9/15/2028	100.000		0.00	752.50	752.50	0.00
Paydown	01/16/2024	3128MEMN8	216.12	FHLMC FG G15565 3% Due 10/1/2030	100.000		216.12	26.90	243.02	0.00
Paydown	01/16/2024	31307PEF2	188.98	FHLMC FG J32834 2.5% Due 9/1/2030	100.000		188.98	24.26	213.24	0.00
Paydown	01/16/2024	31307PNB1	294.77	FHLMC FG J33086 3% Due 11/1/2030	100.000		294.77	33.39	328.16	0.00
Paydown	01/16/2024	3132KFBZ4	264.42	FHLMC FG V60956 2.5% Due 9/1/2030	100.000		264.42	35.03	299.45	0.00
Paydown	01/16/2024	44891RAC4	3,101.14	Hyundai Auto Receivables Trust 2020-C A3 0.38% Due 5/15/2025	100.000		3,101.14	2.80	3,103.94	0.00
Paydown	01/16/2024	448979AD6	0.00	Hyundai Auto Receivables Trust 2023-A A3 4.58% Due 4/15/2027	100.000		0.00	305.33	305.33	0.00
Paydown	01/16/2024	47787CAC7	0.00	John Deere Owner Trust 2023-C A3 5.48% Due 5/15/2028	100.000		0.00	730.67	730.67	0.00
Paydown	01/16/2024	47800AAC4	0.00	John Deere Owner Trust 2022-B A3 3.74% Due 2/16/2027	100.000		0.00	296.08	296.08	0.00
Paydown	01/16/2024	47800BAC2	0.00	John Deere Owner Trust 2022-C A3 5.09% Due 6/15/2027	100.000		0.00	657.46	657.46	0.00
Paydown	01/16/2024	58768PAC8	0.00	Mercedes-Benz Auto Receivables 2022- 1 A3 5.21% Due 8/16/2027	100.000		0.00	955.17	955.17	0.00

# Transaction Ledger

As of January 31, 2024



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>DISPOSITIONS</b>										
Paydown	01/16/2024	89231CAD9	0.00	Toyota Auto Receivables Owner 2022-C A3 3.76% Due 4/15/2027	100.000		0.00	266.33	266.33	0.00
Paydown	01/16/2024	89240BAC2	6,772.78	Toyota Auto Receivables Owners 2021-A A3 0.26% Due 5/15/2025	100.000		6,772.78	7.44	6,780.22	0.00
Paydown	01/18/2024	43813KAC6	1,720.06	Honda Auto Receivables Trust 2020-3 A3 0.37% Due 10/18/2024	100.000		1,720.06	0.53	1,720.59	0.00
Paydown	01/22/2024	379929AD4	0.00	GM Financial Auto Leasing 2023-3 A3 5.38% Due 11/20/2026	100.000		0.00	156.92	156.92	0.00
Paydown	01/22/2024	438123AC5	0.00	Honda Auto Receivables OT 2023-4 A3 5.67% Due 6/21/2028	100.000		0.00	259.88	259.88	0.00
Paydown	01/22/2024	43813GAC5	3,258.26	Honda Auto Receivables Trust 2021-1 A3 0.27% Due 4/21/2025	100.000		3,258.26	3.55	3,261.81	0.00
Paydown	01/22/2024	43815GAC3	8,573.93	Honda Auto Receivables Trust 2021-4 A3 0.88% Due 1/21/2026	100.000		8,573.93	84.28	8,658.21	0.00
Paydown	01/22/2024	92348KAV5	80,000.00	Verizon Master Trust 2022-5 A1A 3.72% Due 7/20/2027	100.000		80,000.00	248.00	80,248.00	0.00
Paydown	01/25/2024	05592XAD2	0.00	BMW Vehicle Owner Trust 2023-A A3 5.47% Due 2/25/2028	100.000		0.00	136.75	136.75	0.00
Paydown	01/25/2024	3137BSRE5	0.00	FHLMC K059 A2 3.12% Due 9/25/2026	100.000		0.00	715.00	715.00	0.00
Paydown	01/25/2024	3137BWWD2	0.00	FHLMC K725 A2 3.002% Due 1/25/2024	100.000		0.00	289.07	289.07	0.00
Paydown	01/25/2024	3137FBTA4	281.22	FHLMC K278 A2 3.064% Due 8/25/2024	100.000		281.22	433.23	714.45	0.00
Paydown	01/25/2024	3137FETN0	0.00	FHLMC K073 A2 3.35% Due 1/25/2028	100.000		0.00	656.04	656.04	0.00
Paydown	01/25/2024	3138ETA55	312.94	FNMA FN AL8127 2% Due 1/1/2031	100.000		312.94	30.34	343.28	0.00

## Transaction Ledger

As of January 31, 2024



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>DISPOSITIONS</b>										
Paydown	01/25/2024	3138WE3R8	195.96	FNMA FN AS5307 3% Due 7/1/2030	100.000		195.96	30.32	226.28	0.00
Paydown	01/25/2024	3138WE5U9	245.71	FNMA FN AS5358 3% Due 7/1/2030	100.000		245.71	32.40	278.11	0.00
Paydown	01/25/2024	3138YDAS8	155.13	FNMA FN AY0016 2.5% Due 1/1/2030	100.000		155.13	19.10	174.23	0.00
Paydown	01/25/2024	3138YR6T0	289.47	FNMA FN AZ0881 2.5% Due 7/1/2030	100.000		289.47	36.77	326.24	0.00
Paydown	01/25/2024	3138YTMT8	215.08	FNMA FN AZ2169 2.5% Due 7/1/2030	100.000		215.08	31.92	247.00	0.00
Paydown	01/25/2024	31418BLL8	342.89	FNMA FN MA2130 3.5% Due 12/1/2029	100.000		342.89	61.77	404.66	0.00
<b>Subtotal</b>			<b>106,428.86</b>				<b>106,428.86</b>	<b>7,506.73</b>	<b>113,935.59</b>	<b>0.00</b>
Maturity	01/09/2024	912797HY6	800,000.00	US Treasury Bill 5.303% Due 1/9/2024	100.000		800,000.00	0.00	800,000.00	0.00
Maturity	01/11/2024	912797GC5	80,000.00	US Treasury Bill 5.271% Due 1/11/2024	100.000		80,000.00	0.00	80,000.00	0.00
Maturity	01/11/2024	912797GC5	350,000.00	US Treasury Bill 5.271% Due 1/11/2024	100.000		350,000.00	0.00	350,000.00	0.00
Maturity	01/15/2024	91282CBE0	300,000.00	US Treasury Note 0.125% Due 1/15/2024	100.000		300,000.00	0.00	300,000.00	0.00
Maturity	01/17/2024	24422EVN6	165,000.00	John Deere Capital Corp Note 0.45% Due 1/17/2024	100.000		165,000.00	0.00	165,000.00	0.00
Maturity	01/25/2024	3137BWWD2	115,552.52	FHLMC K725 A2 3.002% Due 1/25/2024	100.000		115,552.52	0.00	115,552.52	0.00
<b>Subtotal</b>			<b>1,810,552.52</b>				<b>1,810,552.52</b>	<b>0.00</b>	<b>1,810,552.52</b>	<b>0.00</b>
Security Withdrawal	01/08/2024	31846V203	2,427.30	First American Govt Obligation Fund Class Y	1.000		2,427.30	0.00	2,427.30	0.00
Security Withdrawal	01/16/2024	31846V203	400,000.00	First American Govt Obligation Fund Class Y	1.000		400,000.00	0.00	400,000.00	0.00

# Transaction Ledger

As of January 31, 2024



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>DISPOSITIONS</b>										
Security Withdrawal	01/26/2024	31846V203	237.66	First American Govt Obligation Fund Class Y	1.000		237.66	0.00	237.66	0.00
<b>Subtotal</b>			<b>402,664.96</b>				<b>402,664.96</b>	<b>0.00</b>	<b>402,664.96</b>	<b>0.00</b>
<b>TOTAL DISPOSITIONS</b>			<b>8,559,859.51</b>				<b>8,559,859.51</b>	<b>7,506.73</b>	<b>8,567,366.24</b>	<b>0.00</b>
<b>OTHER TRANSACTIONS</b>										
Interest	01/01/2024	4581X0EE4	215,000.00	Inter-American Dev Bank Note 3.25% Due 7/1/2024	0.000		3,493.75	0.00	3,493.75	0.00
Interest	01/06/2024	3133EN5N6	40,000.00	FFCB Note 4% Due 1/6/2028	0.000		800.00	0.00	800.00	0.00
Interest	01/07/2024	3135G0X24	120,000.00	FNMA Note 1.625% Due 1/7/2025	0.000		975.00	0.00	975.00	0.00
Interest	01/09/2024	06367TQW3	250,000.00	Bank of Montreal Note 0.625% Due 7/9/2024	0.000		781.25	0.00	781.25	0.00
Interest	01/15/2024	26444HAC5	30,000.00	Duke Energy Florida LLC Callable Note Cont 10/15/2026 3.2% Due 1/15/2027	0.000		480.00	0.00	480.00	0.00
Interest	01/15/2024	3133EMNF5	400,000.00	FFCB Note 0.375% Due 1/15/2025	0.000		750.00	0.00	750.00	0.00
Interest	01/15/2024	79466LAG9	250,000.00	Salesforce.com Inc Callable Note Cont 7/15/2022 0.625% Due 7/15/2024	0.000		781.25	0.00	781.25	0.00
Interest	01/15/2024	87612EBM7	250,000.00	Target Corp Callable Note Cont 12/15/2026 1.95% Due 1/15/2027	0.000		2,437.50	0.00	2,437.50	0.00
Interest	01/15/2024	91282CBE0	300,000.00	US Treasury Note 0.125% Due 1/15/2024	0.000		187.50	0.00	187.50	0.00

## Transaction Ledger

As of January 31, 2024



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>OTHER TRANSACTIONS</b>										
Interest	01/17/2024	24422EVN6	165,000.00	John Deere Capital Corp Note 0.45% Due 1/17/2024	0.000		371.25	0.00	371.25	0.00
Interest	01/17/2024	3133EPQC2	300,000.00	FFCB Note 4.625% Due 7/17/2026	0.000		6,937.50	0.00	6,937.50	0.00
Interest	01/17/2024	3133EPQC2	45,000.00	FFCB Note 4.625% Due 7/17/2026	0.000		1,040.63	0.00	1,040.63	0.00
Interest	01/20/2024	24422EWR6	20,000.00	John Deere Capital Corp Note 4.75% Due 1/20/2028	0.000		475.00	0.00	475.00	0.00
Interest	01/20/2024	24422EWR6	100,000.00	John Deere Capital Corp Note 4.75% Due 1/20/2028	0.000		2,375.00	0.00	2,375.00	0.00
Interest	01/23/2024	6174468C6	200,000.00	Morgan Stanley Note 4% Due 7/23/2025	0.000		4,000.00	0.00	4,000.00	0.00
Interest	01/25/2024	3133EN7B0	35,000.00	FFCB Note 3.75% Due 1/25/2030	0.000		656.25	0.00	656.25	0.00
Interest	01/25/2024	3133EN7B0	150,000.00	FFCB Note 3.75% Due 1/25/2030	0.000		2,812.50	0.00	2,812.50	0.00
Interest	01/28/2024	3133END64	150,000.00	FFCB Note 3.25% Due 7/28/2032	0.000		2,437.50	0.00	2,437.50	0.00
Interest	01/30/2024	3133EPZY4	40,000.00	FFCB Note 5% Due 7/30/2026	0.000		500.00	0.00	500.00	0.00
Interest	01/30/2024	3133EPZY4	150,000.00	FFCB Note 5% Due 7/30/2026	0.000		1,875.00	0.00	1,875.00	0.00
Interest	01/31/2024	912828Y87	300,000.00	US Treasury Note 1.75% Due 7/31/2024	0.000		2,625.00	0.00	2,625.00	0.00
Interest	01/31/2024	91282CAB7	400,000.00	US Treasury Note 0.25% Due 7/31/2025	0.000		500.00	0.00	500.00	0.00
<b>Subtotal</b>			<b>3,910,000.00</b>				<b>37,291.88</b>	<b>0.00</b>	<b>37,291.88</b>	<b>0.00</b>
Dividend	01/02/2024	31846V203	16,235.21	First American Govt Obligation Fund Class Y	0.000		151.41	0.00	151.41	0.00
Dividend	01/02/2024	31846V203	501,299.24	First American Govt Obligation Fund Class Y	0.000		5,576.88	0.00	5,576.88	0.00

## Transaction Ledger

As of January 31, 2024



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>OTHER TRANSACTIONS</b>										
Dividend	01/02/2024	31846V203	8,391.45	First American Govt Obligation Fund Class Y	0.000		54.49	0.00	54.49	0.00
Dividend	01/02/2024	31846V203	12,147.40	First American Govt Obligation Fund Class Y	0.000		135.14	0.00	135.14	0.00
<b>Subtotal</b>			<b>538,073.30</b>				<b>5,917.92</b>	<b>0.00</b>	<b>5,917.92</b>	<b>0.00</b>
<b>TOTAL OTHER TRANSACTIONS</b>			<b>4,448,073.30</b>				<b>43,209.80</b>	<b>0.00</b>	<b>43,209.80</b>	<b>0.00</b>



### District Projects

- **5-Year Capital Improvement Plan (CIP) Update** – This long-term project is a high priority for 2024. See the separate staff report, C-2, for more information on this item. This section will be updated after discussion and approval of the CIP.

### Department Activities

- **Consultant Requests for Qualification (RFQs) for Master Services Agreements** – RFQs are being prepared for on-call/as-needed contracts for structural engineering, hydrogeology, and a third-party technical advisor for the Ormat CD-IV monitoring. RFQs for land surveying, geotechnical engineering and materials testing, and water/wastewater specialties will be prepared as time allows.
- **Project Management Training and Procurement Flow Chart** – Nothing new to report. Engineering is working with the General Manager's office on a one-page guide to clarify and standardize the processes, documents, roles and responsibilities for managing projects at the District. The goal is to increase communication between team members and facilitate efficient delivery of projects whether they are performed in-house or by outside contractors.
- **Waste Discharge Requirements (WDRs)** – Nothing new to report. Staff met with Lahontan in December to pick up the discussion of the Laurel Pond monitoring wells and proposed groundwater/basin plan amendment study. It appears that four wells may require a second well with a shallower screen construction. Staff is hiring a hydrogeologist consultant to assist us in developing a work program for the new wells. Staff is also working on a cooperative agreement with Lahontan and an update to the proposal for a basin plan amendment study to define site-specific water quality beneficial uses at Laurel Pond.
- **Groundwater Sampling, Modeling, and Reporting**
  - **Ormat CD IV Geothermal Monitoring and Response Plan (GMRP)** – An RFQ is being prepared to select a third-party technical advisor to perform unbiased, high-level analysis of the data. The LVHAC partners have requested that MCWD take ownership of another USGS shallow monitoring well north of Mammoth Airport (LV-19) and the Inyo National Forest is initiating the transfer process with the USGS.
  - **Annual Groundwater Report to California Department of Fish and Wildlife (the Ken Schmidt Report)** – This is an ongoing task resulting from a settlement with CDFW related to well drilling. The paper report format and process is outdated. This year Engineering will work with Operations to reach out to CDFW to modernize our approach and delivery methods.
- **Recycled Water Program** –
  - **Golf Course Irrigation** – Snowcreek has submitted a Development Agreement Amendment application to the Town and it requests the requirement to build the 18 hole golf course be removed. Chadmar has not discussed their future needs for recycled water with us, but it appears they are planning for a project with less, not more, recycled water demand.
  - **Re-evaluate Supply and Potential Uses** – The recycled water program was originally sized to supply the current golf course irrigation at Sierra Star (18 holes) and Snowcreek (9-holes), another 9-hole

golf course at Snowcreek VIII, the sports fields at Shady Rest Park, expanded trucked recycled water outside of District boundaries, and enough effluent to Laurel Pond to maintain an 18-acre size. With the apparent reduced demand at Snowcreek, staff is actively exploring the following projects:

- **Shady Rest Park Recycled Water Pipeline and Irrigation Conversion**
- **Recycled Water “On Demand” System Conversion**
- **HOA Recycled Water Irrigation Conversions**
- **Expanded Trucked Recycled Water** – At Board direction, staff will work to expand MCWD trucked recycled water to construction projects outside of the MCWD service area. Staff will prepare a minor update to the Title 22 Engineering Report and a recommendation for a new fee during the budget process so that this service will be available for the next construction season.
- **Out-of-District (OOD) Service Agreements –**
  - **Process, Policy, and Code Provisions** – The OOD Policy was approved in January.
  - **Sierra Meadows Ranch** – Edits have been made to the draft OOD agreement and legal counsel is reviewing it. SMR is in the process of renewing their 20-year lease for their existing operation with the Forest Service. They are still planning a significant expansion.
  - **Other OOD Commercial Customers** – There are a total of 13 OOD commercial customers who need updated agreements. The next one that should be addressed is the USFS.
  - **LAFCO Municipal Services Review (MSR) and Sphere of Influence Recommendation** – Nothing new to report. LAFCO has prepared a draft updated MSR for MCWD and has submitted it for review. The previous MSR was prepared in 2010 and the update requires a significant amount of new information on MCWD services, budgets, etc. Engineering staff will coordinate with RSD and others on the review. The Sphere of Influence Recommendation may influence future policy decisions related to water and sewer service for the Mammoth Main Redevelopment Project.
  - **Mammoth Main Redevelopment** – Nothing new to report. Alterra and Town planners have decided to analyze a project alternative involving conveyance to MCWD. The joint CEQA/NEPA document is expected to be released for review in mid-2024.
- **Well Site Acquisition and Exploration Plan –**
  - **The Town of Mammoth Lakes’ “Bell Shaped Parcel”** – Nothing new to report. This alternative came up recently and may be a feasible area for exploration because of its proximity to the raw water line serving Groundwater Treatment Plant 2.
  - **Alterra/Dry Creek** – Nothing new to report. The MMSA Main Lodge Redevelopment project is dependent on significant additional water resources from the Dry Creek groundwater basin. However, their scoping documents say that no new wells are required in addition to the two replacement wells that were drilled and pump-tested in summer 2022. There will be more analysis in the CEQA/NEPA process.
  - **Alterra/Sierra Star Golf Course** – Nothing new to report. Alterra needs to update their Eagle Lodge building plans. Alterra still needs the land at Well 16 for this project and remains willing to negotiate for additional well sites adjacent to Sierra Star.

- **Snowcreek VIII** – Nothing new to report. Replacement well sites for Wells 6 and 10 and additional well sites will be explored when development plans progress. The previous District Engineer believed the Snowcreek VIII area was not a good location for production wells, but the available data is being re-evaluated to understand why.
- **Inyo National Forest Well 11** – Administrative access to Well 11 was recently added to our USFS Master Use Permit map. This may be a step in the right direction toward getting USFS approval for a production well on USFS property. However, the District Ranger continues to be unavailable to discuss this and other high-priority coordination items. Well 11 is at the base of the Sherwins near Hidden Lake. It was pump tested in 2011 and determined to be a viable site to drill a production well with little influence on other nearby wells. With the passing of time, and staff turnover, we are re-evaluating it as an alternative. The Town is pushing for multi-use trails in the area and there is a potential to coordinate well access.
- **Inyo National Forest Permitting and Coordination** –
  - **Laurel Pond Memorandum of Agreement (MOA)** – Nothing new to report. The draft MOA is still undergoing Forest Service review.
  - **Master Use Permit Updates** – Monitoring well SC-2 and administrative access to Well 11 have been added to our permitted facilities map.
  - **Lake Mary Dam Spillway** – Nothing new to report. MCWD staff's last contact was in July of 2022 when Operations staff met with INF and Bureau of Reclamation staff to look at the spillway. An updated Grainger-Thye permit from the Inyo National Forest would replace the existing active permit that allows MCWD to operate the Langeman gate on Lake Mary for water storage. The dam is owned by the Forest Service. The Forest Service is working with the Bureau of Reclamation on a potential project to construct a spillway that meets USFS standards as identified in their Dam Hazard Analysis.
- **MCWD Code Overhaul** – Engineering staff is actively assisting with the updates to Chapter 8 (Environmental), Chapter 11 (Sewer Code), and Chapter 12 (Water Code).
- **USGS-Proposed Communications Tower and Lease** – USGS staff have hired consultants to prepare plans and engineering for the proposed new 60' communications tower. Engineering staff has provided them contacts for the Town Planning Department. A two-year lease extension was signed for the existing facilities in June 2022.
- **AmeriGas Juniper Tank Lease Amendment** – Nothing new to report. The existing lease has expired and the General Manager's office is working with AmeriGas corporate on an extension. It is not clear if AmeriGas is still interested in this change. The project also requires approval from the Forest Service for the planned propane main connection in the Chair 15/Eagle ski run.

### Permits

- **Snowcreek VII Phases 1, 2, and 3** – Construction of the final condo building is underway and Engineering staff has provided the developer a close out punch list (installation of irrigation meters, final easements, and correcting some manhole lids). Staff is requiring a \$47k bond to ensure the punch list items are completed prior to signing off on the final condo.

- **Limelight Hotel and Geothermal Project –**
  - **Hotel Connection Permit** – The Connection Permit is issued, connections have been made in Canyon Boulevard, and hotel construction is well underway.
  - **Geothermal Project** – Nothing new to report. The architect has stated that the geothermal project has been delayed and will be completed in a future phase. Per the signed Letter of Intent with Aspen Ski Company (ASC), a cooperating agreement and GMRP needs to be finalized that will ensure that potential impacts to the drinking water aquifer from this project are identified and mitigated. ASC has agreed to drill a monitoring well on-site which will require a MCWD well drilling permit. The cooperating agreement, GMRP, and well drilling permit will be brought to the Board for consideration at a future meeting.
- **Town of Mammoth Lakes Community Recreation Center (CRC)** – The CRC opened to the public this fall but still has a punch list for permit final. Notable items are construction of a retaining wall to permanently stabilize the water main at the back of the property.
- **Town of Mammoth Lakes Dog Park** – The Town hired a contractor to construct a dog park across from the student housing at Cerro Coso Community College. The project includes public restrooms.
- **Alterra Woolly's Tube Park and Maintenance Garage** – Construction of the day lodge is in winter suspension. The temporary restrooms that were installed last fall are expected to remain in service through winter 2024. MMSA is working to correct the deficiencies identified on our site visit of the maintenance garage. Specifically, the floor drains in the heavy equipment mechanic areas are currently connected to the sanitary sewer.
- **The Parcel** – The developer, Pacific, is continuing construction of Phase 1 (the first 80 units in two buildings plus a childcare facility). The project is being constructed using a modular system with modules that are fabricated in an Idaho factory. Phase 1 is expected to be completed and occupied later in 2024. The extensions of Tavern Road and Tamarack Street, and all utilities, are being installed this year. Phase 2 (76 units) has been funded (\$46M) and is in the plan review phase. Planning has started for Phase 3.
- **Sierra Nevada Resort Redevelopment Phase 1 (Cabins)** – Construction of the cabins is complete. The developer will need to apply for a landscape irrigation permit.
- **Mammoth Hospital North Wing** – Permits have been issued and construction has started on Phase 1 which includes re-grading of the ER entrance and parking. The hospital is planning an expansion that will require expanded water and sewer service and a new requirement to have 48 hours of emergency water and sewer independent from the public systems.
- **Mammoth Disposal** – This project is nearing completion. With the closure of Benton Crossing Landfill at the end of 2022, Mammoth Disposal is now using their new long-haul transfer facilities in the Industrial Park. The Mammoth Disposal Transfer Station was permitted to accept up to 15 tons per day of municipal solid waste (MSW). The expansion to a large-volume transfer station permits up to 500 tons of MSW per day.
- **The Villas Phase 3 (Obsidian)** – Construction and connection permits have been issued for the infrastructure and the first townhome buildings. The contractor has begun rough grading and plans to complete the installation of water/sewer mains this year. Upon completion of the project, the District will take over 900

feet of sewer main and 1,100 feet of water main, connecting existing water mains from Dorrance Drive to Callahan Way.

