

# WALNUT VALLEY WATER DISTRICT

271 South Brea Canyon Road • Walnut, CA 91789-3002  
(909) 595-7554 • Fax: (909) 444-5521  
walnutvalleywater.gov



## REGULAR BOARD MEETING MONDAY, OCTOBER 21, 2024 5:00 P.M.

*Agenda materials are available for public review at <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>.*

*Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review during regular business hours at the District office, located at: 271 S. Brea Canyon Road, Walnut, CA.*

1. Flag Salute
2. Roll Call: Mr. Hilden\_\_\_\_\_ Ms. Kwong\_\_\_\_\_ Ms. Lee\_\_\_\_\_ Mr. Tang\_\_\_\_\_ Mr. Woo\_\_\_\_\_
3. Public Comment President Lee

The Presiding Officer of the Board of Directors may impose reasonable limitations on public comments to assure an orderly and timely meeting.

A. **Agenda Items** - Any person desiring to address the Board of Directors on any Agenda item may do so at the time the item is considered on the Agenda by requesting the privilege of doing so at this time and stating the Agenda item to be addressed. At the time the item is discussed, those requesting to speak will be called to do so.

B. **Non-Agenda Items** - At this time, the public shall have an opportunity to comment on any non-agenda item relevant to the jurisdiction of the District. Reasonable time limits on each topic and on each speaker are imposed in accordance with Board policy.

4. Agenda Changes/Addition President Lee

In accordance with Section 54954.2 of the Government Code, additions to the agenda require a two-thirds vote of the legislative body, or if less than two-thirds of the members are present, a unanimous vote of those members present. It shall be determined that there is a need to take immediate action and that the need for action came to the attention of the local agency after the posting of the agenda.

- A. Discussion B. Action Taken

5. Reorder of Agenda President Lee
  - A. Discussion B. Action Taken

6. [WVWD Team Milestones & Achievements](#) Ms. Shaw

7. Consider Approval of Consent Calendar (Items A-F)

**Consent Calendar Notice:**

The items listed under the Consent Calendar are considered routine business and will be voted on together by one motion unless a Board Member, staff member, or member of the public requests separate action.

- A. Minutes of the Special Board meeting held September 5, 2024
- B. Minutes of the Regular Board meeting held September 16, 2024
- C. Minutes of the Special Board meeting held September 19, 2024
- D. Check Register
- E. Employee Expense Reimbursement Report
- F. Community Outreach Update (Information Only)
  - (1) Discussion
  - (2) Action Taken

8. Consider Approval of Director Expense Reports

Provided are Expense Reports disclosing per diem requests for Director meeting attendance and an itemization of expenses incurred by the District on behalf of each Director.

- (1) Discussion
- (2) Action Taken

9. Treasurer’s Report

Mr. Byerrum

- A. Financial Dashboard as of August 31, 2024
- B. District Statement of Revenues, Expenses, and Change in Net Positions as of August 31, 2024
- C. District Statement of Net Positions as of August 31, 2024
- D. Summary of Cash and Investments as of August 31, 2024
  - (1) Discussion
  - (2) Action Taken

**COMMITTEE REPORTS**

Standing Committee Reports (The Chair of each committee that has met will report to the full Board)

10. Public Information/Community Relations/Legislative Action Committee

Director Kwong

- There are no items to come to the Board at this time.

11. Finance Committee

President Lee

- A. Fund Status of Facilities Use Charges
  - (1) Discussion
  - (2) Action Taken
- B. Cash Reserve Policy
  - (1) Discussion
  - (2) Action Taken
- C. Approval of the FY 2023-24 Source and Application of Funds
  - (1) Discussion
  - (2) Action Taken
- D. Receive, Approve, and File the Investment Transactions Report for the Month Ending September 30, 2024
  - (1) Discussion
  - (2) Action Taken
- E. Review of Revenue Bonds Held in Trust – East West Bank (Information Only)
- F. Review of Revenue Bond Held in Trust – US Bank (Information Only)

- 12. Engineering and Special Projects Director Woo
  - A. [Receive and File the Puente Basin Watermaster Thirty-Eighth Annual Report for Fiscal Year 2023-2024](#)
    - (1) Discussion (2) Action Taken
  - B. [Approval of Revisions to the District's Rules and Regulations](#)
    - (1) Discussion (2) Action Taken
  - C. [Operations Report](#) (Information Only)
- 13. Personnel Committee President Lee
  - A. [Annual Review and Consideration of Revisions of Board Policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses and Exhibits A, B, C, D, E, and F](#)
    - (1) Discussion (2) Action Taken

**OTHER ITEMS**

- 14. TVMWD/MWD Director Hilden
- 15. P-W-R Joint Water Line Commission Mr. Monk
  - A. [P-W-R JWL Report for Water Purchases for August 2024](#)
  - B. Other Items
- 16. Puente Basin Water Agency Director Lee
- 17. Spadra Basin Groundwater Sustainability Agency Director Tang
- 18. General Manager's Report Ms. Shaw
  - A. [District Activities Calendars for November, December 2024, and January 2025](#)
  - B. Other Items
- 19. Water Supply and Conservation Ms. Shaw
  - A. [District Water Supply and Conservation Update](#)
  - B. [Statewide Water Supply Conditions](#)
- 20. Directors' Oral Reports All Directors
- 21. Legal Reports Mr. Ciampa
- 22. Board members and staff will be given an opportunity to request and suggest subjects for discussion at a future meeting
- 23. Board of Directors Business President Lee
  - There are no items to come to the Board at this time

Adjournment

Pursuant to the Americans with Disabilities Act, persons with a disability who require a disability-related modification or accommodation to participate in a meeting may request such modification or accommodation from the District's General Manager's Office at (909) 595-1268 Ext. 201. Notification forty-eight (48) hours prior to the meeting will enable District staff to make reasonable arrangements to assure accessibility to the meeting.