- **Mammoth Creek Inn Remodel** – This hotel remodel project has seen lots of changes, red-tags, starts and stops. The contractor has started again and the Town has granted an extension on the ongoing enforcement action.
- **Residence Inn by Marriott on Berner Street** – Demolition has started on this site and construction is expected to start in 2024. A building permit application for this new 101-room hotel was submitted to the Town in January but we have not received an application for a connection permit yet.
- **Innsbruck Lodge Housing Conversion** – Nothing new to report. This Mammoth Lakes Housing project will redevelop sixteen existing motel rooms into residential affordable housing. Renovations include exterior and interior upgrades including thirteen studios, two 1-bedroom units, and one manager’s unit. A permit has been issued.
- **Highmark Hotel (Sierra Center Mall)** – The Town extended the deadline to June 2024 for the applicant to make plan corrections to the “core and shell” package and get a permit. Staff is working with their engineers on plan reviews to get the necessary MCWD permits (both a Construction Permit for off-site sewer improvements and a Connection Permit for the “core and shell”).
- **Snowcreek VIII** – At full build-out of the project will provide up to 790 dwelling units, a 400-room hotel, retail, and an additional 9-hole golf course with a practice facility (or potentially no golf course).
  - **Development Agreement Amendment** – Snowcreek has submitted a Development Agreement Amendment application to the Town and it requests the requirement to build the 18 hole golf course be removed.
  - **TTM 22-004 Phase 1** – Staff is working with the Town and developer on phasing. Phase 1 of this project involves construction of 160 for sale condominium units in 39 three and four-plex buildings.
    - **Water and Sewer Infrastructure Design, Permitting, and Transfer Agreement** – Staff has reviewed the conceptual plans and provided comments. Significant work is required before the plans will be ready for Construction permits.
  - **Mono County Property Tax Share Agreement** – This agreement is complete!
  - **Recycled Water Agreement Amendment** – Nothing new to report. The District’s obligation to supply recycled water to the additional 9-hole golf course and common area landscaping at Snowcreek VIII has expired and needs to be reviewed and potentially re-negotiated.
  - **Potential New Well Sites** – Nothing new to report. We are discussing sites to drill replacements for Wells 6 and 10.
- **VTPM 10-001 Plum/Tamarack** – Staff met with the developer to discuss water and sewer service for this project and required easements but has not submitted a permit application with plans. The developer has submitted an application to the Town to finalize this Vesting Tentative Parcel Map located at the end of Tamarack Street. The map was first approved in 2012 and was set to expire in 2023 but the clock has stopped now that a complete application has been submitted.

- **Access Apartments (MLH)** – Nothing new to report. Mammoth Lakes Housing is renovating two (2) existing commercial buildings into an 11-unit affordable housing complex. The agreement allowing MCWD connection fees to be delayed was signed and the permit has been issued.
- **60 Joaquin Road** – This project is under construction. The Town of Mammoth Lakes is working on this 4-unit affordable housing project. The plan is to develop it as a Planned Unit Development (PUD) and construct it using the Design-Build procurement method.
- **Terra Blanca Townhomes** – Nothing new to report. This proposal would redevelop the La Sierra’s property into townhomes.
- **Mammoth View** – Nothing new to report. This project is coming back after a long silence. The latest proposal includes 19 duplex single family residence buildings (38 units) in the upper portion with vehicular ingress and egress through Viewpoint Road; as well as 14 townhome triplex units across 5 buildings fronting Alpine Circle; and 6,750SF of commercial space on the corner of Main Street and Mountain Boulevard.
- **6060 Minaret Road (Yotel Re-do?)** – A new 100 room hotel proposal on the old Nevados site was recently submitted to the Town for preliminary review.
- **Beacon Mammoth** – The owners of the properties east of Minaret Road and south of Forest Trail currently used as parking for the Village are exploring a new mixed-use development. The proposal includes an 80-100 room hotel, 170-190 condos, two restaurants, and other amenities.
- **Permit Processing, Forms and Applications** – The new Tyler EnerGov Permit Software System is live. Staff continues to implement the system and work out bugs.

#### **Executive Summary**

All PCs under the current FY24 Workstation Replacement Program have been deployed. In addition, a server was spec'd and ordered for the upcoming replacement of the MCWDVSVR12 and MCWDGIS servers. The District AMI system remains in good health overall and the team will continue regular monthly meetings to address any meter system concerns on the dual R450/R900 AMI system. ISD continues to pursue network resiliency and improvement projects with several network hardware additions configured over the past month, as well as administration of recently deployed FirstNet network equipment. ISD and Engineering are also pursuing a Utility Network implementation as a one-time upgrade to the District GIS system. The Utility Network will be a major enhancement to the District GIS and serve as a planning and modeling tool for upcoming Capital Improvement Projects. ISD and Engineering staff have commenced a comprehensive GIS data review in preparation for this project. Lastly, the SCADA upgrade project continues forward with significant progress made on final punch list deliverables.

#### **Hardware Systems**

- *SCADA System Upgrade* – ISD and Operations are conducting weekly meetings with the consultant on remaining items to complete the SCADA upgrade project. All users have been trained and are currently accessing the new SCADA system. During the past month, significant progress has been made for Trend and Excel Work Resource access and the resolution of a couple remote access protocol bugs. The remaining items still being worked on are totalization scripts and transfer of Excel reports. MCWD is running parallel SCADA systems until all cut-over testing is finalized. Documentation for user setup and training, and administration of the new system is being developed. The old SCADA system will be decommissioned upon completion of the project.
- *AMI System* - The Automated Meter Infrastructure (AMI) Committee continues monthly meetings to support the health of the District R450/R900 system. All R450 and R900 collectors are functioning properly and reporting normal levels of meter reads. Staff are currently utilizing the monthly meetings to discuss system upgrades, optimize billing reads, investigate Detector Assembly installations, and analyze usage patterns by billing group.
- The final two workstations bulk ordered under the current FY Annual Workstation Program have been set up and deployed for Administration and Finance departments. In addition, the replacement MCWDSVR12 and MCWDGIS servers were ordered. This will conclude the current FY Workstation Replacement Program activity for the year.
- ISD spec'd and ordered new server hardware for the replacement of the MCWDSVR12 and MCWDGIS Servers. The two servers up for replacement will both run as individual Virtual Machines (VMs) on the new piece of hardware. The server is being spec'd for adequate future growth as well as the potential for a third VM GIS Server during the Utility Network upgrade. The new hardware is scheduled to arrive towards the end of February and configuration and deployment of the new servers will be pending thereafter.
- Staff are undertaking a major cleaning and re-organization project in the MCWD Server Room. Older equipment is being e-recycled as necessary and all remaining equipment is being labeled and placed in appropriate storage bins.
- Ongoing hardware support, maintenance, and updates.

#### **Software Systems**

- ISD transferred the GNet Premium Sewer Inspection license from the C550 Lateral Inspection unit back to the TV Van after the van underwent significant repair over the past several months. ISD and Maintenance will plan for a TV Box Truck and PC upgrade all at the same time in a couple more years. In addition to the license transfer, all GNet Advanced and Viewer licenses were upgraded to the latest 5.8 version.
- Staff is currently setting up Multi-Factor Authentication (MFA) on all District Office 365 accounts.
- Performed firmware updates on all District network equipment and cameras.
- Troubleshoot and resolved Adobe Acrobat performance issue for several users.
- Ongoing software support, maintenance, and updates.

#### **Administrative**

- ISD participates in regular monthly Tyler Integration and Customer Service meetings. The goal of the meeting is to ensure continuous collaboration between ISD, RSD, Finance and Administration for all Tyler software integrations and customer outreach initiatives. It is a forum to raise issues that concern billing, public relations and customer service processes and develop strategies for resolution.
- Staff converted MCWD Hockey Banner design from RSD and Administration into proper file format for submission to TOML printer for new Mammoth Lakes Ice Rink.
- Conducted Office 365 maintenance, distribution group and email account administration.
- Continued administration of VoIP phones, iPads, laptops.

#### **Network and Cybersecurity**

- *First Net* - ISD is pleased to report that all recently added FirstNet equipment is performing well and offering increased network reliability for field staff operations. In total, MCWD now has three WiFi trucks, a mobile Nighthawk, a rugged Field Laptop, and several iPads and phones on FirstNet service. Equipment is being implemented for redundant failover internet service from FirstNet should the primary ISP fail. Staff recently configured a FirstNet demo router and will be conducting failover network tests on the equipment soon. ISD is also in discussions with Onward for optimal North/South circuit configuration for the primary District ISP. Onward continues to install new hardware and software equipment to manage its Digital 395 network and has notified the District of a new diverse solution for N/S circuit redundancy that should be available for implementation by late March.
- ISD continues to manage and deploy new cybersecurity campaigns for all staff on the MCWD network. All staff participate in regular monthly training to prevent common industry threats. MCWD staff are also using Multi-Factor Authentication (MFA) via an external personal device to login to their desktop PC and Office 365 accounts.
- Staff continues to administer and install new network and camera equipment in District buildings and facilities. During the past month, an additional switch and access point were added to the Line Maintenance office as well as new cable drops for all five workstations in that room. A new WiFi Access Point was added to the Board Room in the Administration building as well. In addition, a



new network bridge was installed for the Vehicle storage building, with additional camera installations planned for next month in that building and in the Equipment Storage building as well.

- Managing remote access client connection software and devices, administering additional machines and users as necessary for remote access.
- All network systems secure, no data loss or intrusions.

#### **GIS**

- *Utility Network* - ISD and Engineering staff are working together on a long-term standalone upgrade to the MCWD GIS system by transitioning it to a Utility Network. This is a one-time modernization project for the District GIS system and will be utilized as a planning and management tool for upcoming Capital Improvement Projects. Staff is currently working on a draft Request for Proposals (RFP) and Scope of Services regarding the implementation of a Utility Network for the MCWD GIS system. For MCWD, the new Utility Network will support all aspects of GIS utility management and be especially useful for current water and sewer modeling efforts. GIS and Engineering staff have begun a major data cleanup of the entire GIS in advance of the UN project kickoff.
- Utility Network GIS data cleanup activity currently underway: removal of Geometric Network on Water dataset prior to Utility Network conversion, deconstruction of Miscellaneous Assets into several new Feature Classes (Couplings, Dead Ends, Fittings, Reducers, Comfort Stations, etc.), Water line material type and size analysis, Sewer Top Hat Feature Class creation, addition of all Line Maintenance Sewer Rehabilitation work (cracks, roots, grout, Armco) into Sewer mainline feature class, Sewer Line modeling work, and various other data cleanup as necessary.
- Created and disseminated Eastern Sierra Climate and Communities Resilience Project (ESCCRP) Local Fuels Reduction Map for inclusion and consideration in January and upcoming March Board packets. The map depicts the ESCCRP Project boundary and work performed to date in relation to MCWD Facilities and the Mammoth Basin.
- ISD and Engineering staff are developing training plans and have scheduled upcoming courses for ESRI led ArcPro training and continued integration of ArcPro in MCWD GIS environment.
- ISD added additional photo attachment functionality to the Propane Tank Dig GIS Collector application for MLFPD staff to utilize in the field.
- GIS staff also reset the MLFPD Hydrant Dig application per request as MLFPD has additional shoveling resources arriving in Town after recent storm activity and wanted to start on a clean slate this year, a relatively late start to the first hydrant dig activity of the season.

#### **MCWD Websites**

- Continued maintenance and security for all MCWD web platforms: MCWD Internet, MCWD Intranet, and MCWD GIS Portal.
- Postings or updates to Internet/Facebook sites
  - Mammoth Creek Streamflow Data ending 1-30-24.
  - Conducting regular quarterly review of all web content with each department.
  - Performed all Administration, RSD, Operations, Maintenance and Engineering Permit page revisions on MCWD website.
  - Posted Request for Proposals (RFP) for Qualified Comprehensive Banking Services.
  - January Board Meeting Materials.

# **MAMMOTH COMMUNITY WATER DISTRICT**

## *Information Systems Report*

*February 2024*

Agenda Item: B-5

02-15-2024

- 
- Posted/removed Instrumentation Technician Job Bulletin.
  - Posted Proposed Regulations for Out-of-District Cabin Sewer Service.
  - MCWD Welcomes Recent Storms Snow Survey Press Release 1-26-24.
  - Updated MCWD website Our Staff page per recent staffing changes.
  - Postings or updates to Intranet site
    - Performed general maintenance, updated Department Pages, Staff Schedule, and Phone Contact List.
    - Updated Laboratory Chain of Custody to latest version.

#### **Administration**

- Continuous and ongoing activities associated with day-to-day administration, including but not limited to:
  - Administrative, organizational, and operational policy development, guidelines, implementation, and related day-to-day projects
  - Preliminary research in preparation for L12 MOU Wage Reopener Negotiations
  - Non-personnel and personnel-based legal matters, e.g., ADA/FEHA, COBRA/CalCOBRA, etc.
- Legislative/Client Update 02/2024 (provided by LCW/CSDA):
  - None to report at this time

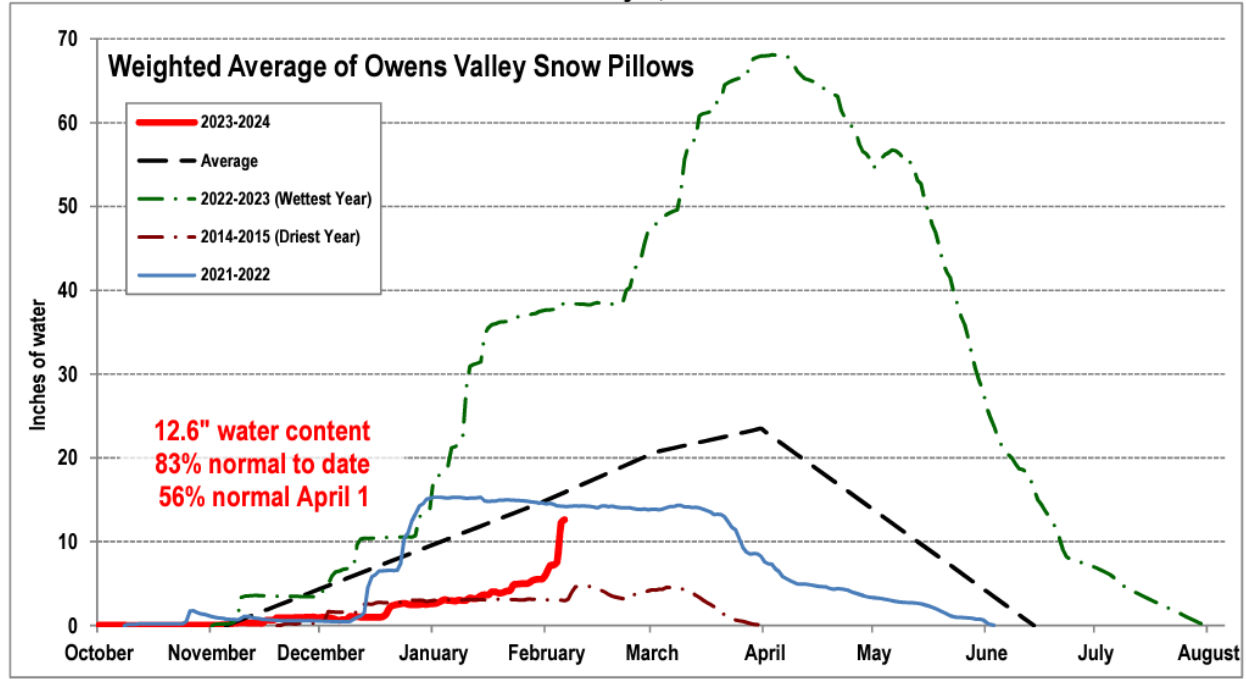
#### **Workforce Planning**

- Effective Wednesday, 01/24/2024, please congratulate Melissa Bretz on her promotion to Principal Administrative Analyst, Finance Department
- Ongoing administration of one recruitment for a position in the Maintenance Department

#### **Risk/Safety/Training**

- Risk/Safety:
  - Process safety tailgate and wellness activity logs for 02/2024 safety incentive program
  - Monthly restock of Cal/OSHA compliant first aid safety kits at all locations
  - Continuous and ongoing activities associated with the Injury and Illness Prevention Program written programs development and guidelines
  - Continuous and ongoing activities associated with manual to electronic conversion of Cal/OSHA required Hazard Communication Safety Data Sheets (SDS)
  - Continuous and ongoing activities associated with two District initiated claims to ACWA JPIA; the District suffered structural damage to two assets presumably due to the snow load, the EQ Building roof and Tank T-8
  - Claims received and/or processed:
    - None received or processed
- Training:
  - Webcasts/onsite/offsite training processed, provided, attended, and/or proctored this month:
    - DTSC – 2023-24 Hazardous Waste Fees Payment and Return Processes 01/24/2024
    - LCW – Prevention and Control of Absenteeism and Abuse of Leave 01/25/2024
    - ACWA JPIA – Leadership Essentials for the Water Industry (In-Person Session 2) 02/01-02/02/2024
    - LCW – Public Sector Employment Law Annual Conference 02/08/2024 – 02/09/2024
    - ACWA JPIA – Hot Java & HR Topics: Backgrounds Online 02/15/2024

**EASTERN SIERRA  
CURRENT PRECIPITATION CONDITIONS  
February 6, 2024**



**Conservation**

***Water Supply Outlook***

February 6, 2024, Eastern Sierra Current Precipitation Conditions reported 20.4 inches of water content at Mammoth Pass or 73% of “normal” to date. The above chart shows the weighted average for all Owens Valley snow pillows. As of February 6, 2024, average water content has increased to 12.6”, which is 56% of normal for April 1.

***Leaks***

Staff continue to utilize WaterSmart for leak detection and sending direct messages to customers. In January, staff notified 32 customers of potential leaks. Two (2) meters needed to be shut-off by staff because the customers were not available to investigate the leak or have someone locally check on the property.

***Rebate Program***

The FY24 Indoor Rebate Program is open and offers rebates on toilets, urinals, clothes washers, and dishwashers. In January, 16 rebates, totaling \$3,399, were issued: 13 for toilets, two for clothes washers, and one for a dishwasher. Estimated annual water savings from these accumulate to 53,294 gallons. Staff is currently working to provide an application form in Spanish, per the application update completed in December.

Indoor Rebate Program	FY 2024	FY 2023	FY 2022	FY 2021	FY 2020
Applications Processed	107	116	199	235	236
High-efficiency Toilets	101	186	223	289	378
Clothes Washers	15	25	32	30	23

<b>Indoor Rebate Program</b>	<b>FY 2024</b>	<b>FY 2023</b>	<b>FY 2022</b>	<b>FY 2021</b>	<b>FY 2020</b>
Dishwashers	21	38	33	57	13
Estimated Annual Savings (gallons)	491,046	944,387	1,458,643	1,715,822	2,101,514
Rebate Awards	\$29,102	\$48,612	\$82,437	\$75,439	\$80,513

The FY 2024 Turf Replacement Rebate Program concluded as of October 15, 2023, per the program terms. Few applications were received for FY24; this may have been due to the long-lasting snow that persisted in yards until July of 2023. The 2022-23 winter snow heavily impacted structures and landscaping throughout town, and as a result, many residents had to prioritize fixing structures rather than landscapes.

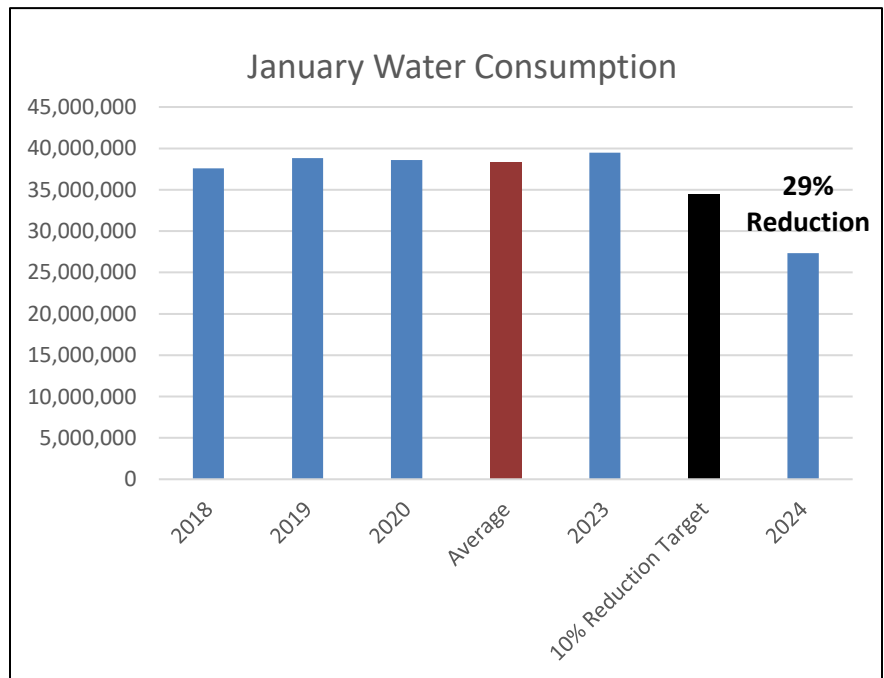
Applications for FY 2025 will be accepted beginning May 1, 2024.

<b>Turf Replacement Rebate Program</b>	<b>FY 2024</b>	<b>FY 2023</b>
Applications processed	2	12
Square-foot converted	3,122	50,270
Estimated water savings (gallons)	70,215	1,052,559
Rebate Awards	\$6,244	\$87,620

RSD is continuing to work on amending the Water Code and developing a policy that will consolidate and further define the rebate programs. A Board agenda item to facilitate this change is anticipated at the March or April Board meeting.

**MCWD Customer Water Consumption**

Water consumption for January is displayed to the right. The table presents consumption for 2018, 2019, and 2020, which is used to set the Average. Then, a 10% reduction of the Average is used to determine whether the goal is met. 2024 January consumption was 29% less than average consumption, and significantly less than 2023 January consumption. Reduced consumption may be related to low levels of Town occupancy through the month due to low snowfall.