I, Lucie Cazares, CMC, Walnut Valley Water District, do hereby certify, under penalty of perjury under the laws of the State of California that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at 271 S. Brea Canyon Road, Walnut, CA., and uploaded to the Walnut Valley Water District website <https://walnutvalleywater.gov/about-us/meetings-minutes-and-agendas/>

Date Posted: October 17, 2024

Lucie Cazares, CMC, Executive Secretary



# WVWD TEAM ACHIEVEMENTS & MILESTONES



## **Pablo Martinez**

Celebrating Pablo for passing the Grade D5 distribution operator certification exam.



## **John Shute**

Celebrating John for passing the Grade T2 treatment operator certification exam.



## **Fiona Tang**

Celebrating Fiona for completing the Comp-TIA Security Plus certification.



## **Alexandra Cortez**

Celebrating Alexandra for completing the Human Resources Certification Program from University of California, Riverside.



## **Lily Lopez**

Celebrating Lily for 5 years of dedicated service as of August 2024.

# MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS OF WALNUT VALLEY WATER DISTRICT

September 5, 2024  
At the Offices of the District  
271 South Brea Canyon Road, Walnut, CA 91789

## DIRECTORS PRESENT:

Edwin Hilden  
Scarlett Kwong  
Theresa Lee  
Jerry Tang

## DIRECTORS ABSENT:

Henry Woo

## STAFF PRESENT:

Sherry Shaw, General Manager/Chief Engineer  
Jared Macias, Assistant General Manager  
Josh Byerrum, Director of Finance  
James Ning, Finance Manager  
Thomas Monk, Director of Operations  
Bertha Perez, Engineering Manager  
Alanna Diaz, Director of Administrative Services  
Lily Lopez, Director of External Affairs & Sustainability  
Donna DiLaura, External Affairs & Sustainability  
Manager  
Lucie Cazares, Executive Services Administrator  
Jim Ciampa, Legal Counsel (via Telephone)

The meeting was called to order at 5:01 p.m. with President Lee presiding.

Guests and others in attendance: Habib Isaac, IB Consulting; Benjamin Nguyen, Pearl Hilden.

### **Item 3: Public Comment**

- ◆ There were no requests. (Item 3)

### **Item 4: Review of 2024 Financial Plan and Rate Study**

- ◆ The Board received a PowerPoint presentation, from Mr. Habib Isaac, on the District's financial plans and rates. As a matter of information only, no Board action was taken. (Item 4)

### **Item 5: Consideration of Tentative Approval of Proposed Water Rates to be Considered for Final Approval at Public Hearing (see Item 6 below)**

- ◆ Mr. Habib Isaac and Mr. Josh Byerrum presented a PowerPoint on the preliminary water rates proposed to be incorporated into the 2025 Comprehensive Rate Study if approved by the Board. Following staff's explanation of the steps taken to help determine the components of the rate structure, the Board was asked to provide preliminary approval of the water rates, as presented so that they may be incorporated into the 2025 Rate Study and the Proposition 218 Public Notice.

***Motion No. 24-09-2076: Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to provide preliminary approval of the proposed water rates, as presented, for inclusion in the 2025 Rate Study and the Proposition 218 Public Notice. (Item 5)***

President Lee indicated Motion No. 24-09-2076 was approved by a 4-0 (with Director Woo absent) vote

### **Item 6: Schedule the Public Hearing for Proposed Water Rate Increase**

- ◆ The Board was asked to set Thursday, November 14, 2024, at 6:00 p.m. as the date and time to conduct the public hearing for consideration of the proposed water rate and service charge adjustments, in accordance with the procedural requirements of the California Constitution (Article XIII D § 6[a]). Along with this request they received an outline of activities leading up to the public hearing. (Item 6)

***Motion No. 24-09-2077: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried 4-0 (with Director Woo absent) to schedule a public hearing for the consideration of a water rate adjustment at 6:00 p.m. on Thursday, November 14, 2024, at the South Coast Air Quality Management District auditorium. (Item 6)***

President Lee indicated Motion No. 24-09-2077 was approved by a 4-0 (with Director Woo absent) vote

**Item 7: Authorize Staff to Draft a Public Notice with the Proposed Rates Presented**

- ◆ The Board was asked to authorize staff to draft public notice with the proposed rates presented during the Review of 2024 Financial Plan and Rate Study

***Motion No. 24-09-2078: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Tang, and carried 4-0 (with Director Woo absent) to authorize staff to draft public notice with the proposed rates presented during the Review of 2024 Financial Plan and Rate Study. (Item 7)***

**President Lee indicated Motion No. 24-09-2078 was approved by a 4-0 (with Director Woo absent) vote**

**Item 8: Other**

- ◆ There were no additional items discussed.