**Regulatory**

**Fats, Oil and Grease Control Program (FOG)**

Regulatory Services Division (RSD) continues to conduct regular inspections which included 24 inspections in January. One violation was issued to The Village after the grease trap was found to be non-compliant.

This is The Village's third violation. The property manager and restaurants were notified that a fourth violation will result in grease traps/Goslyns being required inside each restaurant.

***Cross Contamination Control (Backflow) Program***

As of February 7, 13 accounts (20 assemblies) have past due backflow tests from 2023. Staff sent notices via mail, email, and posted letters at property entries. The accounts have also received shut-off notices notifying the customer that MCWD staff must receive confirmation that a test has been scheduled with a certified tester within one week to avoid shut-off. Staff is not requiring the test be completed within one week of the notice, but rather that a test is scheduled to take place as soon as possible.

Three accounts did not receive shut-off notices because they already provided confirmation that the test was scheduled to be completed. Two of the past due assemblies failed their test and need to be repaired.

One customer shut-off occurred in January due to non-compliance. Service was restored the same day after the customer resolved the past-due tests. An additional fee of \$100 for service to turn the meter off and on was added to the customer's bill.

RSD is continuing to track the State Water Resources Control Board's creation and approval of the new Cross-Connection Control Policy Handbook. The handbook is intended to replace existing cross-connection control regulations in CCR Title 17.

***Local Agency Formation Commission (LAFCO)***

The Mono County LAFCO is working to update the Municipal Service Review (MSR) in 2024. California Senate Bill 244, passed in 2011 and in effect since 2012, significantly revised the requirements for MSRs. Since the previous MSR for the Mammoth Community Water District dates to 2010, this is the first review written to the new requirements.

The MSR will have an update to the MCWD service boundary and staff levels, and include wastewater daily peak flow, capacity of groundwater treatment plants, monitoring conducted by MCWD, and opportunities to potentially share facilities with the Town of Mammoth Lakes or Mono County.

RSD, Engineering, and Operations staff are working to provide LAFCO staff with the information requested. The next LAFCO meeting has yet to be scheduled, and staff is unsure when the Draft MSR will be made available for public review.

***MCWD-USFS MOA for Laurel Pond (1983)***

The 1983 Memorandum of Agreement for discharge of treated wastewater effluent to Laurel Pond is due for renewal. District staff reviewed and updated an MOA draft that was supplied to USFS. USFS has not provided a response to the draft.

**Public Affairs and Outreach*****Press Release***

On January 26, a press release went out regarding the Los Angeles Department of Water and Power's snow survey and precipitation report. Staff is optimistic that we have adequate water supply this year, but it is too early to say with certainty what level of conservation measures will be required to support water deliveries this summer.

***Conservation Advertisements***

Currently advertisements are running on KMMT and KIBS for the rebate program and winterizing tips. For 2024, the District will continue to sponsor the sport report on KIBS and run ads on KMMT. Print ads have stopped for the season and will be used on an as needed basis.

A rink board-banner has been installed at the Mammoth Lakes ice rink displaying the District's logo and slogan, *"Clean and refreshing mountain water straight to your tap"*. The grand opening of the ice rink occurred on Saturday, January 27. The District was invited to attend and set up a booth with information at the event. RSD staff, with support from Engineering, set up a booth to provide information and water conservation handouts to the public.

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

Key items for the past month included working on the project to bring MCWD Code and policies up to date, preparations for MOU labor negotiations with L12 Union, and supported efforts for updating the District's Capital Improvement Plan and FY 2025 budget development.

Other ongoing items included working with the local development community, monitoring local agency meetings, groundwater monitoring related to geothermal pumping, working with state regulators on the District's waste discharge requirements, and workforce planning.

### **Departmental / General**

#### **Staff Resources and Management**

- Management staff continued the process for developing the District's FY25 Annual Budget and updating the District's Capital Improvement Plan.
- Ongoing discussions with management staff regarding short-term and long-term workforce planning strategies continue. Considerations are for both current and anticipated vacancies, specific workflow needs for supporting District operations, department head input and recommendations, along with agency benchmarking comparisons.
- Held monthly General All-Staff, Board Staff, and Senior Management Staff meetings
- Engineering, Operations, and Maintenance hold weekly collaborative meetings, reporting on and tracking progress of current and future capital projects and programs.

#### **District Employee Home Purchase Assistance and Rental Programs**

The Mammoth Community Water District (MCWD) values its employees and has adopted two policies which address local housing challenges. The policies include an Employee Home Purchase Assistance Policy designed to facilitate home ownership for District employees and a Housing Rental Policy which supports District employees living in or near the Town of Mammoth Lakes by providing rental housing assistance. Both policies are designed to promote and support retention, and also provide an incentive for recruiting potential employees to ensure the District maintains the most skilled and professional workforce possible.

- The District currently has 11 employees participating in the EHPAP program: 8 in the shared value option, 1 in the shared value/loan option, and 2 in the loan only option.
- The District currently has 10 rental units occupied by MCWD staff. The waiting list includes 1 staff member who is interested in District owned rental units. The Board directed District management to monitor local economic conditions with regards to potential opportunities to increase the number of rental units available for staff.

#### **Water Conservation and Supply Update**

The District is currently at Water Conservation Level 1. Following a fourth quarter evaluation of the community's water supply staff continue to recommend that the District maintain its current Water Conservation Level 1. The key reason for staff's recommendation recognizes that the District relies on both surface and groundwater sources to meet the needs of the community. Current snow conditions in the Mammoth Basin remain below normal for this point in this season. While we are still fortunate to have more water after last season's massive snowpack, local groundwater resources have not yet completely recovered



from the effects of the previous multiyear and widespread drought.

The District's various levels of water conservation measures are designed to balance water use with ongoing conservation needs for maintaining a consistent water supply for our community during both heavy water years and drought years. Staff are continually monitoring the District's water supply and demand conditions and based on this analysis make recommendations to the Board regarding water conservation levels.

#### **Water and Wastewater**

Water Operations is currently utilizing surface water as the community's primary water source.

Total water produced in January 2024 was 42.2 million gallons, which is down from the 43.7 million gallons produced in January 2023. Water sources included 93% surface water, 7% groundwater and 0% recycled water. Currently, Lake Mary has a balance of 606 ac/ft, which is 100% of the District's surface water storage capacity.

Total wastewater treated in January 2024 was 49.0 million gallons, which is up from the 41.7 million gallons treated in January 2023. (See B-1 Operations Department Report for more details.)

#### **Financial Management**

The District's 2024 fiscal year continues to reflect revenue tracking above budgeted projections with expenses tracking close to budgeted projections. Finance Department activities over the past month continued to focus on preparation of the FY 2025 budget. (See B-3 Finance Department Report for more details.)

#### **Departmental Activities**

- Engineering Department staff continued work on updating the District's Capital Improvement Plan and supporting the many active and planned construction projects at the District and throughout the community. (See B-4 Engineering Department Report for more details.)
- Regulatory Services Division staff continue to provide regulatory support for community fuels reduction projects, conservation efforts monitoring and notifying customers of water leaks, processing rebates, administering Backflow and FOG programs, and PR/advertising support. (See B-7 Regulatory Services Division Report for more details.)
- Personnel Services Department activities included updating job descriptions, workforce planning, and preparations for MOU labor negotiations with L12 Union. (See B-6 Personnel Services Department Report for more details.)
- Information Services Department staff continue to support all the District's technology needs. (See B-5 Information Services Report for more details.)
- Operations Department staff continue to monitor water and wastewater production for compliance with all regulations. (See B-1 Operations Department Report for more details.)
- Maintenance Department staff continue working on in-house construction projects and meeting maintenance goals and requirements. (See B-2 Maintenance Department Report for more details.)

#### **Projects/Related**

##### **MCWD Code and Policy Review and Update**

MCWD staff and the Board ad-hoc committee continue to work on reviewing and updating the District's Code and policies. This extensive project will bring the District's Code into alignment with current laws and practices.

The MCWD Code Book has three chapters remaining. The goal is to ultimately repeal the remaining three chapters

and be left with a Water Code, a Sewer Code and Board adopted policies. Policies being presented for adoption this month are Regulations for Lakes Basin Cabin Owners Out-of-District Sewer Service. Updates to landscaping and rebate regulations are being worked on and should be ready for the Board to consider in the next couple of months.

#### **Fuels Reduction Projects**

The General Manger and District regulatory staff continue to participate in the Whitebark Institute's Eastern Sierra Climate & Communities Resilience Project (ESCCRP) and associated Financial Advisory Team meetings. The District's Regulatory Services staff also completed administrative support for the remaining portion of the Lakes Basin Fuels Reduction project.

Currently Whitebark is seeking to expand funding opportunities by utilizing Blue Forest Financial to evaluate how forest fuels reduction projects benefit local stakeholders related to funding. Blue Forest utilizes this approach to assign agencies with potential funding responsibilities managed through a Forest Resilience Bond. The Forest Resilience Bond provides additional forest treatment capacity to The Whitebark Institute. Whitebark has asked that MCWD, along with other local agencies, consider signing an MOU with Blue Forest Financial to explore these stakeholder benefits related to funding. The MOU was considered at the District's January 18<sup>th</sup> regular Board meeting, where Janet Hatfield fielded questions about the specifics required in working with Blue Forest. Ultimately, prior to making a decision, the Board expressed its desire to hear from an agency with experience in working through Blue Forest's process. A presentation has been scheduled for the March 21<sup>st</sup> regular Board meeting when the Board will reconsider signing the MOU.

The District has yet to determine to what extent water and wastewater rate-payer funds may or may not be appropriate for this purpose. The District's past practice has been to provide administrative staff time to support local fuels reduction project work.

#### **LAFCO Municipal Services Review (MSR) and Sphere of Influence Recommendation**

LAFCO has prepared a draft updated MSR for MCWD and has submitted it for review. The final Sphere of Influence Recommendation may influence future policy decisions related to water and sewer service for the greater Mammoth area including the Mammoth Main Redevelopment Project. (See B-7 Regulatory Services Department Report for more details.)

#### **Alterra/MMSA Main Lodge Development**

Alterra/MMSA has proposed a Main Lodge redevelopment Master Plan and submitted environmental scoping documents for their project to the TOML which listed a new on-site package treatment plant to handle their wastewater needs. The District provided comments on project scoping documents and will continue to stay apprised of any potential changes as the project develops. (See B-4 Engineering Department Report for details.)

#### **MCWD Water Discharge Requirements (WDR)**

Lahontan staff reviewed and provided feedback on a proposal by MCWD for completing a study of the Laurel Pond area to better identify the appropriateness of specific use classifications. Specifically, Lahontan staff expressed concerns regarding the sampling depth of recently constructed Laurel Pond monitoring wells. The proposed study would likely take up to four years after which time Lahontan will provide comments on updating the District's WDR which has the associated potential for treatment process changes at the WWTP. (See B-4 Engineering Department Report for more details.)

## **AGENDA ITEM**

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**Subject:** Discuss and Consider Adopting Resolution No. 02-15-24-03 Approving the Regulations Governing Out-of-District Sewer Service to Lakes Basin Cabin Customers and Terminating Existing Contracts for that Service

**Information Provided By:** Mark Busby, General Manager

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### **Background**

MCWD provides sewer service to USFS leaseholders of cabins in the Lakes Basin which is outside the District's legal service boundaries. These services date back over 40 years and were originally provided to leaseholders under individual written agreements. However, some leaseholders never signed and returned an agreement to MCWD, other agreements were lost, or the original leaseholder has assigned or transferred the lease to a new party without notice to MCWD. All these situations make administering the contract sewer service for out-of-district leaseholders very difficult and costly. Because of this, the MCWD Board of Directors determined that it is in all parties' best interests if the existing contracts for sewer service are replaced with a set of easily accessible and understood set of regulations. This governance structure will promote the efficiency of administration and delivery of the service applicable to all Lakes Basin cabin customers.

As a result of this need, the Board directed staff and legal counsel to draft a set of regulations to govern the sewer service provided to the out-of-district USFS cabin customers that would be considered for adoption at a future Board meeting.

### **Discussion**

District staff mailed the attached Notice of Sewer Service Regulations to all MCWD's Lakes Basin cabin customers of record (75 in total) on Friday, January 26, 2024. To date staff have been contacted by three customers asking for copies of the proposed regulations. No other comments have been received.

### **Financial Impact**

There are no changes to the current rate structure if the proposed regulations are adopted.

### **Requested Action**

Discuss and consider adopting Resolution No. 02-15-24-03 approving the regulations governing out-of-district sewer service to Lakes Basin cabin customers.

**RESOLUTION NO. 02-14-24-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE MAMMOTH COMMUNITY WATER DISTRICT  
APPROVING REGULATIONS GOVERNING EXISTING SEWER SERVICE TO  
LEASED CABINS IN THE LAKES BASIN OUTSIDE OF THE  
LEGAL SERVICE BOUNDARIES OF THE  
MAMMOTH COMMUNITY WATER DISTRICT**

WHEREAS, the Mammoth Community Water District (“MCWD”) provides sewer service to leaseholders of cabins located on lands in the Lakes Basin administered by the United State Forest Service;

WHEREAS, MCWD’s provision of sewer service to lands outside of its defined legal service boundaries is provided on a voluntary basis rather under any legal duty of MCWD to provide service;

WHEREAS, since the 1980s, MCWD has provided sewer service to Lakes Basin cabin leaseholders under individual written agreements, but some leaseholders never signed and returned an agreement to MCWD, other agreements were lost, or the original leaseholder has assigned or transferred the lease to a new party without notice to MCWD;

WHEREAS, the missing, lost, or non-assigned agreements and consequent lack of a reliable and complete roster of Lakes Basin cabin leaseholders receiving sewer service has caused MCWD staff difficulty in administering the service provided to this customer class, made communication with them difficult, and increased the costs of administration;

WHEREAS, because of these obstacles to efficient administration of this class of service, the MCWD Board of Directors has determined that it is in all parties’ best interests if the existing contracts for sewer service are terminated and MCWD instead operates sewer service to Lakes Basin customers under a freely-accessible and easily understood set of regulations (the “Regulations”), which will promote the efficient and cost-effective administration and delivery of this service while ensuring that all customers in this class are provided notice of their rights and obligations regarding the service they receive;

WHEREAS, during the last week of January MCWD staff mailed to all Lakes Basin sewer customers as shown in its records notice of the proposed adoption of the Regulations at the February 15, 2024 regular meeting of the Board of Directors and posted the text of the proposed Regulations on MCWD’s web site on Friday, February 2, 2024; and

WHEREAS, at the regularly scheduled meeting of the MCWD Board of Directors on February 15, 2024, the Board considered the proposed Regulations and termination of all existing agreements with Lakes Basin sewer customers, and considered oral and written comments received from affected customers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Mammoth Community Water District as follows:

1. The Board finds and determines that: (1) all Lakes Basin cabin sewer customers as shown on MCWD's records were provided timely and proper notice and an opportunity to be heard on the adoption of the proposed Regulations and termination of existing sewer service agreements; (2) the Regulations as adopted will promote the efficient and cost-effective administration and delivery of sewer service to this customer class; and (3) will ensure that all customers in this class are provided notice of their rights and obligations regarding their out-of-district sewer service.

2. The Board hereby approves the Regulations as set forth in full and made a part of this resolution as Attachment 1, and upon this approval all prior agreements for sewer service between the District and Lakes Basin cabin leaseholders are hereby terminated and of no further effect, and, effective immediately, the Regulations shall solely govern this class of service for all affected customers.

3. The General Manager and his designees are authorized and directed to immediately implement the Regulations and ensure their fair administration.

PASSED AND ADOPTED by the Board of Directors of the Mammoth Community Water District at its regular meeting held on February 15, 2024, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

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Thomas R. Smith  
President, Board of Directors

ATTEST:

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Mark Busby  
Secretary, Board of Directors

## ATTACHMENT 1

### REGULATIONS GOVERNING EXISTING SEWER SERVICE TO LEASED CABINS IN THE LAKES BASIN OUTSIDE OF THE LEGAL SERVICE BOUNDARIES OF THE MAMMOTH COMMUNITY WATER DISTRICT

#### I. Purpose, Findings, and Authority.

The District provides sewer service to leaseholders of the United States Forest Service (“USFS”) in the Lakes Basin, which is located outside of the District’s legal service boundaries. These regulations shall govern the sewer services provided to these “Cabin Customers” who previously received sewer service under individual agreements. Many of those agreements have been lost or the original leaseholder has assigned or transferred the lease to a new party without notice to the District. This has caused difficulties in administering the contract sewer service provided to Cabin Customers and increased its costs. As a result, the District Board of Directors has determined that it is in all parties’ best interests if the Board terminates existing contractual entitlements to sewer service to leased Forest Service cabins in the Lakes Basin and instead permits that service to operate under a freely-accessible and understood set of regulations applicable to all Cabin Customers. This governance structure will promote the efficiency of administration and delivery of this service while ensuring that all Cabin Customers are provided notice of their rights and obligations regarding the out-of-district sewer service they receive. The District’s commitment to provide sewer service is exclusive to existing leaseholds served. Cabin Customers may not use District or their private sewer facilities to serve any other property, leasehold or permitted use except upon advance written consent of District and subject to the terms of these Regulations and other applicable District codes, ordinances, regulations, and policies. These regulations are authorized by Article XIII C, section 1 of the California Constitution, Water Code sections 30523, 31100, and 31101.5, and other applicable law.

#### II. Regulations.

A. Obligation to Provide Service. District has no continuing duty to provide sewer service to Cabin Customers. This service is a privilege, not a right, and conditioned on Cabin Customers’ compliance with all legal and policy requirements, payment of all fees and charges levied by District, and the USFS’ continuing renewal of cabin leases. Neither passage of time nor investment in the construction and operation of facilities shall provide Cabin Customers with any vested right to continued District sewer service.

B. Scope of Service. District shall endeavor at all times to provide sewer service to Cabin Customers, provided that they comply with these Regulations and all applicable ordinances, rules, and policies of the District, including the Policy for Providing Water and Sewer Service to Parcels Outside of the Mammoth Community Water District’s Legal Service Boundaries, as they may be amended from time to time. Cabin Customers shall be responsible for paying the full costs of wastewater collection, transmission, and treatment, at the sewer service

rates, fees, and charges, including the Out-of-District Replacement Charge, determined by the District in its sole discretion in accordance with applicable law and as periodically billed to Cabin Customers.

C. Term of Service Entitlement. Cabin Customers' access to District sewer service shall continue for the term of their existing USFS lease, as those leases may be extended from time to time. The District will not provide sewer service to any Cabin Customer whose lease has expired and which is not renewed or extended by the USFS or any other responsible federal or state agency.

D. Obligation to Pay Full Cost of Service. Consistent with applicable law, including Propositions 26 and 218, each Cabin Customer is required to pay the full cost of sewer service provided by the District. "Full cost" means all costs of designing, constructing, installing, operating, maintaining, repairing, replacing, and improving District wastewater facilities required to serve Cabin Customers, including maintaining prudent reserves for operational and maintenance costs, capital replacement, and repayment of any indebtedness incurred for such costs and expenses. If appropriate in the District's sole discretion, it may fix the fees and charges for the full cost of providing sewer service to each Cabin Customer through uniform rates, fees, and charges for outside services determined in a periodic rate study or, if special circumstances warrant, District may fix the sewer charges for service to the Property through an individualized analysis of the full cost of service. Regardless of how the District charges for sewer service, each Cabin Customer must pay those charges as a condition of continued service.

E. No Obligation to Provide Water. The District's provision of out-of-district sewer service shall in no way obligate or require the District to provide water service of any kind to a Cabin Customer.

F. Facilities Improvements. If any private sewer pipelines and facilities necessary to serve a leasehold must be constructed or improved to maintain existing sewer service, then the affected Cabin Customer shall be required to construct any new or improved private facilities at their sole cost, including payment of all District fees and charges for reviewing, designing, permitting, inspecting, and approving the plans and construction of such facilities. A Cabin Customer shall not commence construction of any private sewer facilities improvements until after District has reviewed and approved the plans for the improved facilities. Cabin Customers shall provide the District access at all times to conduct inspections of private facilities and improvements during construction as required by the District Code and other applicable ordinances, rules and regulations, and policies. No new or improved private facilities shall be placed into service until the District has issued a Certificate of Final Inspection. No District approvals shall be provided until a Cabin Customer has obtained, at its sole cost, all permits, licenses, and easements, including special use permits from the USFS, necessary to construct the new or improved private facilities.

G. Maintenance of Facilities. Cabin Customers have sole responsibility for their sewer facilities beyond the point where Cabin Customers' private sewer facilities connect to

District's sewer main or trunk line serving the leasehold. As a result, Cabin Customers shall be responsible for all costs involved in the repair, operation, maintenance, replacement, and improvement of the sewer pipelines and appurtenant facilities from the connection at the District's sewer transmission mains or trunk lines to and throughout the Property to serve Cabin Customer's service demands and facilities.

H. Curtailed Service. District, and its officers, directors, employees, and agents, shall not be liable for any damage, direct or indirect, arising from any insufficiency, interruption, or curtailment of sewer service caused by acts of God, accident, fire, strikes, riots, war, actions or decisions by any governmental agency, officer or court, hydrological conditions, sewer facility malfunctions of any nature, operational constraints, or any condition outside of District's control. Whenever feasible, District shall give Cabin Customers at least 24-hours' advance notice of any service insufficiency, interruption, or curtailment, except in the case of an emergency, in which case notice shall be provided as soon as feasible. District may temporarily discontinue or reduce sewer service to Cabin Customers for purposes of maintaining, repairing, improving, replacing, investigating, testing, or inspecting any of the facilities necessary for the provision of sewer service.

I. Unauthorized Service. Cabin Customer shall not connect, or allow to be connected, to Cabin Customer's sewer facilities, any other property, parcel, facility, or premises. If Cabin Customer utilizes District sewer service for other than the existing facilities served by the District, that service is deemed unauthorized and in violation of these Regulations. In that event, District may terminate sewer service to the leasehold as provided in Regulation K. immediately below. Any person or entity receiving unauthorized sewer service shall be liable to District for all rates, fees, and charges incurred using that unauthorized service. District shall be entitled to recover from the Cabin Customer all administrative and collection costs and attorneys' fees and court costs and litigation expenses incurred in enforcing this Regulation I.

J. Termination of Service. District may terminate sewer service to a Cabin Customer's leasehold upon: (1) Cabin Customer's violation of any provision of these Regulations; (2) Cabin Customer's failure to promptly pay any rate, fee, or charge billed by District; (3) any change in or enforcement of any applicable law (including the requirements of Water Code section 31100), ordinance, rule or regulation rendering impossible or impracticable District's authority or ability to provide sewer service to Cabin Customer or their leasehold; (4) the USFS terminates or condemns a lease or permanently removes a cabin; or (5) Cabin Customer's failure to maintain in good repair their private sewer lateral and related facilities on the Cabin Customer's side of the connection to the District's sewer main or trunk line.