**Adjournment at 6:04 P.M.**



# MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF WALNUT VALLEY WATER DISTRICT

September 16, 2024  
At the Office of the District  
271 South Brea Canyon Road, Walnut, CA 91789

## **DIRECTORS PRESENT:**

Edwin Hilden  
Scarlett Kwong  
Theresa Lee  
Jerry Tang  
Henry Woo

## **STAFF PRESENT:**

Sherry Shaw, General Manager/Chief Engineer  
Jared Macias, Assistant General Manager  
Josh Byerrum, Director of Finance  
Lily Lopez, Director of External Affairs & Sustainability  
Bertha Perez, Engineering Manager  
Alanna Diaz, Director of Administrative Services  
Tom Monk, Director of Operations  
Greg Galindo, Operations Manager  
Lucie Cazares, Executive Services Administrator  
Alexandra Cortez, Administrative Assistant  
Jim Ciampa, Legal Counsel

## **DIRECTORS ABSENT:**

The meeting was called to order at 5:00 p.m. with President Lee presiding.

Guests and others in attendance: Three Valleys Municipal Water District (TVMWD) Directors Mike Ti and Jody Roberto, and TVMWD Chief Financial Officer Jose Velazquez. Also in attendance were Pearl Hilden, Benjamin Nguyen.

### **Item 3: Public Comment**

- ◆ There were no requests for public comment. (Item 3)

### **Item 4: Additions to the Agenda**

- ◆ There were no requests for additions to the agenda. (Item 4)

### **Item 5: Reorder of the Agenda**

- ◆ There were no requests for reordering of the agenda. (Item 5)

### **Item 6: Consider Approval of Consent Calendar**

- ◆ The Board was asked to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held on August 19, 2024, the Special Board meeting held on August 22, 2024, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6 – A, B, C, E)

***Motion No. 24-09-2079: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Tang, and unanimously carried 5-0, to approve the Consent Calendar, consisting of the minutes of the Regular Board meeting held on August 19, 2024, the Special Board meeting held on August 22, 2024, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 6 – A, B, C, E)***

**President Lee indicated Motion No. 24-09-2079 was approved by a 5-0 vote**

### **Item 7: Director Expense Reports**

- ◆ The Board was asked to receive, approve, and file the Board member expense reports indicating per diem requests for meeting attendance and individual reports of additional expenses incurred by the District on behalf of each Director for events occurring during August 2024. (Item 7)

***Motion No. 24-09-2080: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0, to receive, approve, and file the Board member expense reports indicating per diem requests for meeting attendance and individual reports of additional expenses incurred by the District on behalf of each Director for events occurring during August 2024. (Item 7)***

**President Lee indicated Motion No. 24-09-2080 was approved by a 5-0 vote**

## Committee Chair Reports

### Item 8: Public Information/Community Relations/Legislative Action Committee – Director Kwong

- There are no items to come to the Board at this time.

### Item 9: Finance Committee – Director Lee

- ◆ Mr. Josh Byerrum presented the annual review of the Identity Theft Prevention Program. Staff and Legal Counsel have reviewed the program and no modifications are recommended at this time. As a matter of information only, no action was taken by the Board. (Item 9-A)
- ◆ The Board was asked to authorize the General Manager to execute and complete the California Cooperative Liquid Assets Securities System Participant Registration Form. (Item 9-B)

***Motion No. 24-09-2081: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0, to authorize the General Manager to execute and complete the California Cooperative Liquid Assets Securities System Participant Registration Form. (Item 9-B)***

**President Lee indicated Motion No. 24-09-2081 was approved by a 5-0 vote**

- ◆ The Board was asked to reject the claim submitted by Dennis Alejo, which seeks compensation for the expenses to repair damage to his vehicle allegedly caused by a District construction meter. (Item 9-C)

***Motion No. 24-09-2082: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Woo, and unanimously carried 5-0, to reject the claim submitted by Dennis Alejo, which seeks compensation for the expenses to repair damage to his vehicle allegedly caused by a District construction meter. (Item 9-C)***

**President Lee indicated Motion No. 24-09-2082 was approved by a 5-0 vote**

- ◆ The Board was asked to reject the claim submitted by Peter Dolch, which seeks compensation for the repair of the customer's water line resulting from an alleged spike in pressure. (Item 9-D)

***Motion No. 24-09-2083: Upon consideration thereof, it was moved by Director Hilden, seconded by Director Kwong, and unanimously carried 5-0, to reject the claim submitted by Peter Dolch, which seeks compensation for the repair of the customer's water line resulting from an alleged spike in pressure. (Item 9-D)***

**President Lee indicated Motion No. 24-09-2083 was approved by a 5-0 vote**

- ◆ The Board was asked to authorize the General Manager to execute and complete the agreement with Bill.com.(Item 9-E)

***Motion No. 24-09-2084: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0, to authorize the General Manager to execute and complete the agreement with Bill.com.(Item 9-E)***

**President Lee indicated Motion No. 24-09-2084 was approved by a 5-0 vote**

- ◆ Mr. Byerrum informed the Board that the Investment Transaction report for the month ending August 31, 2024, was not received in time for the Board meeting. No action was taken by the Board. (Item 9-F)
- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust Report for East West Bank. (Item 9-G)
- ◆ As a matter of information only, the Board received a Revenue Bond Funds Held in Trust Report for US Bank. (Item 9-H)

#### **Item 10: Engineering Committee – Director Woo**

- ◆ The Board was asked to accept the work as installed by Sully-Miller Contracting Company and authorize the filing of a Notice of Completion for the Terraces at Walnut - Tract No. 78210 (P.N 20-3645). (Item 10-A)

***Motion No. 24-09-2085: Upon consideration thereof, it was moved by Director Lee, seconded by Director Tang, and unanimously carried 5-0, to accept the work as installed by Sully-Miller Contracting Company and authorize the filing of a Notice of Completion for the Terraces at Walnut - Tract No. 78210 (P.N 20-3645). (Item 10-A)***

**President Lee indicated Motion No. 24-09-2085 was approved by a 5-0 vote**

- ◆ The Board was asked to authorize staff to forward a letter to the Puente Basin Watermaster indicating the District's preference that "Option 3" be used to calculate the collective import return flow credit. (Item 10-B)

***Motion No. 24-09-2086: Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and unanimously carried 5-0, to authorize staff to forward a letter to the Puente Basin Watermaster indicating the District's preference that "Option 3" be used to calculate the collective import return flow credit. (Item 10-B)***

**President Lee indicated Motion No. 24-09-2086 was approved by a 5-0 vote**

- ◆ Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 10-C)

#### **Item 11: Personnel Committee – Director Lee**

- ◆ The Board was asked to adopt the revisions to the District's Heat Illness Prevention Program. This addendum is based on the new requirement of the Heat Illness Prevention Standard, Title 8 of the California Code of Regulations, Section 3396, "Heat Illness Prevention in Indoor Places of Employment," which requires employers to protect employees from heat-related illness in indoor workplaces. (Item 11-A)

***Motion No. 24-09-2087: Upon consideration thereof, it was moved by Director Tang, seconded by Director Hilden, and unanimously carried 5-0, to approve the revisions to the District's Heat Illness Prevention Program to address the new Heat Illness Prevention in Indoor Places of Employment requirements, in the form presented to the Board. (Item 11-A)***

**President Lee indicated Motion No. 24-09-2087 was approved by a 5-0 vote**

- ◆ Ms. Diaz reviewed the Association of California Water Agencies (ACWA)/Joint Powers Insurance Authority (JPIA) medical, dental, and vision premium plans updates and increases effective January 1, 2025. She reported the medical, dental, and vision coverage premiums for employees are paid from the employee health benefit allotment established at \$2,078.05 per month/per employee, or payment of the lowest premium for family coverage. As this was an informational item only, no action was taken by the Board. (Item 11-B)

#### **Item 12: TVMWD/MWD**

- ◆ There were no TVMWD/MWD reports to come before the Board at this time. (Item 12)

#### **Item 13: The P-W-R Joint Water Line Commission**

- ◆ Mr. Monk reported on the P-W-R Joint Water Line Commission water use report for the month of July 2024 (Item 13)

#### **Item 14: Puente Basin Water Agency (PBWA)**

- ◆ The Director Lee reported that there was no PBWA meeting for the month of September. (Item 14)

#### **Item 15: Spadra Basin Groundwater Sustainability Agency**

- ◆ Director Tang reported on the September 3, 2024, Spadra Basin GSA Executive Committee meeting (Item 15)

#### **Item 16: General Manager's Report**

- ◆ The Board received the District's activities calendars for October, November, and December 2024.
- ◆ Ms. Shaw informed the Board that employee milestone achievements will be a new item to be included on each regular Board meeting agenda. (Item 16)

**Item 17: Water Supply and Conservation**

- ◆ The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2024 purchased water estimate, conservation goal summary, climate summary, and 2024 monthly water consumption versus the 2013 and 2020 baseline years. The report noted that the District’s water usage for August 2024 was 20.01% lower than usage in August 2020 and 33.92% lower than usage in August 2013. (Item 17-A)
- ◆ The Board viewed reports on California’s water supply and reservoir conditions as of September 3, 2024. (Item 17-B)

**Item 18: Directors’ Oral Reports**

(NOTE: Board meeting minutes provide written reports of Board meetings, Committee meetings, and District associated activities. Directors may include reports of their participation in non-expense or per diem paid community events as a matter of information.) (Item 18)

- ◆ Director Hilden reported the following on his activities for August: The District’s Regular and Special Board meetings, Engineering Committee, and Personnel Committee.
- ◆ Director Kwong reported on the following activities for August: The District’s Regular and Special Board meetings, PBWA Commission meeting, Public Information Committee meeting, Engineering Committee meeting, CEO Campaign Operations & Strategies meeting, and Miss Diamond Bar meeting with Senator Archuleta.
- ◆ Director Lee reported on the following activities for August: The District’s Regular and Special Board meetings, State of the Nation presentation, Finance Committee, and Personnel Committee.
- ◆ Director Tang reported on the following activities for August: The District’s Regular and Special Board meetings, State of the Nation presentation, the Public Information Committee, the Finance Committee, and a meeting with a community member regarding backyard flooding issues.
- ◆ Director Woo reported on the following activities for August: The Public Information and Finance Committee meetings, the PBWA Commission meeting, and the National Night Out.