K. Suspension of Sewer Service to Protect Lake Mary Water Quality.

a. If, at any time, District staff notifies Cabin Customers that electric power is unavailable or the sewer system has experienced a failure at any District treatment, collection, or conveyance facilities serving the leasehold, Cabin Customers will eliminate all



flows into sanitation facilities and vacate the leasehold to avoid any sewer overflows or damage.

b. If Cabin Customer is aware that an emergency light is on at any sewage pump stations, the Cabin Customer shall immediately notify District staff.

The above actions are required for the protection of the District's water supply from Lake Mary. If the Cabin Customer becomes aware of other conditions which threaten the quality of District's water supply or which might adversely impact any public sewer or water facilities operated by the District, Cabin Customer shall immediately notify District staff of that condition.

L. Assignment or Transfer. The District recognizes that cabin leases in the Lakes Basin are generally subject to long-term leases which permit the existing leaseholder to assign or transfer their cabin entitlement during the life of the existing USFS lease under certain conditions. Any transfer or assignment permitted by an existing USFS lease shall not terminate or void a Cabin Customer's entitlement to out-of-district sewer service, provided that the new lessee complies with these Regulations and on the condition that the existing leaseholder or their successor promptly notifies the District of any permitted transfer or assignment. Failure of a new lessee to comply with these Regulations or to notify the District of a transfer or assignment may be grounds for termination of service.

M. Indemnification and Hold Harmless. As a condition of receiving sewer service, each Cabin Customer is required to indemnify, protect, defend, and hold harmless District and its officers, directors, agents and employees against any and all costs (including, but not limited to, reasonable attorneys' fees and litigation costs and expenses), loss, expense, claim, liability, suit or judgment for damages of any nature whatsoever, including, but not limited to, property damage, personal injury or death, arising out of or in any way connected with District's provision of sewer service to Cabin Customer and use of that service on and for the benefit of Cabin Customer's leasehold, or related to the control, carriage, handling, use, disposal, or distribution of wastewater before the point of connection. For elimination of doubt, this indemnity provision is as broad as the law permits and covers all actions of any nature of District and Cabin Customer, except those caused by the sole willful negligence or misconduct of District, its officers, directors, employees, or agents. Cabin Customer shall with due diligence reasonably defend any suit brought against an indemnified party asserting a claim covered by this indemnity. If Cabin Customer fails to reasonably and with due diligence defend any such suit where an indemnified party is required to undertake its own defense, Cabin Customer shall pay the indemnified party's costs and reasonable attorneys' fees for such defense.

N. Notices. Any notice, demand, invoice, or other communication required or permitted under these Regulations will be given to Cabin Customer (a) in person, (b) by prepaid, first-class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. The notices, etc. shall be addressed to Cabin Customer's address of record and shall be

deemed delivered (a) when delivered in person, (b) three days after deposited in prepaid, first-class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. It shall be Cabin Customer's sole obligation to inform District of any change in their address of record or of any transfer or assignment of a lease. Any claim of liability or damages resulting from a failure by a Cabin Customer to notify District of any change of address or transfer or assignment of a leasehold shall be solely at the Cabin Customer's risk and responsibility.

### **III. Termination of Existing Agreements with Cabin Customers in the Lakes Basin.**

Upon their initial approval, these Regulations shall take effect and shall terminate, supersede, and replace in full all existing agreements for out-of-district sewer service between the District and any USFS cabin leaseholder in the Lakes Basin.

### **IV. Compliance with Other Laws.**

Cabin Customers shall comply with the applicable provisions District's Sewer Code, the Policy, applicable federal, state, and local laws and regulations, and other ordinances, rules, and regulations of the District governing sewer service.

### **V. Enforcement.**

If a Cabin Customer violates any provision of these Regulations, the District shall first notify the Cabin Customer of the violation and provide them 15 calendar days to remedy the violation unless the District agrees to a longer cure period in writing. If the violation is not cured by the end of that time, the District shall have the right to enforce any Cabin Customer's violation of these Regulations using any remedy provided in these Regulations, including termination of service, or to use any other remedy provided to the District at law or in equity for such violations. If the District is required to enforce these Regulations against a Cabin Customer, in addition to any other remedies, the District shall be entitled to its reasonable attorneys' fees and litigation costs and expenses.

### **VI. Amendment of Regulations.**

The District may at any time, subject to reasonable notice to Cabin Customers, amend these regulations within the Board's reasonable discretion and as permitted by governing law.



January 26, 2024

Customer address

**Re: Notice of Sewer Service Regulations for Lakes Basin Cabin Customers**

Dear Lakes Basin Cabin Customer:

The Mammoth Community Water District (“MCWD”) provides sewer service to United States Forest Service (“USFS”) leaseholders of cabins in the Lakes Basin, including your cabin. You are receiving this notice because you are the customer of record on a sewer service account for one of the cabins served by MCWD. These cabins are located outside of the District’s legal service boundaries and therefore MCWD provides this service as a convenience to you.

Since the 1980s, MCWD has provided sewer service to Lakes Basin cabin leaseholders under individual written agreements. However, some leaseholders never signed and returned an agreement to MCWD, other agreements were lost, or the original leaseholder has assigned or transferred the lease to a new party without notice to MCWD. This situation has caused difficulties in administering the contract sewer service provided to Lakes Basin cabin customers, made communication with you and other leaseholders difficult, and increased the costs of administration. Because of this, the MCWD Board of Directors has determined that it is in all parties’ best interests if the existing contracts for sewer service are terminated and instead operates this service going forward under a freely-accessible and easily understood set of regulations applicable to all Lakes Basin cabin customers who receive sewer service. This governance structure will promote the efficiency of administration and delivery of this service while ensuring that all customers in this class are provided notice of their rights and obligations regarding the out-of-district sewer service they receive.

At the regularly scheduled meeting of the MCWD Board of Directors on February 15, 2024, the Board will consider the proposed regulations governing the sewer services MCWD provides to cabin leaseholders in the Lakes Basin. If approved at that meeting, the proposed regulations would terminate all existing agreements with Lakes Basin cabin customers and replace MCWD’s and customers’ contractual obligations with the requirements of the proposed regulations.

The text of the proposed regulations will be available to all customers on the District’s web site <https://mcwd.dst.ca.us/> on Friday, February 2, 2024. You also may obtain a copy of the proposed regulations by mail or email by contacting Stephanie Hake at (760) 934-2596, ext. 321 or [shake@mcwd.dst.ca.us](mailto:shake@mcwd.dst.ca.us). Customers are encouraged to review the proposed regulations. Customers may submit comments to the Board in writing before the February 15 board meeting or may appear in person or by Zoom to submit comments in-person or virtually. Instructions for

attending the meeting will be available on the posted agenda for the February 15 meeting to be posted on MCWD's website on the afternoon of Friday, February 9, 2024.

If you would like more information or wish to ask questions of MCWD staff about the proposed regulations, please contact Jeff Beatty, Finance Manager at (760) 934-2596, ext. 239, or [jbeatty@mcwd.dst.ca.us](mailto:jbeatty@mcwd.dst.ca.us).

Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Busby". The signature is fluid and cursive, with a large initial "M" and "B".

Mark Busby  
General Manager

# AGENDA ITEM

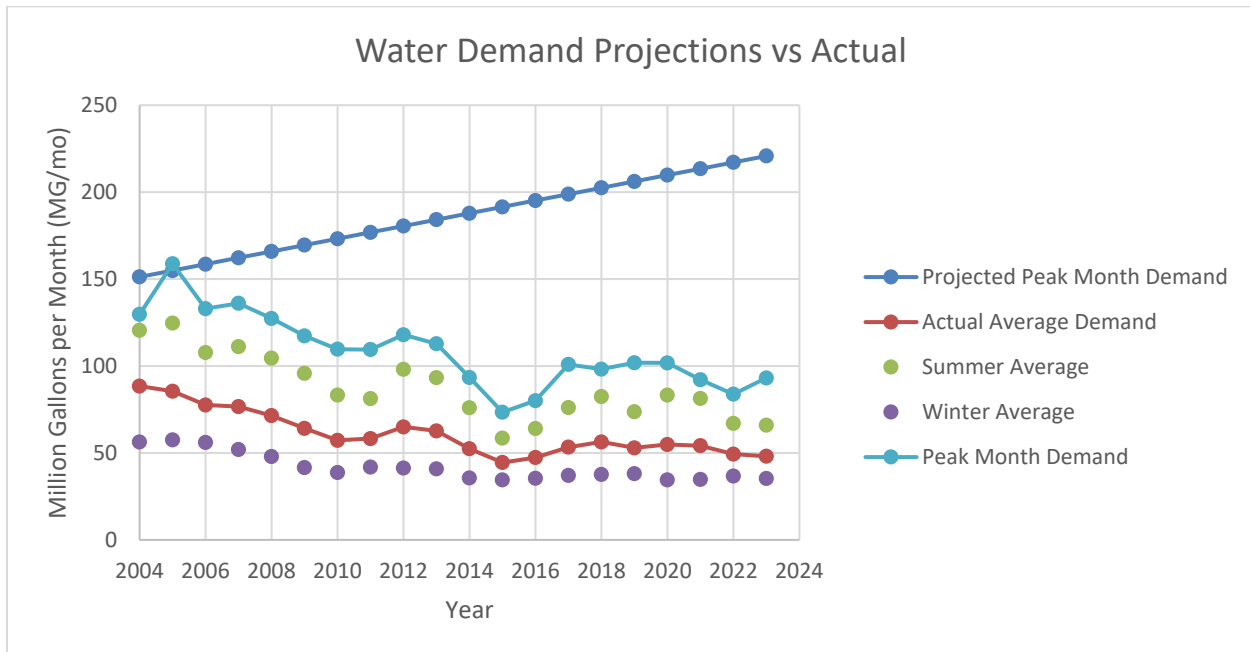
**Subject:** Discuss and Consider Adopting the Revised 2024 Capital Improvement Plan (CIP)

**Information Provided By:** Garrett Higerd, District Engineer

## Background

MCWD’s Capital Budget is prepared by staff annually after the Strategic Planning and Long-Range Planning process is complete. Significant progress has been made over the years to maintain and replace the District’s infrastructure over the years. The ductile iron water line replacement, tank coating rehab, sewer slip-lining, and sewer lift station programs are great examples of these efforts.

Many of the “big ticket” items in the outer years of the Capital Budget were first identified around 2006 when the District conducted a connection fee study and developed an accompanying Capital Improvement Plan (CIP). In the mid-2000s the development pressure was incredibly robust and water demand (peak month demand) was projected to increase by 2.3% a year, or 46% by 2024. The projections did not pan out due to great work on the District’s distribution system replacement project (reducing leaks), the impact of conservation programs, and possibly less development than predicted. Actual average water demand has declined by about 41% over the past 20 years. See the figure below showing water demand projections versus actual.



About half of the projects identified in the 2006 CIP were completed in the intervening years. Over the last few months, Engineering worked with Operations and Maintenance to research the remaining 2006 CIP projects and found that approximately five were no longer needed given current and projected water demands. Several projects were identified that may be good projects but need more preliminary engineering work.

## Discussion

The 5-Year CIP is the District's plan for short and mid-range capital facilities and infrastructure implementation. The plan is well coordinated with the ongoing maintenance of facilities and infrastructure as well as the development of new infrastructure. The CIP provides a linkage between the Strategic Objectives, asset management, and the budget and provides a means for planning, scheduling, and implementing capital projects over the next five years. The 5-year Capital Improvement Plan attempts to program the highest priority Capital Projects and Maintenance and Rehabilitation Projects for the next five-year period.

The 5-year CIP includes a variety and number of projects. To allow focused and comparative evaluation and decision-making, facilities are grouped by the following general categories:

- **General Facilities** – This category includes District owned structures and equipment. This includes the Administration and Engineering buildings.
- **Technology** – This category includes major technology expenses including the GIS Utility Network Conversion/Modernization, SCADA server replacements, and Programmable Logic Controller (PLC) upgrades.
- **Water** – This category includes all water infrastructure including intakes, wells, treatment plants, storage, distribution, and metering.
- **Wastewater** – This category includes all wastewater infrastructure including the wastewater collection system, lift stations, force mains, treatment plant, dewatering, and effluent pipelines.
- **Recycled Water** – This category includes storage, pump, and pipeline infrastructure specific to recycled water.
- **Employee Housing** – This category includes capital projects that advance the District's housing goals. It includes the Employee Home Purchase Assistance Program (EHPAP) and the employee housing condo purchase program.
- **Capital Equipment** – This category includes significant maintenance and replacement of the District's fleet and heavy equipment.

Projects included in the Five-Year CIP are generally non-recurring projects that are beyond the scope of normal annual operating or maintenance expenditures and work programs. Because it has been so long since the CIP has been updated, the 2024 iteration includes many projects in orange text that are at the "Project Study Report (PSR)" phase. A PSR is a preliminary engineering document that looks at a potential project's purpose and need, scope, alternatives, complications, costs, schedules, etc. Engineering will be working on performing these PSRs as time allows and the placeholders will either come off the CIP, or be replaced with a project.

Included in the PSR will be either a Business Risk Evaluation (BRE) or a cost-benefit analysis that will help District staff make recommendations to the Board about project priorities. A BRE is a way of scoring risk based on the likelihood of failure and the consequences of that failure. A cost-benefit analysis is a better way to analyze a discretionary project that may or may not be a good business decision based on the business case. Project ranking by BRE score and cost-benefit is not included in this iteration of the CIP but will be brought back in the future.

The farther out any project is on the CIP, the less certain the cost and timing is. The outer years will come into better focus as asset management programs are further developed. Future iterations will likely extend out to a 10-year time horizon. In time, all infrastructure will reach the end of its useful life and require replacement. If the average life expectancy of the District's infrastructure is 45 years (a conservative estimate), the target annual CIP investment should be approximately \$6.5M (in 2024 dollars) if the District's estimated capital asset

replacement valuation is \$288.8M. For now, this is a decent round number to use for context. This number will be further refined as more is learned about the system's life-cycle characteristics.

The 2024 CIP represents a significant workload that is much larger than previous years. The volume of engineering work included in this CIP is certainly more than can be completed this year. However, the Engineering Department is fully staffed for the first time in quite a while, and will work to complete as much as possible. The defined projects are first priority and the PSR work is second. In the future the CIP will be used more specifically to plan staffing levels and appropriate workloads.

### **Financial Impact**

While the Five-Year Plan does not appropriate funds, it does serve as a planning tool to identify needed capital projects, estimate capital requirements, and coordinate financing and timing. The CIP identifies projects for annual funding and focuses resources in program areas. The CIP is funded by the Capital Budget or the Operating Budget, depending on the accounting particulars of each project.

Capital projects are generally funded by MCWD's capital reserves and the 2024 CIP does not include any projects that are expected to utilize grants, or any other funding sources. However, future projects could be funded with grants. If so, it will be noted on the CIP.

### **Requested Action**

Discuss and consider adopting the Revised 2024 Capital Improvement Plan.

#### **ATTACHMENTS:**

Table 1 – 2024 5-Year Capital Improvement Plan

Table 1. 2024 5-Year Capital Improvement Plan (CIP)

	1	2	3	4	5	6
Description	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030 to 2035
<b>General Facilities</b>						
Seismic/Snow Structural Risk Assessment & Mitigation Plan	100,000	500,000				
Administrative Campus Pavement Rehab and Drainage	2,900,000	52,000	54,000	56,000	58,000	290,000
Vehicle Storage Building Roof Repair	10,000					
Fuel Storage Tank Replacements						542,000
<b>Technology</b>						
GIS Utility Network Conversion/Modernization	199,912	50,000				
Easement Records Research	20,000					
SCADA Server Replacement				244,000		262,000
Programmable Logic Controller (PLC) Upgrades						300,000
<b>Water</b>						
Water System Modeling Update	20,000					
Well Asset Management	40,000	200,000		233,000		771,000
Replacement Wells	40,000			2,138,000		4,276,000
Expansion Wells	40,000		1,000,000			5,000,000
LMTP Upgrades			377,000		406,000	812,000
LMTP Filter Control Valve Replacement		368,000				
LMTP Backwash Tank Rehab	148,000					
Filter Condition Assessment - LMTP (1-7) and Groundwater Filters	10,000					
Groundwater Treatment Upgrades		162,000	162,000	168,000	174,000	905,000
Tank Asset Management						
Tank T-2 (Juniper Ridge) and Tank T-7 (Bluffs) Rehab	632,000	446,000				
Tank Cathodic Protection	10,000		200,000			
Distribution System Improvements	10,000					1,205,000
Lead and Copper Rule Revisions Lateral Inventory	40,000					
Galvanized Lateral Replacement	572,861					
Asbestos Cement Pipe Replacement		10,000	829,000	861,000	893,000	
Industrial Park Loop & PR (Zone 4/5 Connection)	150,000	770,000				
Replace Advanced Metering Infrastructure (AMI) System						2,344,000
<b>Wastewater</b>						
Wastewater Collection System Modeling Update	20,000					
Collection System Improvements (Sliplining)	319,715	467,000	485,000	503,000	522,000	2,710,000
Manhole rehab	212,613					
Parcel Relief Main - Center St	211,513					
Waterford Gap Sewer Realignment	10,000					
Canyon Blvd Sewer Upgrade ( Convict Dr to Ridgecrest Dr)	10,000					
Meridian Blvd Sewer Upgrades?	10,000					
Old Mammoth Sewer Upgrades?	10,000					
Lift Station Asset Management	10,000					
Lakes Basin Sewer Force Main Replacements	10,000					
West Twin LS Upgrade (PLC, mechanical)	35,000					
East Twin LS Upgrade	100,120					
WWTP Upgrades				232,000		723,000
WWTP Headworks 2nd Step Screen	225,504					
Tertiary Filter Building Roof Replacement	20,000	350,000				
Ultra-Violet (UV) Light Disinfection Conversion	10,000					
Additional Laurel Pond Monitoring Wells	220,000					
Laurel Pond Basin Plan Amendment Study	50,000					
Solar System Inverters Replacements				447,000		
<b>Recycled Water</b>						
Shady Rest Park Pipeline and Irrigation Conversion	10,000					
"On-Demand" System Conversion	10,000					
HOA Irrigation Conversions	10,000					
<b>Projects Total</b>						
<b>Projects Total</b>	<b>6,457,238</b>	<b>3,375,000</b>	<b>3,107,000</b>	<b>4,882,000</b>	<b>2,053,000</b>	<b>20,140,000</b>
<b>Employee Housing</b>						
Employee Home Purchase Assistance Program (EHPAP)	1,060,000	415,000	431,000	447,000	464,000	2,410,000
Employee Housing Condo Purchase	1,200,000					
<b>Housing Total</b>	<b>2,260,000</b>	<b>415,000</b>	<b>431,000</b>	<b>447,000</b>	<b>464,000</b>	<b>2,410,000</b>
<b>Capital Equipment</b>						
Replacement Service Vehicle						397,000
Replacement for Backhoe	190,000					
Replace Truck 70	55,000					
Replace Truck 53	93,000					
Replace Truck 58	104,000					
Replace Truck 39	42,000					
Replace Tucker snow cat	270,000					
Replacement for heavy equipment			377,000			842,000
<b>Equipment Total</b>	<b>754,000</b>	<b>-</b>	<b>377,000</b>	<b>-</b>	<b>-</b>	<b>1,239,000</b>
<b>Grand Total</b>	<b>9,471,238</b>	<b>3,790,000</b>	<b>3,915,000</b>	<b>5,329,000</b>	<b>2,517,000</b>	<b>23,789,000</b>
<b>Estimated Capital Asset Replacement Valuation (from Finance)</b>	<b>288,820,000</b>	<b>299,753,000</b>	<b>311,099,000</b>	<b>322,876,000</b>	<b>335,098,000</b>	<b>347,782,000</b>
<b>Percent of Asset Replacement Valuation</b>	<b>2.2%</b>	<b>1.1%</b>	<b>1.0%</b>	<b>1.5%</b>	<b>0.6%</b>	<b>5.8%</b>
<b>Target CIP Investment (Assuming a 45-year ave. useful life)</b>	<b>6,418,222</b>	<b>6,661,178</b>	<b>6,913,311</b>	<b>7,175,022</b>	<b>7,446,622</b>	<b>7,728,489</b>

**KEY**

ORANGE TEXT

PURPLE TEXT

GREEN TEXT

YELLOW HIGHLIGHT

Projects in the Project Study Report (PSR) Development Phase (Likely in the Operations Budget)

Projects with the Potential to Require Outside Consultants (Likely in the Operations Budget)

Projects with the Potential to be Constructed In-house

Place-holders for Potential Significant Projects



# AGENDA ITEM

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**Subject:** Consider Adopting an Amended Operating and Capital Reserve Policy (PL-FIN-002)

**Information Provided By:** Jeff Beatty, Finance Manager

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## **Background**

The District's Operating and Capital Reserve Policy explains the rationale for establishing reserve funds and provides a consistent foundation for calculating the appropriate amount of reserve funds to maintain.

## **Discussion**

The proposed changes to the policy more accurately explain the basis for calculating of the target reserve balances, but do not substantively change the intent of the policy or the resulting reserve balance amounts.

## **Financial Impact**

The proposed changes to the policy will not affect revenue or expenses and will continue to define an appropriate reserve balance to prepare the District for future capital expenditures.

## **Requested Action**

Discuss and consider adopting the proposed amendments to the Operating and Capital Reserve Policy.

# MAMMOTH COMMUNITY WATER DISTRICT

## OPERATING AND CAPITAL RESERVE POLICY

Approved: March 17, 2016

Amended: ~~November-February xx,17, 2022~~2024

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### POLICY

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

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

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

#### **Fund 10 – Administrative Operation:**

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

#### **Fund 20 – Water Operation:**

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

#### **Fund 30 – Wastewater Operation:**

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

#### **Fund 21 – Administrative Capital Replacement:**

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

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

**Fund 22 – Water Capital Replacement:**

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

**Fund 23 – Wastewater Capital Replacement:**

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

**Fund 31 – Administrative Capital Expansion:**

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

**Fund 32 – Water Capital Expansion:**

The purpose of the fund is to provide for all future expansion of the water infrastructure required to meet the needs of all future customers. The revenue source is water connection fees. Expenditures will be for capital projects that expand the capacity of the system to meet the needs of new users. The balance of the fund may be negative or positive, depending on the cash flow of connection fee revenue and expansion capital projects. There is no target fund balance; the balance will be the sum of accumulated contributions less expenditures, and the fund balance should be zero when all

infrastructure needed for the customer base at build-out has been built and is in operation.

**Fund 33 – Wastewater Capital Expansion:**

The purpose of the fund is to provide for all future expansion of the wastewater infrastructure required to meet the needs of all future customers. The revenue source is wastewater connection fees. Expenditures will be for capital projects that expand the capacity of the system to meet the needs of new users. The balance of the fund may be negative or positive, depending on the cash flow of connection fee revenue and expansion capital projects. There is no target fund balance; the balance will be the sum of accumulated contributions less expenditures, and the fund balance should be zero when all infrastructure needed for the customer base at build-out has been built and is in operation.