**Item 19: Legal Reports**

- ◆ There were no legal reports to come before the Board at this time. (Item 19)

**Item 20: Items for Future Discussion**

- ◆ There were no requests for future discussion items. (Item 20)

**Item 21: Board of Directors Business**

- ◆ There were no Board of Director Business items to come before the Board at this time. (Item 21)

**Adjournment at 5:34 p.m.**

# MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS OF WALNUT VALLEY WATER DISTRICT

September 19, 2024  
At the Offices of the District  
271 South Brea Canyon Road, Walnut, CA 91789

## **DIRECTORS PRESENT:**

Edwin Hilden  
Scarlett Kwong  
Theresa Lee  
Jerry Tang  
Henry Woo

## **STAFF PRESENT:**

Sherry Shaw, General Manager/Chief Engineer  
Jared Macias, Assistant General Manager  
Josh Byerrum, Director of Finance  
Thomas Monk, Director of Operations  
Bertha Perez, Engineering Manager  
Alanna Diaz, Director of Administrative Services  
Katrina Lumague, External Affairs & Sustainability Coordinator  
Alexandra Cortez, Administrative Assistant  
Lucie Cazares, Executive Services Administrator  
Jim Ciampa, Legal Counsel (via Zoom)

## **DIRECTORS ABSENT:**

The meeting was called to order at 4:00 p.m. with President Lee presiding.

Guests and others in attendance: None

### **Item 3: Public Comment**

- ◆ There were no requests. (Item 3)

### **Item 4: Review of the Public Hearing Notice**

- ◆ Ms. Lumague presented a draft public meeting notice for Board review and comment.
- ◆ Staff advised that the notices will be printed and mailed to customers and property owners at least 45 days prior to the November 14, 2024, public hearing. No Board action was taken. (Item 4)

### **Item 5: Other**

- ◆ The Board was given an update on the 4/10 schedule.
- ◆ Ms. Shaw asked if any Board members would like to participate in the flu shot clinic the District is hosting.
- ◆ The Board was reminded of the Three Valleys Municipal Water District Leadership Breakfast on October 31, 2024. (Item 5)

### **Adjournment at 4:28 P.M.**

Walnut Valley Water District  
Check Register For the Month of September 2024

CHECK NUMBER	DATE	PAYEE	AMOUNT
10936	9/5/2024	Macias, Jared-Voided	
10955	9/9/2024	Ford Motor Company	\$ 5,232.35
10956	9/9/2024	Geiger West Monrovia	\$ 1,012.60
10957	9/9/2024	Hach Company	\$ 1,977.69
10958	9/9/2024	Core & Main LP	\$ 4,470.22
10959	9/9/2024	Los Angeles County Fire Dept.	\$ 5,058.00
10960	9/9/2024	Tucker Tire Company, Inc.	\$ 39.00
10961	9/9/2024	Underground Service Alert	\$ 479.00
10962	9/9/2024	Western Water Works	\$ 7,758.40
10963	9/9/2024	Grainger	\$ 393.57
10964	9/9/2024	Cintas Corporation #150	\$ 203.58
10965	9/9/2024	Dunn Edwards Corporation	\$ 795.06
10966	9/9/2024	InfoSend, Inc.	\$ 14,810.22
10967	9/9/2024	Genesis Computer Systems, Inc.	\$ 7,102.35
10968	9/9/2024	Ferguson Waterworks - Santa Ana	\$ 11,187.50
10969	9/9/2024	Shute, John	\$ 65.00
10970	9/9/2024	State Water Resources Ctrl Bd - Cert Rnw	\$ 60.00
10971	9/9/2024	Echologics, LLC	\$ 1,350.00
10972	9/9/2024	Southern California Public Labor Relations Council	\$ 300.00
10973	9/9/2024	HQ Enterprises Inc.	\$ 16.43
10974	9/9/2024	Fu, Stephanie	\$ 42.88
10975	9/9/2024	HASA, Inc.	\$ 2,746.21
10976	9/9/2024	A & J Tree Care, Inc.	\$ 3,700.00
10977	9/9/2024	Cavanaugh & Associates, P.A.	\$ 3,000.00
10978	9/9/2024	ALS Group USA, Corp.	\$ 270.00
10979	9/9/2024	GNA - Brook Fire Protection, Inc.	\$ 160.00
10980	9/9/2024	Leadership Development Network LLC	\$ 67.50
10981	9/9/2024	Automationdirect.com Inc	\$ 79.38
10982	9/9/2024	Carahsoft Technology Corporation	\$ 135.85
10983	9/9/2024	Macias, Jared	\$ 2,875.00
10984	9/9/2024	11:11 Systems, Inc.	\$ 423.95
10985	9/9/2024	Serna, Samuel	\$ 2,127.59
10986	9/9/2024	Searock Stafford CM, Inc.	\$ 15,201.30
10987	9/9/2024	Breaking The Chain Consulting, LLC	\$ 3,009.91
10988	9/9/2024	Equitable Financial Life Insurance Company of America	\$ 6,516.90
10989	9/17/2024	ACWA Services Corporation	\$ 300.00
10990	9/17/2024	Badger Meter, Inc.	\$ 13.08
10991	9/17/2024	Civiltec Engineering, Inc.	\$ 8,825.00
10992	9/17/2024	Federal Express	\$ 70.09

Walnut Valley Water District  
Check Register For the Month of September 2024

CHECK NUMBER	DATE	PAYEE	AMOUNT
10993	9/17/2024	Hach Company	\$ 177.27
10994	9/17/2024	Industrial Shoeworks	\$ 250.00
10995	9/17/2024	Pollardwater	\$ 187.82
10996	9/17/2024	South Coast A.Q.M.D.	\$ 1,414.00
10997	9/17/2024	Tucker Tire Company, Inc.	\$ 3,056.34
10998	9/17/2024	Western Water Works	\$ 4,548.64
10999	9/17/2024	Cintas Corporation #150	\$ 305.33
11000	9/17/2024	Rowland Water District	\$ 337.60
11001	9/17/2024	Fuel Pros, Inc.	\$ 4,592.00
11002	9/17/2024	Verizon Connect Fleet USA LLC	\$ 186.37
11003	9/17/2024	Nguyen, Lisa Thi	\$ 1,349.04
11004	9/17/2024	Chandler Asset Management, Inc.	\$ 2,727.67
11005	9/17/2024	Applied Technology Group, Inc.	\$ 340.00
11006	9/17/2024	Genesis Computer Systems, Inc.	\$ 12,925.00
11007	9/17/2024	Morrow-Meadows Corporation	\$ 46,550.00
11008	9/17/2024	Harrington Industrial Plastics, LLC	\$ 152.25
11009	9/17/2024	Rodriguez, Manuel	\$ 110.25
11010	9/17/2024	West Coast Sand and Gravel, Inc.	\$ 3,128.53
11011	9/17/2024	Puente Hills Ford	\$ 250.95
11012	9/17/2024	Frontier Communications	\$ 401.44
11013	9/17/2024	TelePacific Corp.	\$ 1,217.55
11014	9/17/2024	Hill Brothers Chemical Company	\$ 2,910.69
11015	9/17/2024	Premier Family Medicine Associates, Inc.	\$ 95.00
11016	9/17/2024	HASA, Inc.	\$ 6,447.58
11017	9/17/2024	Bay Alarm Company	\$ 1,308.90
11018	9/17/2024	Raymond Handling Solutions, Inc.	\$ 1,241.24
11019	9/17/2024	Canon Solutions America, Inc.	\$ 59.14
11020	9/17/2024	SoCal SCADA Solutions, LLC	\$ 3,982.00
11021	9/17/2024	GNA - Brook Fire Protection, Inc.	\$ 106.00
11022	9/17/2024	Lagerlof, LLP	\$ 2,962.50
11023	9/17/2024	Backgrounds Online	\$ 143.60
11024	9/17/2024	Railroad Management Company, LLC	\$ 609.71
11025	9/17/2024	C.J. Brown & Company, CPAs	\$ 7,006.00
11026	9/17/2024	Axelliant LLC	\$ 5,560.00
11027	9/17/2024	Fastenal Company	\$ 2,870.00
11028	9/17/2024	Merrimac Energy Group	\$ 10,046.04
11029	9/17/2024	Critical Mention, Inc.	\$ 833.32
11030	9/17/2024	D 7 Consulting Inc.	\$ 11,880.00
11031	9/18/2024	Tri County Pump Company	\$ 56,377.10

**Walnut Valley Water District**  
**Check Register For the Month of September 2024**

<b>CHECK NUMBER</b>	<b>DATE</b>	<b>PAYEE</b>	<b>AMOUNT</b>
11032	9/18/2024	Valley Vista Services, Inc.	\$ 23,118.45
11033	9/25/2024	ACWA Services Corporation	\$ 137,010.72
11034	9/25/2024	Civiltec Engineering, Inc.	\$ 412.50
11035	9/25/2024	Ferguson Waterworks - Pomona	\$ 912.45
11036	9/25/2024	Ken's Ace Hardware	\$ 28.86
11037	9/25/2024	McMaster-Carr Supply Company	\$ 1,102.04
11038	9/25/2024	Pomona City Clerk	\$ 2,081.90
11039	9/25/2024	Underground Service Alert	\$ 1,257.65
11040	9/25/2024	Ground Control Systems, Inc.	\$ 1,535.40
11041	9/25/2024	InfoSend, Inc.	\$ 3,046.24
11042	9/25/2024	Applied Technology Group, Inc.	\$ 269.18
11043	9/25/2024	Genesis Computer Systems, Inc.	\$ 6,638.10
11044	9/25/2024	Ferguson Waterworks - Santa Ana	\$ 1,084.54
11045	9/25/2024	D & H Water Systems, Inc.	\$ 1,129.96
11046	9/25/2024	Shute, John	\$ 1,690.00
11047	9/25/2024	J. De Sigio Construction, Inc.	\$ 5,534.00
11048	9/25/2024	West Coast Sand and Gravel, Inc.	\$ 2,901.16
11049	9/25/2024	Felix, Fernando R.	\$ 162.00
11050	9/25/2024	HASA, Inc.	\$ 4,179.54
11051	9/25/2024	ALS Group USA, Corp.	\$ 1,212.00
11052	9/25/2024	Canon Solutions America, Inc.	\$ 810.26
11053	9/25/2024	Eagle Aerial Photography, Inc.	\$ 24,037.50
11054	9/25/2024	IB Consulting, LLC	\$ 17,133.10
11055	9/25/2024	Environmental Contractors Transportation Inc.	\$ 400.00
11056	9/25/2024	Aqua Backflow, Inc	\$ 1,824.00
11057	9/25/2024	Thermal Concepts, Inc.	\$ 22,489.43
11058	9/25/2024	Central Communications	\$ 1,234.15
11059	9/25/2024	Canon Solutions America, Inc.	\$ 1,591.20
11060	9/25/2024	Corelogic Solutions, LLC	\$ 257.50
11061	9/25/2024	Searock Stafford CM, Inc.	\$ 15,920.00
11062	9/25/2024	CPI	\$ 342.40
EFT000000001159	9/10/2024	Doty Bros Equipment Co, Inc.	\$ 32,729.91
EFT000000001160	9/10/2024	Puente Basin Water Agency	\$ 1,181,501.80
EFT000000001161	9/10/2024	Pomona-Walnut-Rowland JWL Commission	\$ 1,033,145.05
EFT000000001162	9/10/2024	Willdan Financial Services	\$ 5,841.65
EFT000000001163	9/10/2024	California Public Employees' Retirement System	\$ 1,050.00
EFT000000001164	9/10/2024	Boostlingo, LLC	\$ 95.00
EFT000000001165	9/17/2024	Home Depot Credit Services	\$ 937.63
EFT000000001166	9/18/2024	Puente Basin Water Agency	\$ 111,405.39
EFT000000001167	9/18/2024	U.S. Bank National Association	\$ 2,500.00
EFT000000001168	9/18/2024	Quest Building Services	\$ 2,595.00