**Fund 96 – New Enterprise:**

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

**Fund 97 – Trout Habitat Enhancement:**

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

**Fund 98 – LADWP Settlement:**

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

# Mammoth Community Water District

## Draft Budget for the Fiscal Year April 1, 2024- March 31, 2025

February 2024

Jeff Beatty

### Introduction

The mission statement of the Mammoth Community Water District includes a commitment to provide excellent water and wastewater service, carefully manage and maintain our local water resources, and conduct our work in a financially sound manner. The annual budget is a component of managing our resources and our finances as we work to accomplish our mission. The budget describes the source and expected amounts of revenue and defines the expected types and amounts of expenditures. Once approved by the Board, the budget defines strategic and operational direction and grants authority to the managers and staff of the District to expend resources to deliver water and wastewater services.

The budget is a collaborative effort that incorporates the strategic plan developed by staff and approved by the Board. Leaders from each department are involved in the planning and allocation of resources to accomplish our mission effectively and efficiently. The budget is guided by the experience of past years and anticipates plans for the coming year.

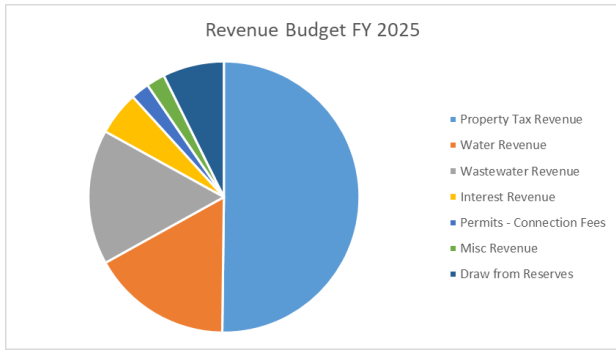
The budget is organized into funds representing the type of service (Water or Wastewater), function (Administration, Operation, or Capital) and lifecycle (Replacement or Expansion). Each fund is intended to be self-contained with balanced revenue and expenses and an appropriate reserve. The budget is primarily focused on the 2025 fiscal year (FY) and looks forward to FY 2026-2035 to project available fund balances.

The District receives revenue primarily from property taxes and fixed and variable charges for water and wastewater services from our customers. Other revenue sources are connection fees for new water/wastewater customers, fees for lab and engineering services, and interest on invested funds. The District spends money on capital assets, personnel and operating expenses, and services from outside experts.

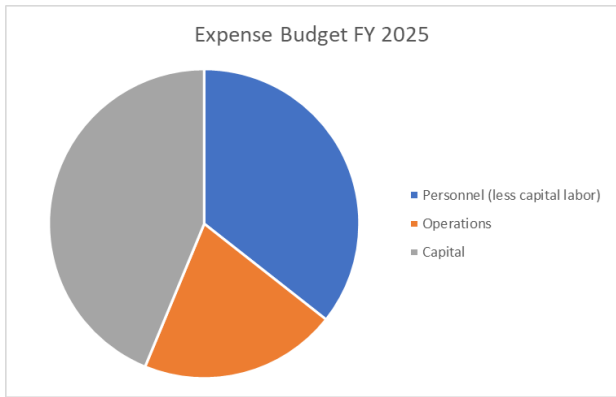
Revenue from water sales is variable based on the availability of surface water supplied by the winter snowpack. In a low-snow year, water conservation measures may be implemented to reduce water use, which results in a corresponding reduction in water sales revenue.

Total revenue for FY 2025 is budgeted at \$18,823,600. Budgeted expenditures on operations, personnel, and capital are \$20,309,600. The difference of \$1,486,000 (approximately 7.9% of revenue) will be withdrawn from our operating and capital reserves. Capital Labor is included in both the Personnel budget and Capital budget, so it is subtracted from the total to avoid double-counting. Projected revenue for FY 2024 excludes non-recurring revenue of approximately \$1,645,000 in insurance proceeds to offset the cost of replacing Tank T-8 damaged by snow load.

Account	FY 2024 Budget	FY 2024 Proj.	FY 2025 Budget	Change - FY 2024 Budget		Change - FY 2024	
				to FY 2025 Budget		Proj. to FY 2025	Budget
<b>Total Revenue</b>	17,903,000	18,848,800	18,823,600	920,600	5%	(25,200)	0%
<b>Personnel</b>	7,224,100	6,740,000	7,648,600	424,500	6%	908,600	13%
<b>Operations</b>	3,832,800	3,743,500	4,182,100	349,300	9%	438,600	12%
<b>Capital</b>	4,937,000	5,929,000	8,891,200	3,954,200	80%	2,962,200	50%
<b>Capital Labor</b>	(389,000)	(135,000)	(412,300)	(23,300)	6%	(277,300)	205%
<b>Capital Reserve</b>	2,298,100	2,571,300	(1,486,000)	(3,784,100)		(4,057,300)	



Account	Budget FY 2025
Property Tax Revenue	\$ 10,196,000
Water Revenue	\$ 3,399,100
Wastewater Revenue	\$ 3,269,000
Interest Revenue	\$ 1,058,000
Permits - Connection Fees	\$ 450,000
Misc Revenue	\$ 451,500
<b>Subtotal</b>	<b>\$ 18,823,600</b>
<b>Draw from Reserves</b>	<b>\$ 1,486,000</b>
<b>Total</b>	<b>\$ 20,309,600</b>



Account	Budget FY 2025
Personnel (less capital labor)	7,236,300
Operations	4,182,100
Capital	8,891,200
<b>Total</b>	<b>20,309,600</b>

## **FY 2025 Budget**

This presentation is organized by:

- Revenue budget
- Budgeted Operations expenses
- Budgeted Personnel expenses
- Budgeted Capital expenditures
- Reserve fund balance projections

## **Revenue Budget**

The total revenue budget of \$18,823,600 for FY 2025 represents a 5.1% increase from the FY 2024 revenue budget and a 0.1% decrease from the 2024 revenue projection.

- Property tax revenue in FY 2024 is projected to be 4% higher than budgeted for the year. The average annual increase for the last five years has been 7.9%. Property tax revenue for FY 2025 is budgeted at 4% above the FY 2024 projection.
- Water and wastewater base rates are budgeted at a 2% increase from FY 2024. The snowpack so far this winter has been below average, and water use revenue is projected to decrease with the potential for water conservation requirements.
- Connection fee revenue is assigned to the water and wastewater expansion funds and will be used for capital projects that expand the capacity of our water and wastewater systems. Connection fee revenue varies significantly from year to year based on economic conditions and residential and commercial development in town. Connection fee revenue in FY 2024 was significantly above average, and revenue for FY 2025 is

budgeted slightly above the long-term average. The possibility of economic slowdown over the next year might decrease the development activity in town.

- Interest revenue is the net of dividends paid by the investments in the portfolio and the gain or loss in the market value of the portfolio. Market interest rates have risen substantially over the last year and maturing securities have been reinvested at higher rates. The Federal Reserve expects to decrease short-term interest rates over the next year, but interest rates will continue to be higher than the last five years. The interest revenue is calculated based on the dividend yield of the portfolio with the expectation securities that mature over the course of the year will be replaced by higher-yielding securities. Loans made under the District’s employee home purchase assistance program also provides interest revenue.

**Table A** shows the budgeted revenue for FY 2025 with comparisons to the budgeted and projected revenue for FY 2024.

**Table B** shows projections of revenue and expenses for FY 2025 and the following five fiscal years with the projected available reserve balance for each year.

**Table A – FY 2025 Budgeted Revenue**

Account	Budget FY 2024	Projection FY 2024	Budget FY 2025	Change - FY 2024 Budget to FY 2025 Budget		Change FY 2024 Proj. to FY 2025 Budget	
Billing - Water Usage	1,889,000	1,589,000	1,458,700	(430,300)	-22.8%	-130,300	-8.2%
Water Base Rates	1,894,000	1,902,400	1,940,400	46,400	2.4%	38,000	2.0%
Wastewater Base Rates	2,696,000	2,705,900	2,760,000	64,000	2.4%	54,100	2.0%
Wastewater Flow - Commercial	501,000	499,000	509,000	8,000	1.6%	10,000	2.0%
Engineering Revenue	40,000	41,000	40,000	-	0.0%	-1,000	-2.4%
Housing Rents	142,000	157,100	172,900	30,900	21.8%	15,800	10.1%
Miscellaneous Revenue *	227,000	106,400	238,600	11,600	5.1%	132,200	124.2%
Permits - Connection Fees	350,000	947,600	450,000	100,000	28.6%	-497,600	-52.5%
Property Tax Revenue	9,428,000	9,803,000	10,196,000	768,000	8.1%	393,000	4.0%
Interest Income	750,000	1,097,400	1,058,000	308,000	41.1%	-39,400	-3.6%
<b>Total Revenue</b>	<b>17,917,000</b>	<b>18,848,800</b>	<b>18,823,600</b>	<b>906,600</b>	<b>5.1%</b>	<b>-25,200</b>	<b>-0.1%</b>

\* To show the year-over-year comparison more clearly, insurance reimbursement for the Tank T-8 repairs has been excluded from the FY 2024 projection.

**Table B – Projected Revenue, Expenses, and Available Fund Balances**

	FY 2025 Budget	FY 2026 Projection	FY 2027 Projection	FY 2028 Projection	FY 2029 Projection	FY 2030 Projection
Revenue (excluding Connection Fee)	\$ 18,373,600	18,924,808	19,492,552	20,077,329	20,679,649	21,300,038
Connection Fee Revenue	\$ 450,000	463,500	477,405	491,727	506,479	521,673
Personnel Expense (excluding Capital Labor)	\$ 7,236,300	7,525,752	7,826,782	8,139,853	8,465,447	8,804,065
Operating Expense	\$ 4,182,100	4,307,563	4,436,790	4,569,894	4,706,990	4,848,200
Capital R&R Expense	\$ 8,679,700					
Capital Expansion Expense	\$ 211,500		1,077,000			
Long-Range Capital Replacement		6,500,000	6,747,000	7,003,000	7,269,000	7,545,000
Addition (Reduction) to Capital Reserves	\$ (1,724,500)	591,493	481,980	364,582	238,211	102,773
Addition (Reduction) to Expansion Reserves	\$ 238,500	463,500	(599,595)	491,727	506,479	521,673
	<b>Projected ending balance</b>	<b>Projected ending balance</b>	<b>Projected ending balance</b>	<b>Projected ending balance</b>	<b>Projected ending balance</b>	<b>Projected ending balance</b>
Operating/Capital Fund Reserve	\$ 28,650,500	\$ 29,241,993	\$ 29,723,973	\$ 30,088,555	\$ 30,326,766	\$ 30,429,539
Expansion Fund Reserve	\$ 4,653,500	\$ 5,117,000	\$ 4,517,405	\$ 5,009,132	\$ 5,515,611	\$ 6,037,284
<b>Total Fund Reserve</b>	<b>\$ 33,304,000</b>	<b>\$ 34,358,993</b>	<b>\$ 34,241,378</b>	<b>\$ 35,097,687</b>	<b>\$ 35,842,377</b>	<b>\$ 36,466,823</b>

## Operations Budget

The FY 2025 operations budget of \$4,182,300 is an increase of \$349,500 (9%) from the FY 2024 budget.

Some significant changes in the FY 2025 budget include:

- An increase of \$159,400 to the Professional Services budget primarily related to cost related to anticipated work in the Engineering and Regulatory Services related to easement research, analysis of the Lead and Copper Rule changes, and hydrogeological analysis for the Capital Improvement Plan.
- An increase of \$129,500 to the Electricity budget. The budget assumes surface water as our primary supply, If surface water supply is inadequate, the cost will increase. The cost of electricity will likely continue to increase as policies are implemented at the state and federal level which decrease the supply and increase the demand for electricity.
- An increase of \$127,250 to the Insurance budget to reflect the impact of inflation.
- An increase of \$80,240 to the M&R-Equipment budget primarily related to expected repairs to equipment in the water treatment plants.
- An increase of \$42,236 to Employee Housing expense as a result of additional rental units purchased.
- An increase of \$37,919 to the Professional Services budget, primarily related to analysis planned for the filters in the water treatment plants.
- A decrease of \$245,250 to M&R-Buildings. Planned upgrades to the Admin building were completed in FY 2024 and there is no additional work planned in FY 2025.

**Table C** shows the operating budget for each category with comparisons to the prior year's budget and projected expense.



**Table C – Operating Budget Comparison**

Acct-Name	FY24 Budget	FY24 Proj	FY25 Budget	FY25-FY24	% Change
6100-Outside Services	233,205	200,850	271,124	37,919	16%
6101-Property Tax Admin. Fee	220,000	220,000	220,000	0	0%
6102-Sludge Disposal	46,750	37,730	46,750	0	0%
6105-Software Licenses/Agreements	277,401	283,800	285,698	8,298	3%
6106-IT Services	62,000	37,630	53,284	-8,716	-14%
6108-Banking Fees	48,480	51,920	60,600	12,120	25%
6110-Professional Services	133,900	56,270	293,300	159,400	119%
6111-Outside Lab Services	63,000	75,910	63,000	0	0%
6114-Equipment Rental	10,000	0	10,000	0	0%
6115-Employee Housing Expenses	73,464	113,100	115,700	42,236	57%
6120-Operating Tools/Equipment	47,700	69,280	33,350	-14,350	-30%
6123-Employee Engagement	20,110	19,690	20,610	500	2%
6124-Employee Uniform	23,575	24,380	21,050	-2,525	-11%
6125-Gasoline	40,690	31,670	41,215	525	1%
6126-Diesel Fuel	24,620	46,410	27,320	2,700	11%
6130-Insurance	176,600	218,470	303,850	127,250	72%
6140-Legal Services	85,000	67,690	80,000	-5,000	-6%
6145-M&R- Line Repair/Equipment	279,878	296,400	360,118	80,240	29%
6150-M&R- Buildings	329,240	299,540	84,020	-245,220	-74%
6155-M&R- Vehicles	109,372	260,020	129,088	19,716	18%
6160-Memberships/Certifications	47,977	55,830	53,237	5,260	11%
6165-Permit Meters	15,000	62,510	40,000	25,000	167%
6179-Operating Chemicals	326,619	303,330	335,619	9,000	3%
6180-Operating Supplies	116,880	159,380	126,755	9,875	8%
6181-Computer Systems/Equipment	54,500	44,410	70,200	15,700	29%
6185-Postage/Freight	10,094	7,660	9,314	-780	-8%
6190-Advertising Publications & PR	28,000	24,920	27,468	-532	-2%
6192-Books & Subscriptions	1,985	1,090	1,400	-585	-29%
6200-Safety	37,508	21,000	27,100	-10,408	-28%
6205-Permits & Licensing	95,125	101,840	112,534	17,409	18%
6207-Settlement Cost	14,000	16,730	14,000	0	0%
6210-Telephone	46,790	42,320	33,960	-12,830	-27%
6215-Training & Meetings	85,081	79,750	82,152	-2,929	-3%
6220-Travel Expenses	69,300	37,160	66,050	-3,250	-5%
6230-Utilities - Electric	342,900	444,640	472,400	129,500	38%
6231-Utilities - Propane	44,000	32,260	40,000	-4,000	-9%
6237-Water Conservation	192,040	44,170	150,040	-42,000	-22%
<b>Total</b>	<b>3,832,783</b>	<b>3,889,760</b>	<b>4,182,306</b>	<b>349,523</b>	<b>9%</b>

Negative numbers in the FY25-FY24 column represent a reduction in budget from last fiscal year. Positive numbers represent an increase from last year.

## Personnel Budget

The FY 2024 District personnel budget of \$7,648,596 is 5.9% higher than last fiscal year. In April 2023, the Board approved a 5% across-the-board pay increase to all employees to offset the effect of extraordinary inflation. The comparison between the FY 2024 and FY 2025 budget is to the original approved budget.

As in FY 2024, the personnel budget includes four temporary employees who will work on the summer construction projects and two summer interns for special work planned in the Laboratory and Engineering.

The cost of District labor on capital projects is included in the Capital budget. To avoid double counting, the capital labor of MCWD employees is subtracted from the total personnel budget when presenting the combined budget overview. The capitalized labor component is \$412,300.

The District's Organizational Chart is included as Attachment A.

**Table D** provides a high-level view of expenses for MCWD personnel and a comparison to FY 2024.

**Table D – Personnel Expenses Comparison**

	Total Pay	Pension	Insurance	FICA tax	WC Cost	UI Cost	Total Cost
<b>FY 2025 Budget</b>	5,235,706	1,110,978	1,075,007	87,438	99,734	39,733	7,648,596
<b>FY 2024 Budget</b>	4,953,844	1,048,874	975,382	83,377	93,276	69,334	7,224,087
<b>Change '25 - '24</b>	281,862	62,104	99,625	4,061	6,458	(29,601)	424,509
<b>% Change</b>	5.7%	5.9%	10.2%	4.9%	6.9%	-42.7%	5.9%

## Capital Budget

The District has approximately \$69 million (net of depreciation) in capital assets including: wells, distribution and collection lines for water and wastewater, water and wastewater treatment plants, buildings, vehicles, and equipment. These assets are essential to our mission of reliably providing water and wastewater service to our customers. The capital budget represents the cost of incrementally refurbishing or replacing our infrastructure as it wears out in service and adding new infrastructure to increase the efficiency of operations.

Significant components of the \$8,891,237 capital budget include:

- Improvements to the distribution and collections systems.
- Rehabilitation of two water tanks.
- Re-paving around the District offices and WWTP.
- Expansions of the wastewater lines in The Parcel.
- Replacement of four medium-duty and heavy-duty service trucks. Changes to CARB requirements will make these service vehicles more expensive and less available in coming years.
- The purchase of two additional condominium units for employee rental housing and anticipated employee home purchase loans.

Additional details about capital projects can be found in the Capital Improvement Plan.

Each current-year project is given a Business Risk Evaluation (BRE) rank based on the likelihood and consequence of failure to complete the project. This ranking serves to prioritize projects within and across years.

**Table E** lists capital projects planned for FY 2025 and the next 10 years. The timing and cost of future projects is speculative, with uncertainty increasing each year. Engineering analysis has determined what infrastructure will likely be needed to meet water supply and water and wastewater treatment demands, but many variables are unknown. The cost of future projects is factored up for inflation.

**Table E – Capital Projects**

Description	FY 2025 Budget	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	FY 2029 Budget	FY 2030 Budget	FY 2031 Budget	FY 2032 Budget	FY 2033 Budget	FY 2034 Budget	FY 2035 Budget
Distribution System Improvements	572,861	934,000	969,000	559,000	580,000	602,000	625,000	649,000	673,000	699,000	725,000
Tank T-7 (or T-2) Rehab	632,000										
Tank T-2 (or T-7) Rehab		446,000									
LMTP backwash tank Rehab	148,000										
Collection System Improvements	319,715	467,000	485,000	503,000	522,000	542,000	562,000	584,000	606,000	629,000	652,000
Manhole rehab	212,613										
Parcel Relief Main - Center St	211,513										
WWTP Step Screen	225,504										
West Twin LS upgrade (PLC, mechanical)	35,000										
East Twin LS rehab	100,120										
GIS Utility Network Conversion	199,912	50,000									
Seismic/snow evaluation/retrofits	100,000	500,000									
Additional Laurel Pond Monitoring Wells	220,000										
MCWD Paving	2,900,000	52,000	54,000	56,000	58,000	60,000	62,000	65,000	67,000	70,000	72,000
EHPAP	1,060,000	415,000	431,000	447,000	464,000	482,000	500,000	519,000	538,000	559,000	580,000
Ee housing condo purchase	1,200,000										
Fuel Storage Tank Replacements											
Well Rehab		208,000		224,000		241,000		259,000		279,000	
Water Tank Rehab								778,000	808,000	838,000	870,000
Replacement Wells				2,138,000		2,464,000				2,755,000	
LMTP Filter Control Valve Replacement		368,000									
LMTP Upgrades			377,000		406,000		437,000		471,000		
Groundwater Treatment Upgrades		156,000	162,000	168,000	174,000	181,000	187,000	195,000	202,000	210,000	217,000
Replace AMI System										2,720,000	
SCADA Server Replacement				244,000					283,000		
PLC Upgrade								311,000	323,000	335,000	348,000
WWTP Upgrades				232,000		241,000		259,000		279,000	
Reserve for Regulatory Change		539,000	539,000	559,000	580,000	602,000	625,000	649,000	673,000	699,000	725,000
Lift Station Rehab										62,869	74,462
Replace solar system inverters				447,000							
Expansion Wells			1,077,000								
Administrative Infrastructure Expansion							625,000				
<b>Projects Total</b>	<b>8,137,237</b>	<b>4,135,000</b>	<b>4,094,000</b>	<b>5,577,000</b>	<b>2,784,000</b>	<b>2,951,000</b>	<b>6,087,000</b>	<b>4,268,000</b>	<b>4,644,000</b>	<b>10,134,869</b>	<b>4,263,462</b>
<b>Capital Equipment</b>											
Replacement Service Vehicle							94,000	97,000	101,000	105,000	
Replacement for Backhoe	190,000										
Replace Truck 70	55,000										
Replace Truck 53	93,000										
Replace Truck 58	104,000										
Replace Truck 39	42,000										
Replace Tucker snow cat	270,000										
Replacement for heavy equipment			377,000			421,000				489,000	
<b>Equipment Total</b>	<b>754,000</b>	<b>-</b>	<b>377,000</b>	<b>-</b>	<b>-</b>	<b>421,000</b>	<b>94,000</b>	<b>97,000</b>	<b>101,000</b>	<b>594,000</b>	<b>-</b>
<b>Total</b>	<b>8,891,237</b>	<b>4,135,000</b>	<b>4,471,000</b>	<b>5,577,000</b>	<b>2,784,000</b>	<b>3,372,000</b>	<b>6,181,000</b>	<b>4,365,000</b>	<b>4,745,000</b>	<b>10,728,869</b>	<b>4,263,462</b>

**Reserve Fund Balance Projections**

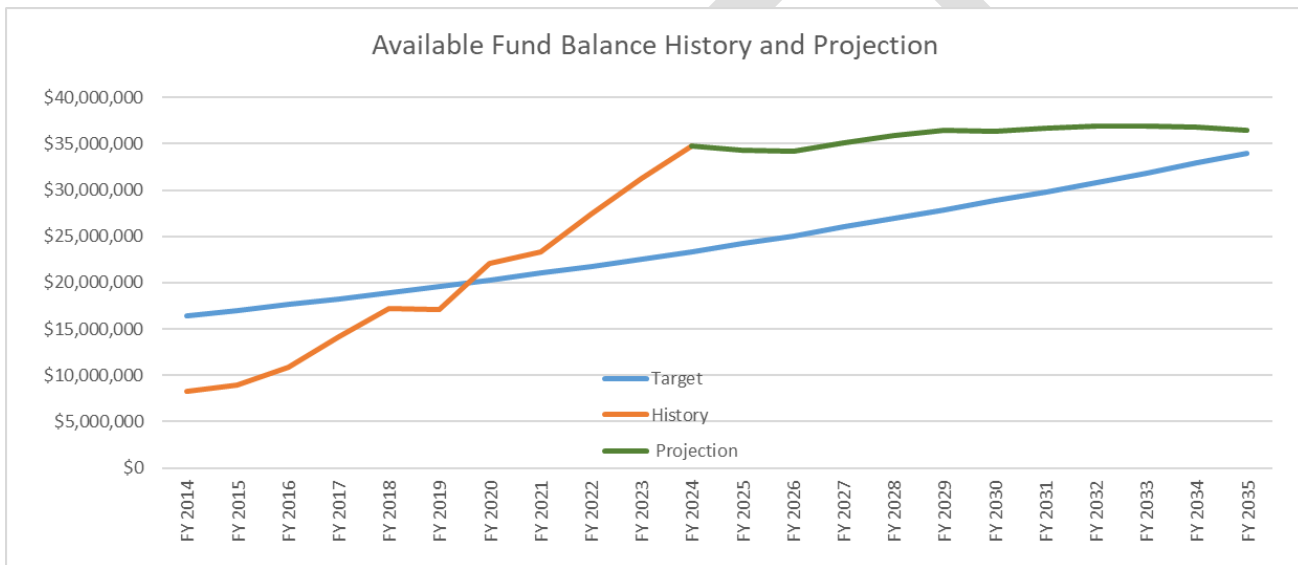
The District has adopted an operations and capital reserve policy that defines targets for financial reserves consistent with prudent planning and risk management. The projected reserve balance at the beginning of FY 2025 is

approximately \$34,790,000. The target reserve balance at the end of FY 2035 is approximately \$33,976,000. If revenue and expenses occur as projected, the 2035 reserve balance will be approximately \$36,501,000.