Walnut Valley Water District  
Check Register For the Month of September 2024

CHECK NUMBER	DATE	PAYEE	AMOUNT
EFT000000001169	9/18/2024	1Password	\$ 4,645.50
EFT000000001170	9/18/2024	Boostlingo, LLC	\$ 420.83
EFT000000001171	9/18/2024	Doty Bros Equipment Co, Inc.	\$ 3,725.02
EFT000000001172	9/25/2024	East West Bank - Visa	\$ 22,272.66
EFT000000001173	9/26/2024	Doty Bros Equipment Co, Inc.	\$ 36,968.71
EFT000000001174	9/26/2024	Amazon Capital Services, Inc.	\$ 2,741.31
EFT000000001175	9/26/2024	The Printery, Inc.	\$ 10,949.28
XFR000008183	9/11/2024	WATER REFUND	\$ 29,224.12
XFR000008184	9/11/2024	PAYROLL	\$ 295,868.76
XFR000008203	9/20/2024	BADILLO GRAND	\$ 6,573.97
XFR000008207	9/24/2024	PAYROLL	\$ 310,589.49
<b>TOTAL</b>			<b>\$ 3,687,649.79</b>

Reviewed by:



Director of Finance

10/04/2024

Date

Reviewed by:



General Manager

10/7/2024

Date

**Walnut Valley Water District  
 Monthly Employee Expense Reimbursements  
 Exceeding the Amount of \$100.00  
 For the Month of September 30, 2024**



<b>Date</b>	<b>Check Number</b>	<b>Employee Name</b>	<b>Description</b>	<b>Amount</b>
9/25/2024	011049	Felix, Fernando R.	Education Reimbursement	\$ 162.00
9/9/2024	010983	Macias, Jared	Education Reimbursement	\$ 2,875.00
9/17/2024	011009	Rodriguez, Manuel	Expense Reimbursement	\$ 110.25
9/9/2024	010985	Serna, Samuel	Education Reimbursement	\$ 2,127.59
9/9/2024	010969	Shute, John	Expense Reimbursement	\$ 65.00
9/25/2024	011046	Shute, John	Education Reimbursement	\$ 1,690.00

In accordance with California Government Code Section 53065.5, the District shall, at least annually, disclose all reimbursements paid to any employee for an individual charge that is at least one hundred dollars (\$100).



# WVWD – Staff Report

**TO:** Board of Directors  
**FROM:** General Manager/ Chief Engineer  
**SUBMITTED BY:** External Affairs & Sustainability  
**DATE:** October 21, 2024  
**SUBJECT:** Community Outreach Update

Action/Discussion   
  Fiscal Impact   
  Resolution   
  Information Only

## RECOMMENDATION

For information only.

## BACKGROUND INFORMATION:

### External Affairs & Sustainability Outreach Update

1. October Bill Insert  
District customers received the inserts noted below (front/back) with their monthly bill statement.

### Insert Front

**Let's Dive In**

At Walnut Valley Water District, we believe that understanding your water is the first step towards appreciating its value and ensuring its sustainable use for generations to come. That's why we're excited to introduce our Let's Dive In campaign, dedicated to helping our community members dive deeper into the world of water.

Learn more at [walnutvalleywater.gov](http://walnutvalleywater.gov)

Watch our "Did You Know?" Series highlighting WVWD's infrastructure

"Did You Know?" Water Meters  
 "Did You Know?" Reservoirs  
 "Did You Know?" Pump Stations  
 "Did You Know?" Pressure Reducing Valves

# Insert Back



**WATER RATES**  
**Community Meeting**

Join Walnut Valley Water District in a conversation to discuss how and what we charge to ensure our water system reliability.

**Wednesday, November 6 @ 6 PM**

Zoom Meeting ID: 838 7542 1134  
Passcode: 123456

[walnutvalleywater.gov/lets-dive-in](https://walnutvalleywater.gov/lets-dive-in)