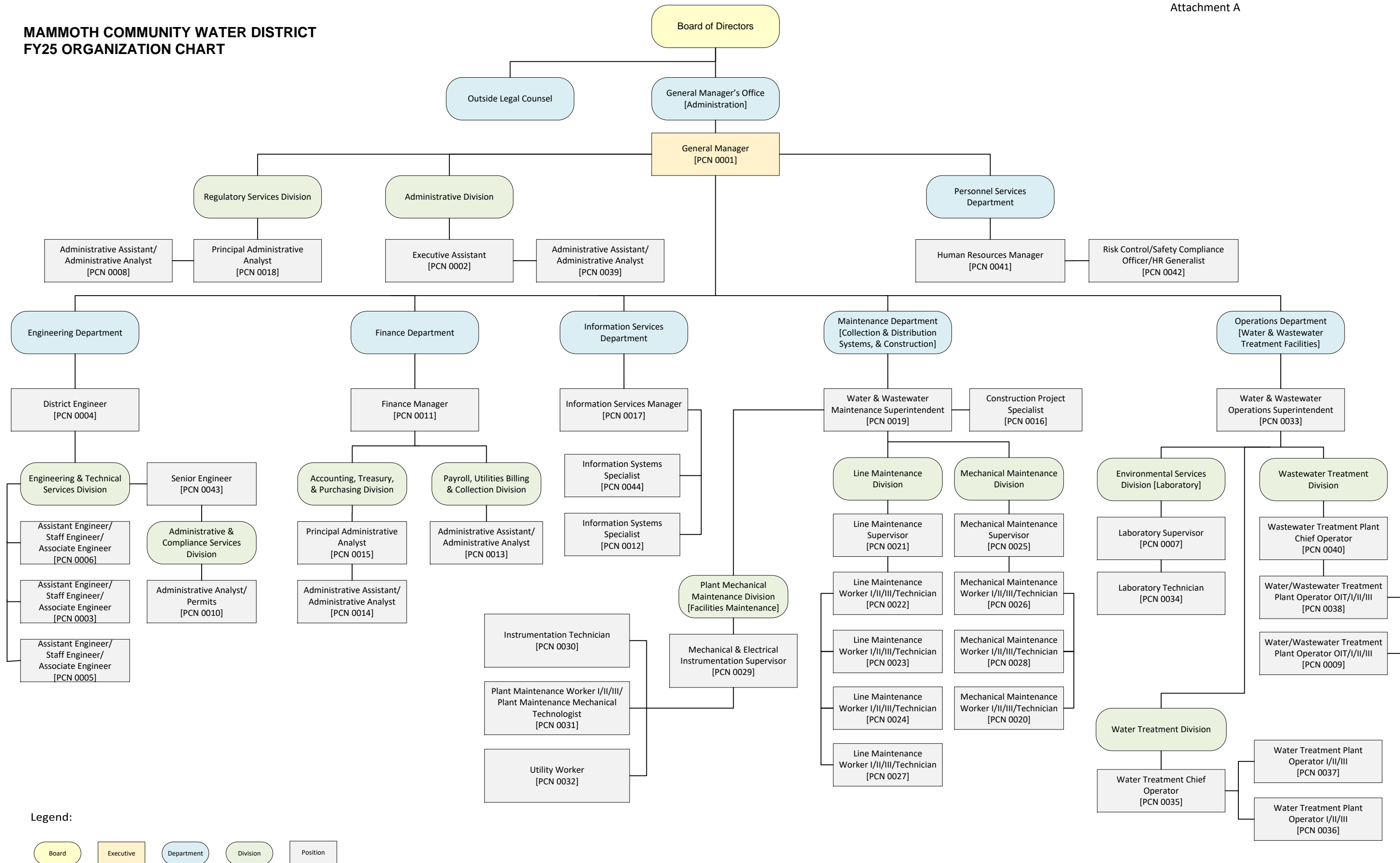
Because of the significant uncertainty about specific future capital projects, the reserve balance projection is based on the expected useful life and expected future replacement cost of all District assets. The expected life of assets varies from 10 years for some equipment to 80 years for some distribution and collection pipes. 75% of the District capital assets are expected to reach the end of their life in the next 45 years. The total replacement cost is divided by 45 to estimate the annual replacement cost, with an inflation increase calculated for each subsequent year.

The District’s Reserve Policy and the FY 2025 Fund Reserve Targets are included as Attachment B to this document.

The orange line on the graph below represents the District’s historical available fund balance. The green line represents the projected fund balance. The blue line represents the target fund balance defined by the reserve policy.



**MAMMOTH COMMUNITY WATER DISTRICT  
FY25 ORGANIZATION CHART**



## MAMMOTH COMMUNITY WATER DISTRICT

# OPERATING AND CAPITAL RESERVE POLICY

Approved: March 17, 2016

Amended: ~~November-February xx,17, 2022~~2024

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### POLICY

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

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

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

#### **Fund 10 – Administrative Operation:**

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

#### **Fund 20 – Water Operation:**

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

#### **Fund 30 – Wastewater Operation:**

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

#### **Fund 21 – Administrative Capital Replacement:**

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

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

**Fund 22 – Water Capital Replacement:**

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

**Fund 23 – Wastewater Capital Replacement:**

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

**Fund 31 – Administrative Capital Expansion:**

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

**Fund 32 – Water Capital Expansion:**

The purpose of the fund is to provide for all future expansion of the water infrastructure required to meet the needs of all future customers. The revenue source is water connection fees. Expenditures will be for capital projects that expand the capacity of the system to meet the needs of new users. The balance of the fund may be negative or positive, depending on the cash flow of connection fee revenue and expansion capital projects. There is no target fund balance; the balance will be the sum of accumulated contributions less expenditures, and the fund balance should be zero when all

infrastructure needed for the customer base at build-out has been built and is in operation.

**Fund 33 – Wastewater Capital Expansion:**

The purpose of the fund is to provide for all future expansion of the wastewater infrastructure required to meet the needs of all future customers. The revenue source is wastewater connection fees. Expenditures will be for capital projects that expand the capacity of the system to meet the needs of new users. The balance of the fund may be negative or positive, depending on the cash flow of connection fee revenue and expansion capital projects. There is no target fund balance; the balance will be the sum of accumulated contributions less expenditures, and the fund balance should be zero when all infrastructure needed for the customer base at build-out has been built and is in operation.

**Fund 96 – New Enterprise:**

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

**Fund 97 – Trout Habitat Enhancement:**

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

**Fund 98 – LADWP Settlement:**

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



**MAMMOTH COMMUNITY WATER DISTRICT**  
**FISCAL YEAR 2025**  
**OPERATING AND CAPITAL RESERVE FUND TARGETS**

<b>Fund 10</b>	Administrative Operation	\$150,000
<b>Fund 20</b>	Water Operation	\$2,064,500
<b>Fund 30</b>	Wastewater Operation	\$1,961,500
<b>Fund 21</b>	Administrative Replacement	\$1,030,000
<b>Fund 22</b>	Water Capital Replacement	\$5,060,000
<b>Fund 23</b>	Wastewater Capital Replacement	\$6,066,000
<b>Fund 31</b>	Administrative Expansion	\$1,030,000
<b>Fund 32</b>	Water Expansion	\$2,540,000 (current balance)
<b>Fund 33</b>	Wastewater Expansion	\$835,000 (current balance)
<b>Fund 96</b>	New Enterprise	\$1,030,000
<b>Fund 97</b>	Trout Settlement	\$146,000
<b>Fund 98</b>	LADWP Settlement	\$2,150,000

The projected available fund balance (cash – liabilities) at the beginning of fiscal year 2025 is projected to be approximately \$34,790,000. The target reserve balance for the end of fiscal year 2025 is \$24,063,000. The proposed operating and capital budget for fiscal year 2025 will result in a withdrawal from operating and capital reserves of approximately \$1,486,000. If budgeted revenue and expenses occur as planned, we will end fiscal year 2025 with a reserve balance of approximately \$33,304,000.



# MCWD Operating and Capital Budget

For Fiscal Year (FY)  
Beginning April 1, 2024  
and Ending March 31, 2025

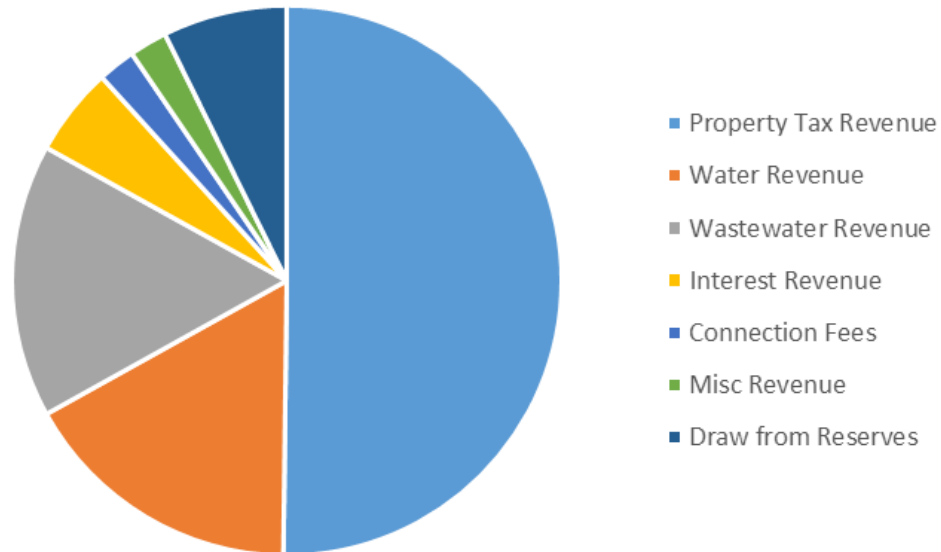
## Budget overview

Revenue	\$18,823,600
Contribution from Reserves	\$1,486,000
Personnel expense (less capital labor)	\$7,236,300
Operating expense	\$4,182,100
Capital expense	\$8,891,200



# Sources of Funds

Revenue Budget FY 2025



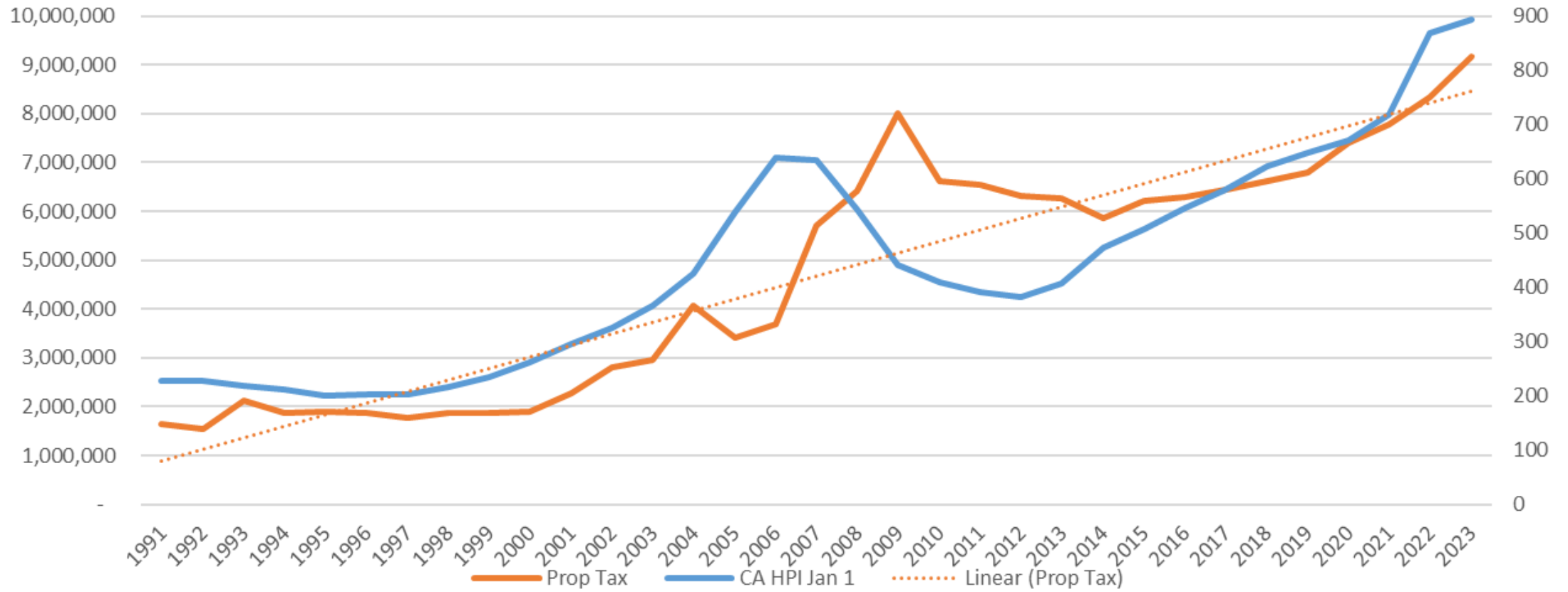
Account	Budget FY 2025
Property Tax Revenue	\$ 10,196,000
Water Revenue	\$ 3,399,100
Wastewater Revenue	\$ 3,269,000
Interest Revenue	\$ 1,058,000
Connection Fees	\$ 450,000
Misc Revenue	\$ 451,500
Draw from Reserves	\$ 1,486,000

## ▶ Property Tax Revenue

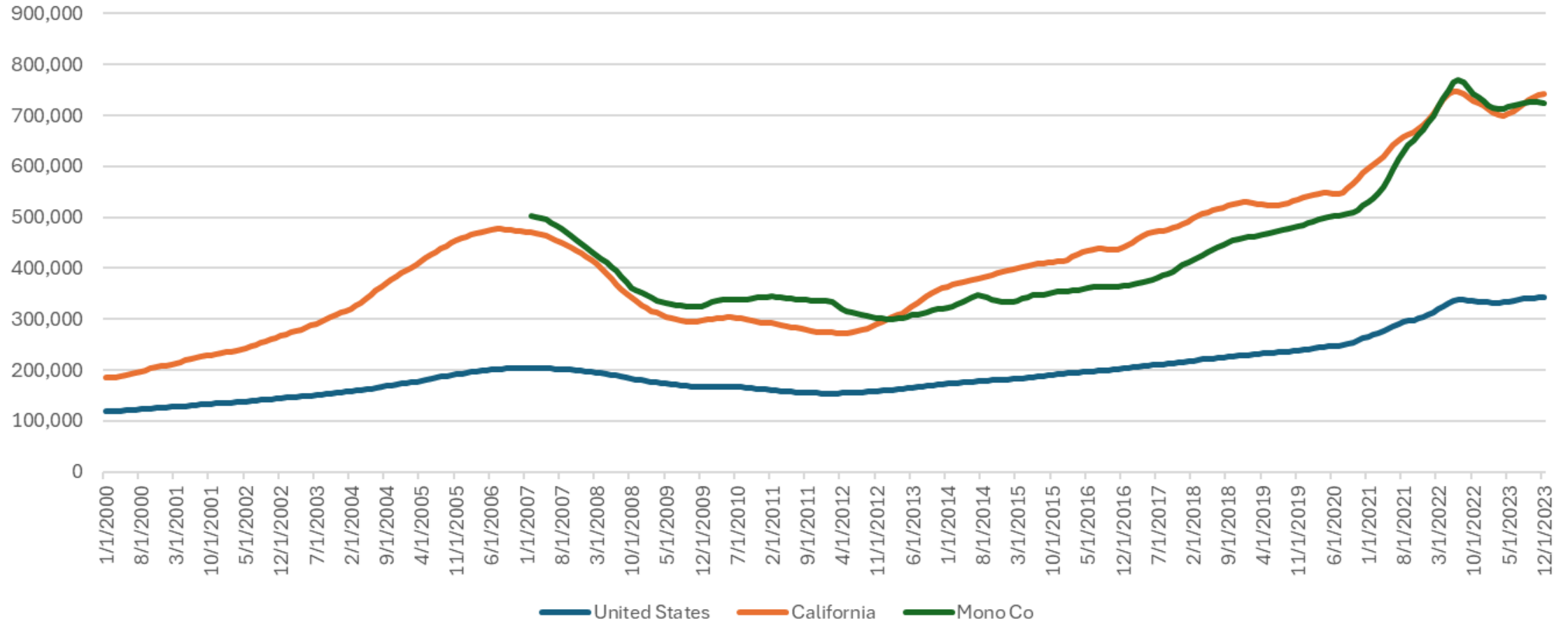
- ▶ Largest component of revenue budget at 54%
- ▶ Property tax revenue lags property valuations by 1 to 2 years
- ▶ Average annual increase from FY 2016 to FY 2024 was 5.2%
- ▶ FY 2024 projected revenue is 6.9% above FY 2023 revenue
- ▶ Property tax revenue budget of \$10,196,000 is 8.1% over FY 2024 budget and 4% above FY 2024 projection



## MCWD Property Tax Revenue and CA Home Price History



## ZHVI US, California, Mono Co



# Water and Wastewater rate revenue

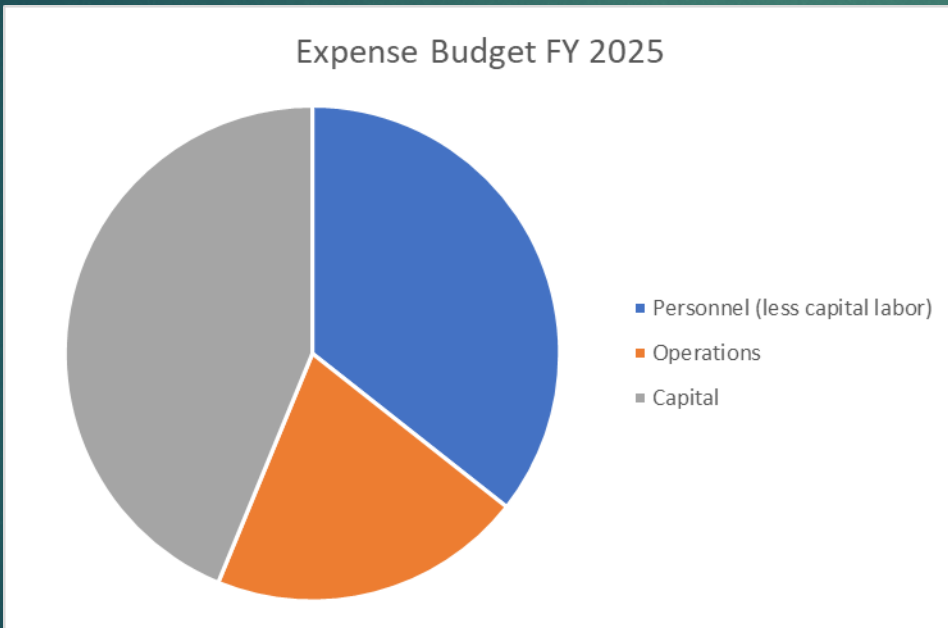
- ▶ Collectively 35% of the revenue budget
- ▶ Water and Wastewater base rates are very predictable, established by the rate study, and budgeted at a 2% increase from last year
- ▶ Water revenue was projected before it snowed and assumed a 10% reduction for water conservation. Assumption should be revisited before final budget proposal



# Other revenue sources

- ▶ Interest revenue budget of \$1,058,000, 6% of total
  - ▶ Interest rates available for investment are higher than over the last 10 years, but lower than last year.
  - ▶ Reserve investment portfolio is actively managed to balance risk and return and match cash flow requirements
  - ▶ Interest revenue includes EHPA loan interest
- ▶ Connection fee revenue has significant variability year-to-year. FY 24 revenue included a connection fee for the Limelight
- ▶ Miscellaneous revenue includes rent revenue, service fees, gain on sale of surplus, etc.

- ▶ The expense budget includes operating, personnel, and capital expenses. Expected expenditures in FY 2024 are \$20,309,600. Revenue is budgeted at \$18,823,600. The difference of \$1,486,000 will be withdrawn from reserves.



Account	Budget FY 2025
Personnel (less capital labor)	7,236,300
Operations	4,182,100
Capital	8,891,200



# Operating expense

- ▶ The operating budget, at \$4,182,100, is 22% of total revenue
- ▶ The FY 2025 budget is \$349,300 (9%) higher than the FY 2024 budget
- ▶ The proposed operating budget is built by department managers and supervisors based on detailed information on planned spending

# Operating expense

Significant changes from FY 2024 budget include:

- ▶ Professional Services - additional \$159,400 includes hydrogeological consulting, analysis of Pb/Cu rule changes, easement research
- ▶ Electricity – additional \$129,500 to cover significant increases to the cost of electricity
- ▶ Insurance – additional \$127,250 for inflation
- ▶ M&R Line/Equipment – increase of \$80,240, primarily related to planned work at the water treatment plants and work on the water meter radio system



# Personnel Expense


- ▶ Personnel budget is \$7,648,600 (41% of revenue)
  - ▶ \$412,300 of staff time working on capital project will be transferred to the capital assets
- ▶ The personnel budget is 5.9% over the FY 2024 budget
  - ▶ A 5% cost-of-living increase was provided to all staff in April 2023. The 5.9% increase is over the original approved budget
- ▶ The budget covers 44 permanent positions, the Board, and 6 temporary positions.
- ▶ The budget assumes all scheduled annual pay increases and makes no assumptions regarding the MOU negotiations



# Capital budget

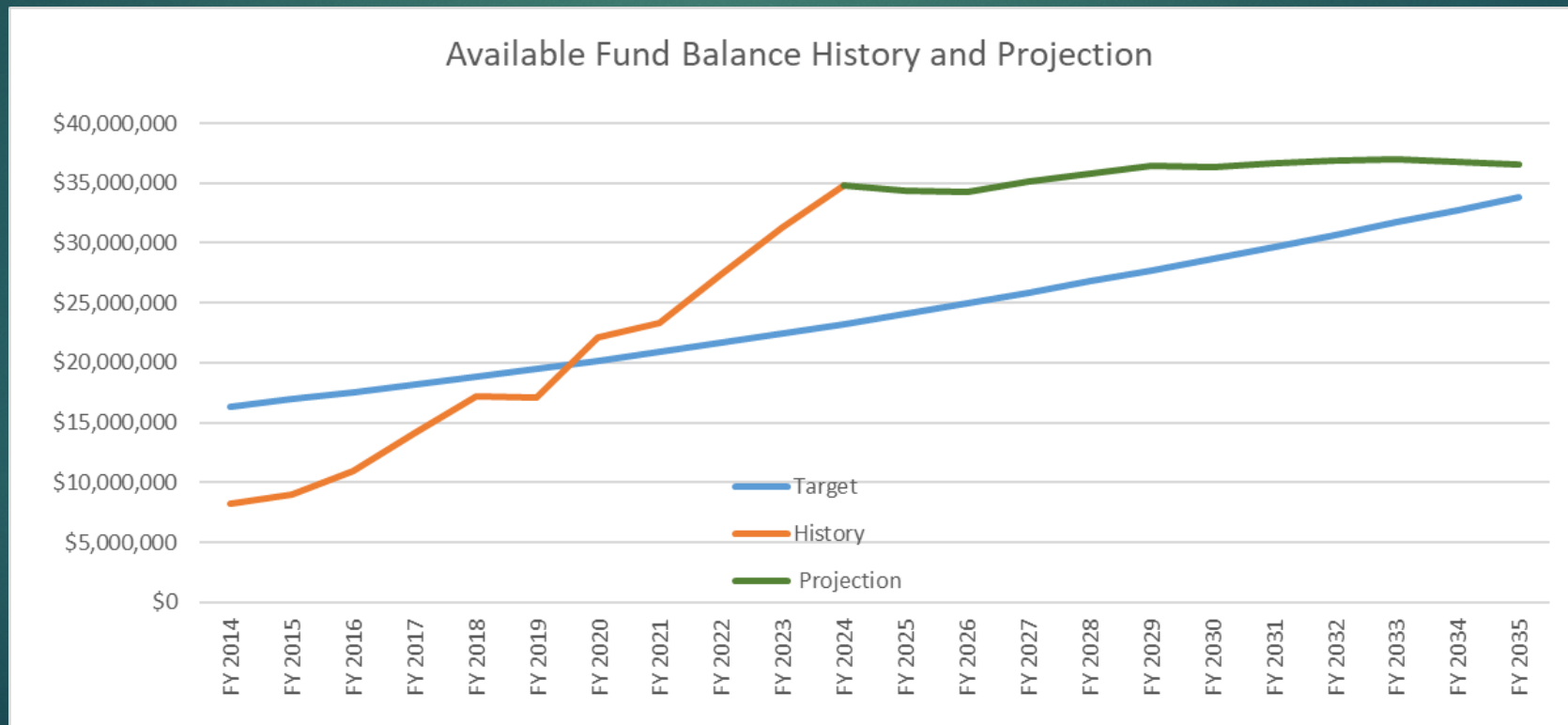
- ▶ The FY 2025 capital budget is \$8,891,200 and 47% of the revenue total
- ▶ The capital budget fluctuates significantly from year to year, and expenditures are affected each year by changes to the scope of projects and changes to priorities for the allocation of staff resources
- ▶ Capital projects are planned for the next ten years, but the timing and scope of projects is increasingly uncertain each year in the future



- 
- ▶ **Projects planned for FY 2025 include:**
    - ▶ \$2,900,000 for paving around District office and WWTP
    - ▶ \$2,260,000 for employee housing
    - ▶ \$780,000 to rehab two water tanks
    - ▶ \$754,000 for vehicle and equipment replacements
    - ▶ \$572,900 for rehab of the water distribution system
    - ▶ \$532,300 for rehab of the wastewater collection system
  - ▶ The Engineering department is developing a long-range Capital Improvement Plan that will guide future capital projects

# Reserve funds

- ▶ Revenue and expenses are projected forward to confirm sufficient reserve balances will be available for future capital needs. Long term capital expenditures are calculated based on replacement cost of assets over their expected useful life.





# AGENDA ITEM

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**Subject:** Appoint an Ad-Hoc Committee to Recommend the Selection of a New District Auditor

**Information Provided By:** Jeff Beatty, Finance Manager

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## **Background**

The audit firm Teaman, Ramirez and Smith (TRS) has been performing the annual financial audit for the District for approximately 20 years, primarily with Richard Teaman as the supervising audit partner for the firm. Mr. Teaman is retiring and TRS has been working without success for several months to find a replacement with the required qualifications. On February 6, 2024, TRS notified the District they would not be able to continue as our auditors, effective immediately.

## **Discussion**

The Finance department has begun drafting an RFP for professional audit services which will initiate the selection process. The auditors report to the Board and the Board will make the final decision on the selection of a new auditor. The Finance department will actively support the review and selection process and participate in the evaluation as the Board desires.

## **Financial Impact**

There is a possibility the selected audit firm will charge more for their service than we have been paying. A new audit firm will have a learning curve for the initial audit and the cost impact can be minimized by offering a multi-year contract.

## **Requested Action**

Appoint an ad-hoc committee to review and evaluate proposals and make a recommendation to the Board for the selection of a new auditor.

# AGENDA ITEM

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**Subject:** Discuss and Possibly Adopt the Updated 2024 Records Retention and Disposal Schedules (RRS)

**Information Provided By:** Stephanie Hake, Executive Assistant

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## **Background**

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

## **Discussion**

In January GGS provided the annual 2024 recommended updates. There are several changes in this year's updates. Most changes address changes in the law or in regulations or clarify retention period. The remainder of the changes are repeals or additions to legal citation that do not affect retention.

These recommended updates are included in the following schedules:

- District-Wide DW-015, DW-016, DW-022, DW-026
- Conservation CONS-001, CONS-007
- Engineering EN-023
- Finance FIN-010, FIN-011, FN-029
- Information Technology IT-003
- Maintenance MNT-023, MNT-025, MNT-029
- Operations OP-012, OP-020
- Personnel Services PER-009, PER-012, PER-015, PER-016.5, PER-032

All updates have been reviewed by legal counsel.

Attached is the complete set of MCWD Record Retention Schedules, showing all schedules in red line format.

## **Fiscal Impact**

None

## **Requested Action**

Staff requests the Board of Directors adopt the 2024 Records Retention Schedules.

# RECORDS RETENTION SCHEDULE LEGEND

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**OFR (Office of Record):** The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually it is the department that originates the record.

**Records Description:** The record series (a group of like records).

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**  
**Active:** How long the file remains in the immediate office area (*guideline*)  
**Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)  
**Total Retention:** The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:  
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

**Scan / Import** (*guideline*):  
“S” indicates the record should be scanned into the document imaging system;  
“I” indicates the record should be electronically imported into the document imaging system;  
“M” indicates the record was microfilmed

**Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record:** “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format;) **IF (legal requirements)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

## **Legend for legal citations** (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

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

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

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

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	DW-015	Correspondence - <b>Regulatory Agencies</b>	<del>When No-Longer-Required</del> Minimum 10 years		<del>When No-Longer-Required</del> Minimum 10 years	Yes: While Active Issues	Mag, Ppr			District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Dept. that Authors Document or Receives the District's Original Document	DW-016	Correspondence - <b>ROUTINE (Content relates in a substantive way to the conduct of the public's business)</b>  (e.g. Administrative, Chronological Files, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading Files, Working Files, etc.)  <u>IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business</u>	<del>When No-Longer-Required</del> Minimum 2 years		<del>When No-Longer-Required</del> Minimum 2 years		Mag, Ppr			<u>ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017; GC §60201</u>

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the District's Original Document	DW-017	Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b> , Interagency and Intraagency Memoranda not retained in the ordinary course of business  <b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b>  (e.g. calendars, checklists, e-mail or social media posting, instant messaging, inventories, invitations, logs, mailing lists, meeting room registrations, speaker slips, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required			Mag, Ppr		Electronic and paper records are categorized, filed and retained based upon the CONTENT of the record. Records where either the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period. If not mentioned here, consult the District's Legal Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, <del>7927.500, 7928.705 6252-</del> <del>6254(a)</del> ; 64 Ops. Cal. Atty. Gen. 317 (1981); District of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	DW-018	Credit Card Slips (Signed by Employees)	5 years		5 years			Mag, Ppr		For auditing purposes; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?		
(OFR)											
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
Lead Dept.	DW-019	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required					Mag, Ppr	As long as the drafts and notes are not retained in the "Regular Course of Business". GC §60201, GC §§ <a href="#">7927.500</a> , <a href="#">7928.705</a> <a href="#">6254</a>
Lead Dept.	DW-020	Grants ( <b>SUCCESSFUL</b> - all records, including FEMA claims, OES Claims)	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>					Mag, Ppr	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; -OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Lead Dept.	DW-021	Grants: <b>UNSUCCESSFUL</b> (Applications, Correspondence, etc.)	2 years		2 years					Mag, Ppr	Department Preference; GC §60201
Lead Dept.	DW-022	Index to Inactive Records / Records Stored in Records Center / Inventory of Records in Records Center	Indefinite - <a href="#">Permanent</a>		Indefinite - <a href="#">Permanent</a>					Mag, Ppr	Department Preference; GC §60201
	DW-023	Invoices - see Accounts Payable								Mag, Ppr	



**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR) or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
District Secretary	DW-024	Ordinances	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Ppr			GC §60201
Personnel Services	DW-025	Personnel Files - Department-level <b>Supervisor's Notes</b>	After Performance Evaluation or Documented Discipline		After Performance Evaluation or Documented Discipline	Before Separation	Mag, Ppr			Preliminary Drafts; Supervisors notes should maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201
Lead Dept.	DW-026	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			<a href="#">Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years</a> ; GC §60201
	DW-027	Policies & Procedures - See Reference Manuals					Mag, Ppr			
Lead Dept.	DW-028	Public Relations / Press Releases	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §60201
District Secretary	DW-029	Records Destruction Lists	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §60200
Authoring Dept.	DW-030	Reference Materials: Policies, Procedures, Brochures, Manuals, Newsletters	When No Longer Required		When No Longer Required		Mag, Ppr			Documents of historical significance should be retained longer; GC §60201

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

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

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

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

**RECORDS RETENTION SCHEDULE: GENERAL MANAGER & DISTRICT SECRETARY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
District Secretary	DS-007	District Formation Records, Acquisition of other Districts	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	Department preference (historical purposes); GC §60201
District Secretary	DS-008	Elections - Historical (Sample Ballot, Election Results)	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (historical purposes); GC §60201
District Secretary	DS-009	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	2 years		2 years		Mag, Ppr			Department preference (historical purposes); GC §60201
District Secretary	DS-010	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the District's Conflict of Interest code)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615
District Secretary	DS-011	FPPC 700 Series Forms (Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (elected & not elected. Includes District Board Members, General Manager)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statements filed electronically are required for 10 years; GC §81009(f)(g); GC §84615
District Secretary	DS-012	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; 2 CCR 18944(c)(3)(G); GC §81009(e)
District Secretary	DS-013	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		7 years		Mag, Ppr			Must post on website for 4 years; GC §81009€
District Secretary	DS-014	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			GC §81009e

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?		
(OFR)											
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>											
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>											
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>											
District Secretary	DS-015	FPPC Form 804 (Agenda Report of New Positions)	P		P			Mag, Ppr			FPPC Regulation 18734(c); GC §81009e; GC §60201
District Secretary	DS-016	FPPC Form 805 (Agency Report of Consultants)	P		P			Mag, Ppr			FPPC Regulation 18734(c); GC §81009e; GC §60201
District Secretary	DS-017	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years			Mag, Ppr			Must post on website; 2 CCR 18705.5(b)(3); GC §60201, 81009e
District Secretary	DS-018	Historical Records	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	No	District Secretary Determines Historical Significance; GC §60201
District Secretary	DS-019	Minutes: Board of Directors, Subcommittees (Technical Services, Finance)	2 years	P	P		Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §60201(d)(3)
District Secretary	DS-020	Notices: Affidavits of Postings and Publications	2 years		2 years			Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
District Secretary	DS-021	Oaths of Office (Board of Directors Only)	2 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
District Secretary	DS-022	Ordinances	2 years	P	P		Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §60201 et. seq.
District Secretary	DS-023	Organization Charts - In Agenda Packets	5 years	P	P			Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	GC §60201 et seq.
District Secretary	DS-024	Proclamations	2 years		2 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §60201

**RECORDS RETENTION SCHEDULE: GENERAL MANAGER & DISTRICT SECRETARY**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
District Secretary	DS-025	Public Records Act Requests	2 years		2 years		Mag, Ppr			Department Preference; GC §60201
District Secretary	DS-026	Records Destruction Authorization Forms	10 years		10 years		Mag, Ppr			Department Preference; GC §60201
District Secretary	DS-027	Resolutions	2 years	P	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	No	GC §60201 et. seq.
District Secretary	DS-028	Secretary of State Statement of Facts	2 years		2 years		Mag, Ppr			Department preference; GC §60201 et. seq.
District Secretary	DS-029	Subpoenas	2 years		2 years		Mag, Ppr			GC §60201(d)(5)

**RECORDS RETENTION SCHEDULE: FINANCE**

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



**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-005	Bonds / Certificates of Participation / Transcripts / Disclosure Reports	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Finance / General Accounting	FN-006	Bonds Issue Records	2 years	Fully Defeased + 10 years	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	No	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336(a)(1) & (2), 337.5(2); GC §43900 et seq. GC §60201 et seq.
Finance / General Accounting	FN-007	Budgets: Adopted	5 years	P	P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After Annual Audit	Department Preference; GC §60200
Finance / General Accounting	FN-008	Budgets: Proposed, Work Papers, Drafts, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference; Preliminary drafts; GC §60200
Finance / General Accounting	FN-009	Cash Drawer Reconciliation	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-010	Financial Reports <a href="#">created from Database</a> : Journals, Ledgers, Reconciliations, Registers, Reports, Transaction Histories, Balance Sheets, Budget Adjustments, Billing Registers for New Financial System, Edit Lists, <b>(MONTHLY OR PERIODIC)</b> <del>-Does NOT include year-end General Ledger-</del>	When No Longer Required		When No Longer Required			Mag, Ppr		Draft / Preliminary documents used to produce final year-end general ledger (financial database is the original); GC §60201
Finance / General Accounting	FN-011	Financial System <b>Database</b> / ERP Database	Indefinite - <a href="#">Minimum 7 years</a>		Indefinite - <a href="#">Minimum 7 years</a>			Mag		Data is interrelated; <a href="#">Meets municipal government auditing standards</a> ; <a href="#">May include Employee Reimbursement</a> ; GC §60201(d)(12)
Finance / General Accounting	FN-012	Fixed Assets - Auction / Disposal / Sales / Surplused	2 years	3 years	5 years			Mag, Ppr		Consistent with Accounts Receivable; Statute of limitations is 3 years; <del>statewide guidelines propose 2-4 years; published articles show 3-6 years</del> ; GC §60201, CCP §337
Finance / General Accounting	FN-013	Fund Transfers / Wire Transfers / Adjustments	2 years	3 years	5 years			Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-014	Inventory Reports	When No Longer Required		When No Longer Required			Mag, Ppr		Preliminary drafts (the Financial Database is the original); GC §60200
Finance / General Accounting	FN-015	Investment Files / Portfolio Manager Statements / Cal Trust / LAIF (Local Agency Investment Fund)	2 years	3 years	5 years	Yes: Until Maturity		Mag, Ppr		Department Preference; GC §60201

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FN-016	Journal Vouchers / Journal Entries	2 years	3 years	5 years		Mag, Ppr			Department Preference; Statute of Limitations is 4 years; <del>Published articles show 6-7 years</del> ; GC §60201, CCP §337
Finance / General Accounting	FN-017	Loans to the District - USDA, etc.	Loan Payoff + 5 years		Loan Payoff + 5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / General Accounting	FN-018	State Reports: State Controllers Report / Local Government Compensation Report, Public Self Insurer Report (SIP Report), etc.	2 years	3 years	5 years		Mag, Ppr			District Preference; Meets auditing standards; GC §60201

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ACCOUNTS PAYABLE</b>										
Finance / Accounts Payable	FN-019	1099's 1096's, DE542 (California Report of Independent Contractors)	2 years	5 years	7 years					IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; <del>Published articles show permanent;</del> IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12)
Finance / Accounts Payable	FN-020	Accounts Payable Source Records / Invoices & Receivers / Credit Card Statements  <b>ALL</b>	2 years	5 years	7 years	Yes: Until Paid				Meets municipal government auditing standards; Sewage Sludge is required for 5 years; <del>Published articles show 3-7 years;</del> 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounts Payable	FN-021	Check Copies / Cancelled Checks	2 years	5 years	7 years					May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounts Payable	FN-022	Check Register	When No Longer Required		When No Longer Required					The Financial Database is the original; Reports can be recreated on demand and are considered a copy or preliminary draft; GC §60201
Finance / Accounts Payable	FN-023	Customer Refunds & Backup	2 years	5 years	7 years					District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Payable	FN-023.1	W-9s	Vendor Inactive + 3 years		Vendor Inactive + 3 years			Mag, Ppr		Meets IRS auditing standards; GC §60201
<b>ACCOUNTS RECEIVABLE / CUSTOMER SERVICE</b>										
Finance / Accounts Receivable & Customer Service	FN-024	Assessor Tax Roll (unpaid balances)	5 years		5 years			Mag, Ppr		Department Preference (meets municipal government auditing standards); GC §60201 et seq.
Finance / Accounts Receivable & Customer Service	FN-025	Bankruptcies (Where District does NOT pursue a claim)	When No Longer Required		When No Longer Required			Mag, Ppr		Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-026	Bankruptcies (Where District DOES pursue a claim)	10 years		10 years			Mag, Ppr		Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-027	Checks deposited to Bank (District scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions			Mag, Ppr		These are bank instruments, and not District records; per bank agreement.

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan		Destroy Paper after Imaged & QC & OD'd?
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable & Customer Service	FN-028	Customer Correspondence, Appeals, etc. (letters from and to customers)	2 years	3 years	5 years			Mag, Ppr		Department preference (Clean Water Act actions are 5 years); GC §60201
Finance / Accounts Receivable & Customer Service	FN-029	Customer Invoices / Customer Billing Database	Indefinite - <a href="#">Minimum 5 years</a>		Indefinite - <a href="#">Minimum 5 years</a>	Yes		Mag, Ppr		Data Fields / Records are interrelated; <a href="#">meets municipal government auditing standards</a> ; GC §34090
Finance / Accounts Receivable & Customer Service	FN-030	Direct Payment Applications / copies of voided checks	2 years		2 years			Mag, Ppr		Department preference; GC §60201
Finance / Accounts Receivable & Customer Service	FN-031	Liens	10 years		10 years			Mag, Ppr		Liens are good for 10 years from recording date, and may be extended by re-recording lien; WC 36729; 37212(b),
Finance / Accounts Receivable & Customer Service	FN-032	Payment Coupons Stubs (mailed) / Utility Receipts (when payment is made at the counter)	When No Longer Required		When No Longer Required			Mag, Ppr		Department preference; Transitory records not retained in the ordinary course of business; GC §60201

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record  (OFR)	Retention No.	Records Description	Retention / Disposition						Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>									
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>									
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>									
Finance / Accounts Receivable & Customer Service	FN-033	Relief Letters / Fines / Adjustment	5 years		5 years		Mag, Ppr		Department Preference (meets municipal government auditing standards); GC §60201 et seq.
Finance / Accounts Receivable & Customer Service	FN-034	Returned Checks (NSF, etc.)	5 years		5 years	Yes: Until Paid	Mag, Ppr		Meets municipal government auditing standards; <del>Statewide guidelines propose audit + 4 years;</del> GC §60201
Finance / Accounts Receivable & Customer Service	FN-034.1	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag, Ppr, Mfr, OD	S Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.2	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Accounts Receivable & Customer Service	FN-034.3	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounts Receivable & Customer Service	FN-034.4	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan		Expiration or Completion of Payment Plan		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116910
Finance / Accounts Receivable & Customer Service	FN-034.5	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded - Minimum 2 years		When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116906; GC §60201
Finance / Accounts Receivable & Customer Service	FN-034.6	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Minimum 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201
<b>CASH MANAGEMENT</b>										
Finance / Cash Manag.	FN -035	Bank Deposit Receipts	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -036	Bank Signature Cards	Superseded + 5 years		Superseded + 5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Cash Manag.	FN -037	Cash Receipts	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets municipal government auditing standards; GC §60201



## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Cash Manag.	FN -038	Customer Deposits	2 years	3 years	5 years			Mag, Ppr		District preference for drinking water regulations; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §60201
<b>PAYROLL</b>										
Finance / Payroll	FN -039	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years		4 years			Mag, Ppr		Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §60201
Finance / Payroll	FN -040	Billing: COBRA and Retiree Medical	Termination of Service	7 years	Termination of Service + 7 years	Yes: During Service		Mag, Ppr		Retained to cover auditing standards; General rule under ERISA (Employee Retirement Income Security Act) is 7 years; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §60201
Finance / Payroll	FN -041	Cancelled Payroll Checks, Including Voided copies for Automatic Deposits	2 years	5 years	7 years			Mag, Ppr		GC §60201(d)(12), CCP § 337
Finance / Payroll	FN -042	DE-6 & 941 Forms DE-6 & 941 Forms, DE-7, DE-9 DE-43, W-3, & DE-166, IRS 5500 Forms (Employee Benefit Plans) - Quarterly Payroll Tax Returns	5 years		5 years			Mag, Ppr		Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; <del>Published articles show permanent;</del> IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201

**RECORDS RETENTION SCHEDULE: FINANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
(OFR)										
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FN -043	Employee Payroll File Includes automatic payroll deposit authorizations, education loans, deductions, voluntary deductions, etc.	Separation + 1 year	2 years	Separation + 3 years			Mag, Ppr		Department preference; FLSA requires 3 years; 29 CFR 516; GC §60201 et seq.
Finance / Payroll	FN -044	Garnishments	Fully Satisfied or Separated + 2 years		Fully Satisfied or Separated + 2 years			Mag, Ppr		Department preference; GC §60201 et seq.
Finance / Payroll	FN -045	Loans to Employees - Housing Assistance, Down payment Assistance	Loan Payoff + 5 years		Loan Payoff + 5 years			Mag, Ppr		Department Preference; Meets municipal government auditing standards; GC §60201
Finance / Payroll	FN -046	Payroll Checks	2 years	5 years	7 years			Mag, Ppr		GC §60201(d)(12), CCP § 337
Finance / Payroll	FN -047	Payroll Registers Includes Deferred Compensation Reports, PERS reports, 401A, etc.	When No Longer Required		When No Longer Required			Mag, Ppr		Department preference (The software can accurately reproduce reports); GC §60201(d)(12)
Finance / Payroll	FN -048	Reports: Vacation / Sick Leave Usage	When No Longer Required		When No Longer Required			Mag, Ppr		Draft / Preliminary documents (financial database is the original); GC §60201
Finance / Payroll	FN -049	Timesheets / Timecards	2 years	5 years	7 years			Mag, Ppr		GC §60201(d)(12); 29 CFR 516.5 & 516.6(c); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d)

**RECORDS RETENTION SCHEDULE: FINANCE**

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Finance / Payroll	FN -050	W-2's	2 years	5 years	7 years		Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	Department preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; <del>Articles show 7 years</del> ; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201(d)(12)
Finance / Payroll	FN -051	W-4's	No Longer in Effect + 4 years		No Longer in Effect + 4 years		Mag, OD, Mfr, Ppr	S / I	Yes: After Annual Audit	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §34090; 26 CFR 31.6001-1; GC §60201(d)(12)
<b>PURCHASING</b>										
Finance / Purchasing	FN-052	Purchase Orders	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (software can accurately re-create Purchase Order); GC §60201
Maint.	FN-053	Used Oil Disposal	3 years		3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Finance / Purchasing	FN-054	Vehicle and Equipment Folders (for Service provided by contractors / outside vendors, Smog Certificates, etc.)	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. seq., 13 CCR 1234(f); GC §60201

**RECORDS RETENTION SCHEDULE: FINANCE**

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Finance / Purchasing	FN-055	Vehicle Titles (Pink Slips)	Upon Sale of the Vehicle		Upon Sale of the Vehicle	Yes	Mag, Ppr			Given to the new owner upon sale of the vehicle; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES**

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

**RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES**

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Personnel Services	PER-004.1	COVID-19 Notifications to Employees	3 years		3 years			Mag, Ppr		LC §6409.6(k), GC §34090
Personnel Services	PER-005	District Benefit Contracts & Benefit Plans / Insurance Policies (Health, Dental, Deferred Compensation, Pension, etc.)	Plan Termination + 1 year	1 year	Plan Termination + 2 years			Mag, Ppr		EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 9 CFR 1627.3(b)(2); 29 USC 1027; <del>11 CCR 560</del> ; 28 CCR 1300.85.1; GC §60201
Personnel Services	PER-006	DMV Pull Notices	When Superseded, or Upon Separation		When Superseded, or Upon Separation			Mag, Ppr		Department Preference; GC §§60201, 60201 et seq.
Personnel Services	PER-007	Drug and Alcohol Testing / D.O.T files (ALL Files - Random, Post-Accident & Reasonable Suspicion Tests, refusals, annual summaries, etc.)	5 years		5 years			Mag, Ppr		Department preference; D.O.T. Requires 5 years for positive tests, refusals, annual summaries, etc., 1 year for negative tests; EEOC / FLSA / ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 229 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71

**RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES**

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(OFR)										
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Personnel Services	PER-008	General Manager Contract	Completion	10 years	Completion + 10 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers must retain their records for completion + 10 years; CCP §§336(a), 337 et. seq., GC §60201
Personnel Services	PER-009	Grievances	Separation + 1 year	5 years	Separation + 6 years			Mag, Ppr		Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires <del>4</del> 2-3 years; 229 CFR 1602.31 & 1627.3(b)(1);, GC §§12946, 12960, 60201; 29 USC 1113, LC 1174
Personnel Services	PER-010	I-9s	Separation + 3 years		Separation + 3 years			Mag Ppr		Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 60201

**RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES**

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			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC & OD'd?	
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Personnel Services	PER-011	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Minimum of Superseded + 2 years			Mag, Ppr		Consistent with District-wide standards; GC §60201
Personnel Services	PER-012	Job Descriptions	Superseded + <del>4</del> 3 years		Superseded + <del>4</del> 3 years	Yes: Before Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD <a href="#">Department Preference; State Law requires 4 years; 29 CFR 1602.31 &amp; 1627.3(b)(ii), GC §§12946, 12960, 60201</a>
Personnel Services	PER-013	<b>Personnel Files - Medical File</b> (Includes pre-employment physicals, hazmat exposure records, pulmonary tests, Class B medicals, medical leaves, Respiratory Fit Tests, etc.)	Separation + 1 year	29 years, years; OR Termination of Benefits + 5 years (whichever is longer)	Separation + 30 years, years; OR Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144; 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 60201
Personnel Services	PER-014	<b>Personnel Files - Official Personnel file</b> (Includes Application, Awards, Backgrounds, Employee Action Forms, DMV Reports, Disciplinary Actions, Certifications, Commendations, Evaluations, Grievances, Licenses, Oath of Office, Policy acknowledgements, Supplemental Life Insurance, etc. - <b>Excludes</b> Medical Records)	Separation + 1 year	9 years	Separation + 10 years	Yes: Until Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires <del>4</del> 2-3 years; 29 CFR 1602.14, 1602.31 & 1627.3(b)(1); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105
Personnel Services	PER-015	Training Database (Tracks what employees have received what training)	Indefinite - <a href="#">Minimum 5 years</a>		Indefinite - <a href="#">Minimum 5 years</a>			Mag, Ppr		Data Fields / Records are interrelated; GC §60201



**RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES**

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Personnel Services	PER-016	Training: <b>ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES</b>	Minimum 5 years		Minimum 5 years					Mag, Ppr	Department preference; Ethics & Harassment Prevention Training is 5 years; <del>Statewide guidelines propose 7 years</del> ; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires <del>4-2-3</del> years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201 53235.2(b), 53237.2(b)		
<a href="#">Personnel Services</a>	<a href="#">PER-016.5</a>	<a href="#">Verifications of Employment, Child Support, etc. (From lenders or other outside companies)</a>	<a href="#">When No Longer Required</a>		<a href="#">When No Longer Required</a>					<a href="#">Mag Ppr</a>	<a href="#">Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq</a>		
Personnel Services	PER-017	Worker's Compensation Claims Files	Close	Separation + 30 years or Termination of Benefits + 5 years, whichever is longer	Separation + 30 years or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation				Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 5144; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201. CCP §337 et seq.
<b>RISK MANAGEMENT</b>													
Personnel Services	PER-018	Claims	Final Resolution	5 years	Final Resolution + 5 years	Yes: Until Resolution				Mag, Ppr			Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201(d)(4)

**RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES**

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Personnel Services	PER-019	Insurance Policies - <b>ALL</b>	Expiration + 2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 60201(d)(4)

**RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES**

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<b>SAFETY</b>										
Personnel Services / Safety	PER-020	Cal-OSHA Inspections & Citations	5 years		5 years			Mag, Ppr		Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c
Personnel Services / Safety	PER-021	Respirator Inventory & Maintenance	2 years		2 years			Mag, Ppr		Department preference; GC §60201
Personnel Services / Safety	PER-022	Respiratory Fit Tests for Employee Masks	Separation + 1 year	29 years	Separation + 30 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 60201
Personnel Services / Safety	PER-023	Permits: Hazardous Materials Storage, other regulatory permits	Expiration + 3 years		Expiration + 3 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; GC §60201
Personnel Services / Safety	PER-024	Business Plans / Hazardous Materials Inventory / Disclosures (for Local Fire Authorities / Districts)	5 years		5 years		Mag, Ppr			Department Preference (this is performed annually); GC §60201
Maint. & Personnel Services / Safety	PER-025	Hazardous Waste Manifests / Disposal	5 years	P	P	Yes: Before Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC'd	Department preference (District has "cradle to grave" liability); only 3 years is mandated; 22 CCR 66262.40; GC §60201

**RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES**

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Personnel Services / Safety	PER-026	MSDS / SDS <b>Masters</b> (Material Safety Data Sheets / Safety Data Sheets) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	Superseded + 2 years	28 years	Superseded + 30 years			Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 910.1020(d)(1)(ii)(B), GC §60201
Maint. & Personnel Services / Safety	PER-027	Asbestos Disposal - Chain of Custody	2 years	P	P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; GC §60201
Personnel Services / Safety	PER-028	Emergency Exercises / Drills / After Action Reports	When No Longer Required		When No Longer Required	Yes: Until Superseded		Mag, Ppr			Department Preference; GC §60201
Personnel Services / Safety	PER-029	Industrial Hygiene Surveys / Sampling Plan, Data	5 years		5 years			Mag, Ppr			Department Preference (actuary wants 10 years of data); GC §60201 et seq.
Personnel Services / Safety	PER-030	Safety Committee / Safety Steering Committee	5 years		5 years			Mag, Ppr			Department preference; 8 CCR §3203 et seq.; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: PERSONNEL SERVICES**

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Personnel Services / Safety	PER-031	Safety Inspections	5 years		5 years					Mag, Ppr	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c
Personnel Services / Safety	PER-032	Training Database (Tracks what employees have received what training)	Indefinite - <u>Minimum 5 years</u>		Indefinite - <u>Minimum 5 years</u>					Mag, Ppr	Data Fields / Records are interrelated; GC §60201
Personnel Services / Safety	PER-033	Training: <b>ALL COURSE RECORDS / SYLLABUS, AND ROSTER OF ATTENDEES</b>	2 years	3 years	5 years					Mag, Ppr	Department preference; Ethics & Harassment Prevention Training is 5 years; <del>Statewide guidelines propose 7 years</del> ; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires <del>4-2-3</del> years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201 53235.2(b), 53237.2(b)

**RECORDS RETENTION SCHEDULE: MAINTENANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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<b>MAINTENANCE</b>										
Maint.	MNT-001	Aboveground Storage Tanks (Agency Owned - Water Storage Tanks) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years	P	P			Mag, Ppr		Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Maint. & Personnel Services / Safety	MNT-002	Asbestos Disposal - Chain of Custody	2 years	P	P			Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd Department Preference; GC §60201
Maint.	MNT-003	Backflow Testing / Cross Connection	3 years	2 years	5 years			Mag, Ppr		Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Maint.	MNT-004	CCTV - Sewers	Minimum 5 years		Minimum 5 years			Mag		Department preference; GC §60201
Operations or Maint.	MNT-005	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years			Mag, Ppr		8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201
Lead Dept.	MNT-006	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	1 year		1 year			Mag, Ppr		Department preference; 13 CCR 1234(c); 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201

## RECORDS RETENTION SCHEDULE: MAINTENANCE

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

## RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Maint.	MNT-015	Leak Reports	5 years		5 years			Mag, Ppr		5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Maint.	MNT-016	Meter Calibration Records (Production Meters)	2 years	10 years	12 years			Mag, Ppr		Consistent with Lead & Copper Analysis; 40 CFR 141.33(a)
Operations or Maint.	MNT-017	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment			Mag, Ppr		Department Preference; GC §60201 et. seq.
Maint.	MNT-018	Pressure Tests (Potable Water System) / Boil Alerts	5 years		5 years			Mag, Ppr		Department preference; GC §60201
Maint.	MNT-019	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years			Ppr		GC §60201; 3 CCR 1234(c)
Maint.	MNT-020	Pump Tests / Meter Tests / Calibration	Upon Change of Pump or Meter		Upon Change of Pump or Meter			Mag, Ppr		Department Preference; GC §60201
Maint.	MNT-021	Sanitary Spills and Overflows (SSOs)	5 years		5 years			Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Required for a minimum of 5 years; SWRCB Order <a href="#">2002-0103-DWG</a> & 2006-03; 40 CFR 122.41(j)(2); GC §60201
Operations or Maint.	MNT-022	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required			Mag, Ppr		Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7



**RECORDS RETENTION SCHEDULE: MAINTENANCE**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Operations or Maint.	MNT-023	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite - <u>Minimum 5 years</u>		Indefinite - <u>Minimum 5 years</u>	Yes	Mag			Data is interrelated; GC §§60201
Maint.	MNT-024	Sewer Complaints (written)	2 years		2 years		Mag, Ppr			Department Preference; GC §60201
Maint.	MNT-025	Sewer System Management Plans (SSMP) and Audits / <a href="#">Sanitary Spills Overflow Prevention Plan (SSOPP)</a> and <a href="#">Sanitary Sewer Overflow Response Plan</a>	<u>Superseded + 5 years</u> <del>P</del>		<u>Superseded + 5 years</u> <del>P</del>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every <del>6</del> 5 years; SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB General Order 2006-03; & <a href="#">2022-0103-DWQ</a> ; GC §60201
Maint. & Operations	MNT-026	Two-Way Radio Licensing and Information	Expiration + 2 years		Expiration + 2 years	Yes: Until Expired	Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Covers statute of limitations for written contracts (4 years); <del>Statewide guidelines propose Permanent</del> ; CCP § 337 et. Seq.; GC § 60201
Maint.	MNT-027	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Ppr			Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3( <del>ed</del> ), 60201

## RECORDS RETENTION SCHEDULE: MAINTENANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Maint.	MNT-028	Vehicle & Equipment History Files (If Work is performed by Maintenance staff)	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years			Mag, Ppr		Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §60201
Division Providing Service / Work	MNT-029	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - <a href="#">Minimum 5 years</a>		Indefinite - <a href="#">Minimum 5 years</a>			Mag		Data is interrelated; GC §60201
Division Providing Service / Work	MNT-030	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b> (Paper drafts)	When No Longer Required		When No Longer Required			Mag Ppr		Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	MNT-031	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	Minimum 5 year		Minimum 5 years			Mag Ppr		District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

**RECORDS RETENTION SCHEDULE: CONSERVATION**

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

**RECORDS RETENTION SCHEDULE: ENGINEERING**

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

**RECORDS RETENTION SCHEDULE: ENGINEERING**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (Guideline in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-008	Projects (CIP or Private Development): <b>Large Format Drawings</b> Design Drawings (finals), Record Drawings ("As Builts")	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	No	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Engineering	EN-009	Projects (CIP or Private Development): <b>Permanent File / Permits</b>  Agreements / Contracts (copies), Bid Package (Winning), Change Orders, Environmental, Final As-Built Drawings (Record Drawings), Inspection Pictures, Inspection Reports, Material Testing, Operations & Maintenance Manuals, Permits (Design, Environmental), Preliminary Design Report, Rights of Way / Easements, Soils, Geotechnical Reports, Specifications, Submittals, Surveys, CAD files, Engineer's Calculation Files	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD, except for Easements & As-Builts	Department preference; retained for disaster preparedness purposes; <del>Statewide guidelines propose Permanent for Infrastructure plans;</del> GC §60201

**RECORDS RETENTION SCHEDULE: ENGINEERING**

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

**RECORDS RETENTION SCHEDULE: ENGINEERING**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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(OFR)										
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-013	Real Estate Appraisal Reports ALL (Whether Purchased or Not)	Minimum 5 years		Minimum 5 years	Yes: Before Purchase	Mag, Ppr			Department preference (not accessible to the public until close of escrow); USPAP (Uniform Standards of Professional Appraisal Practice) ethical standards require appraisers to retain records for at least 5 years, or final disposition + 2 years, if used in a judicial proceeding; GC §§60201, <a href="#">7927.500</a> , <a href="#">7928.705</a> , <a href="#">6254(h)</a>
Engineering	EN-014	Sewer Improvement Districts / Assessment Districts / CFDs	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §60201 et seq.
Engineering	EN-015	Studies / Technical Studies / Meter Replacement Advance Studies	5 years		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201 et seq.
Engineering	EN-016	Tracts / Subdivisions / Parcel Maps / Tentative Tracts (may contain drawings of our easements)	Upon Completion	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (Tracts maintained by appropriate County and/or City); GC §60201
Engineering	EN-017	Wastewater Special Studies	<del>When No Longer Required</del> Minimum 10 years		<del>When No Longer Required</del> Minimum 10 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference to comply with NPDES regulations; 40 CFR §§122.21, 122.41; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: ENGINEERING**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (Guideline in office)	Inactive (Guideline - Filed, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Engineering	EN-018	Water Master Plans	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (updated every 5 years); GC §60201 et seq.
Engineering	EN-019	Well Extraction Verifications	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Engineering	EN-020	Will-Serve Letters / Availability Letters	2 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §60201
<b>PERMITS</b>										
Engineering / Permits	EN-021	Construction Permits	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Engineering / Permits	EN-022	Customer Service / Changes to System or Meters / Mechanical Meters - <b>ALL FINAL RECORDS</b>	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Engineering / Permits	EN-023	Customer Service / Permit Database	Indefinite - <u>Minimum 5 years</u>		Indefinite - <u>Minimum 5 years</u>		Mag			Data Fields / Records are interrelated; <a href="#">meets municipal government auditing standards</a> ; GC §34090



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

**RECORDS RETENTION SCHEDULE: OPERATIONS**

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

**RECORDS RETENTION SCHEDULE: OPERATIONS**

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

**RECORDS RETENTION SCHEDULE: OPERATIONS**

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>WATER DISTRIBUTION (DRINKING WATER / POTABLE WATER)</b>										
Operations or Maint.	OP-014	Confined Space Entries / Hot Work Permits (Permitted entries into confined spaces such as sewers and storm drains in order to comply with regulations)	2 years		2 years			Mag, Ppr		8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6) GC §60201
Operations / Water Dist.	OP-015	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints - Potable Water (Entered into CMMS)	5 years		5 years			Mag, Ppr		5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Lead Dept.	OP-016	Daily Safety Checks / Pre-Starts / Commercial Vehicle Prestarts and Forklift Inspections	1 year		1 year			Mag, Ppr		Department preference; 13 CCR 1234(e); 49 CFR 396.11(c)(2); 49 CFR 396.21(b)(1); GC §60201
Lead Dept.	OP-017	Flow Meter Reading	5 years		5 years			Mag, Ppr		Department preference; GC §60201
Operations or Maint.	OP-018	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment			Mag, Ppr		Department Preference; GC §60201 et. seq.
Operations or Maint.	OP-019	SCADA Alarm & Status Printouts / Charts	When No Longer Required		When No Longer Required			Mag, Ppr		Database is original, printouts are drafts / copies. Data is interrelated; system qualifies as a "trusted system"; GC §§60200, 12168.7
Operations or Maint.	OP-020	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite - <u>Minimum 5 years</u>		Indefinite - <u>Minimum 5 years</u>	Yes		Mag, Ppr		Department preference; Data is interrelated; GC §§60201

**RECORDS RETENTION SCHEDULE: OPERATIONS**

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Operations / Water Dist.	OP-021	Well Water Production Reports (to State DHS / DPH & DWR)	Life of Well		Life of Well			Mag, Mfr, OD, Ppr	S/I	Yes: After QC'd	Department Preference; Meets California Department of Health requirements (3 years); GC §60201
Operations / Water Dist.	OP-022	Well Water Quality Reports	Life of Well		Life of Well			Mag, Ppr			5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470
Operations / Water Dist.	OP-023	Wells Depth to Water measurements, Sounding, Compiled Reports, etc.	P		P	Yes		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201

## RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference	
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<b>REGULATORY SUPPORT</b>											
Regulatory Support	RS-001	Air Quality Monitoring / Compliance Reporting	5 years		5 years			Mag, Ppr			Department Preference; 40 CFR 70.6; GC §60201
Regulatory Support	RS-002	CEQA / NEPA Documents: <b>Prepared by others for NON-District Projects</b> (District comments) (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc.)	When No Longer Required		When No Longer Required			Ppr			Non-records; GC §60200
Regulatory Support	RS-003	CEQA / NEPA Documents: <b>Prepared for District Purposes</b> (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc.)	2 years	P	P	Yes: Until Project Completed		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in Project File; GC §60201

**RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT**

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			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Regulatory Support	RS-002.1	CEQA / NEPA Documents: <b>Prepared for District Purposes</b> (Environmental Impact Reports (EIRs), Environmental Assessments, Negative Declarations, etc.)  <b>Correspondence and staff notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project	Completion + 180 days		Completion + 180 days			Mag, Ppr		Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §60201
Regulatory Support	RS-005	Classes, Sign-in Sheets	2 years		2 years			Mag, Ppr		Department preference; GC §60201
Regulatory Support	RS-005.1	Consumer Confidence Reports / Annual Water Quality Reports	P		P			Mag, Mfr, OD, Ppr	S / I	Department preference; <a href="#">Required for 12 years or 2 compliance cycles</a> ; 22 CCR §§ 64400.25; 64470, <a href="#">64483(g)</a> ; 40 CFR 141.33(a); 40 CFR 141.91; GC §60201

## RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT

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Lead Dept.	RS-006	Correspondence with <b>Regulatory Agencies</b>	<del>When No Longer Required</del> Minimum 10 years		<del>When No Longer Required</del> Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	District preference; some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201
Regulatory Support	RS-007	FOG (Fats, Oil & Grease) / <b>Source Control / Pretreatment Reports / Maintenance / Line Cleaning</b>	3 years		3 years		Mag, Ppr			Department preference; POTW reports are required for 3 years; 40 CFR 403.12; GC §60201
Regulatory Support	RS-008	FOG (Fats, Oil & Grease) <b>FSE - Food Service Establishment</b> Inspections Sheets	Superseded		Superseded		Mag, Ppr			Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Regulatory Support	RS-009	FOG (Fats, Oil & Grease) <b>Permits</b>	Superseded + 3 years		Superseded 3 years		Mag, Ppr			Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Regulatory Support	RS-010	NPDES Permits & Monitoring Reports	Minimum Expiration + 3 years		Minimum Expiration + 3 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; NPDES Monitoring records required for 3 years in Federal law; 40 CFR §§122.21, 122.41
Regulatory Support	RS-014	Permits: DPH, Forest Service, etc.	Minimum Expiration + 2 years		Minimum Expiration + 2 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Regulatory Support	RS-011	Plans: IRWMP (Integrated Regional Water Management Plan), etc.	10 years		10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201



**RECORDS RETENTION SCHEDULE: REGULATORY SUPPORT**

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Regulatory Support	RS-012	Sanitary Surveys of Drinking Water Systems (Open Sources of Water - Lake, Open Reservoirs, Dams, etc.)	10 years		10 years		Mag			22 CCR §64470; 40 CFR 141.33©
Regulatory Support	RS-004	Stakeholder Meetings	When No Longer Required		When No Longer Required		Mag, Ppr			District preference; GC §60201
Regulatory Support	RS-013	Vulnerability Assessment / Emergency Response Plan / Risk & Resiliency Assessment / Hazard Mitigation Plan	When Superseded - <b>Minimum 2 years</b>		When Superseded <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Confidential; 42 USC 300i-2(d); GC §60201
Regulatory Support	RS-015	Water Diversion Permits	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201
Regulatory Support	RS-016	Water Rights	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Department preference; GC §60201
Regulatory Support	RS-017	Water Supply Permits / Water Supply Reports	P		P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; GC §60201