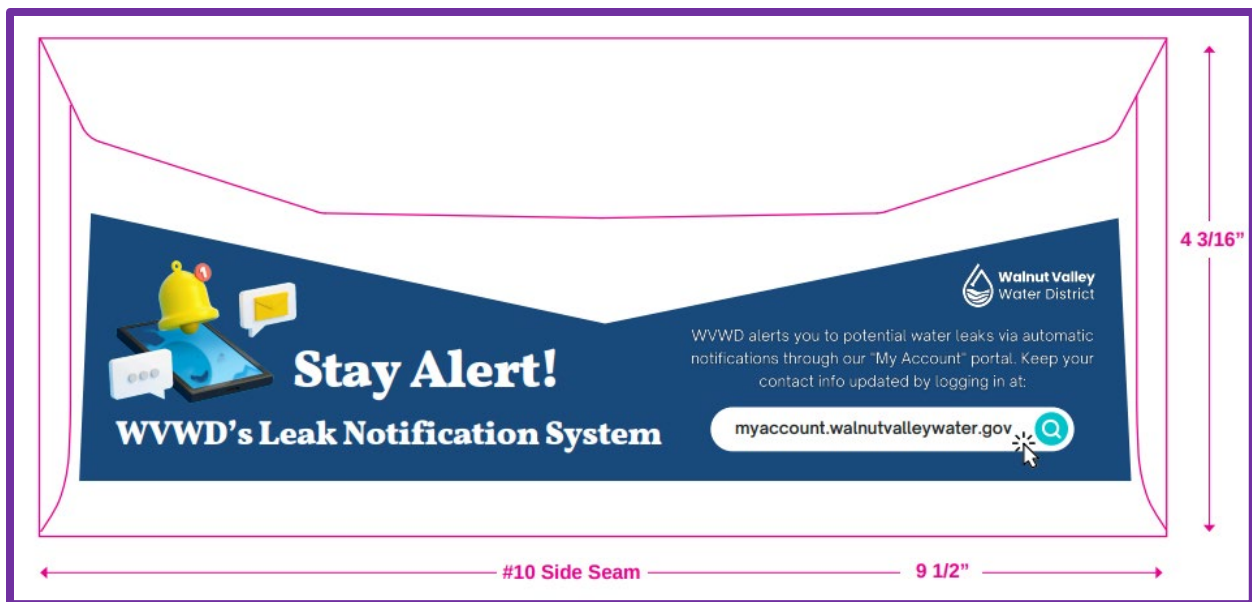
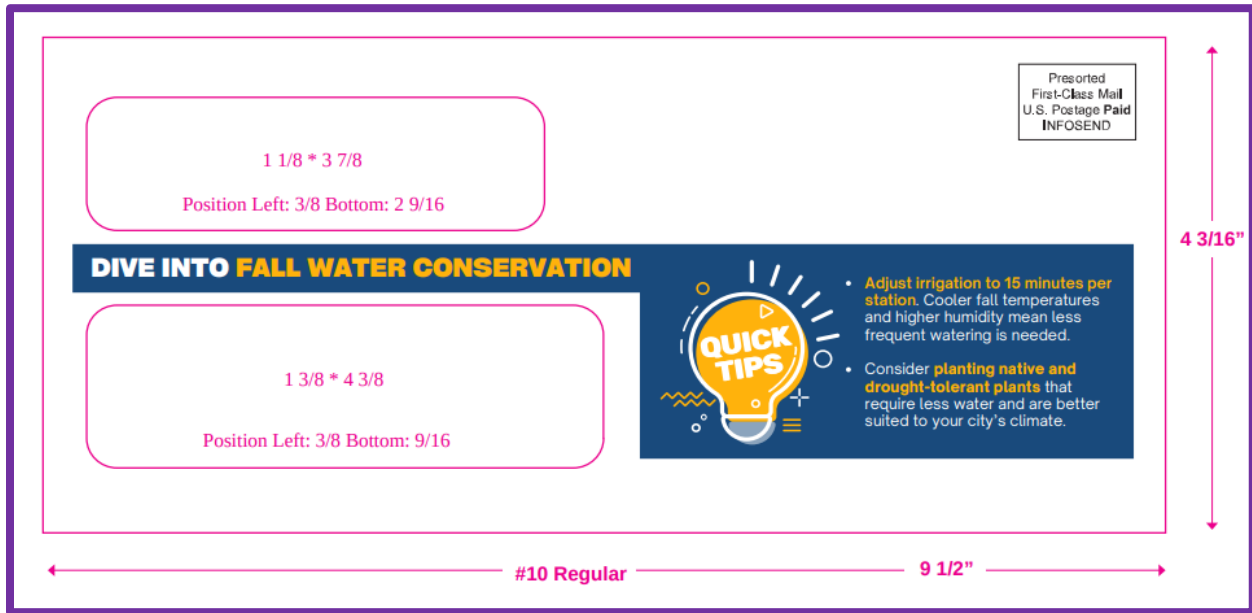
SCAN QR CODE TO LEARN MORE

Walnut Valley Water District

The graphic features a dark blue background with a light blue starburst behind the title. It includes a circular photo of people at a community meeting, a circular photo of water being dispensed from a tap, and a QR code with the text 'SCAN QR CODE TO LEARN MORE' around it. The Walnut Valley Water District logo is in the top right corner.

## September Bill Snipe

District customers received the bill snipe design noted below (front/back) with their monthly bill statement.



2. Facebook, Instagram, X and YouTube

The District regularly posts updates and promotions of External Affairs/Sustainability activities, conservation tips, and educational materials on Facebook, Instagram, X, and YouTube.

During September, the District shared the following:

- Fire-Resistant Landscaping Workshop
- Water Rates Community Meetings
- Did You Know? 1 Gallon of Water Costs Less Than Half A Cent
- Keep Your Customer Portal Details Up To Date
- And more



**Did You Know?**

At Walnut Valley Water District...

**1 GALLON of Water  
Costs Less Than  
HALF A CENT**

Let's compare with...

**1 Gallon  
Milk  
\$4.60  
(Average Cost)**

WWWD's water is a *great value!*

**Did You Know?**

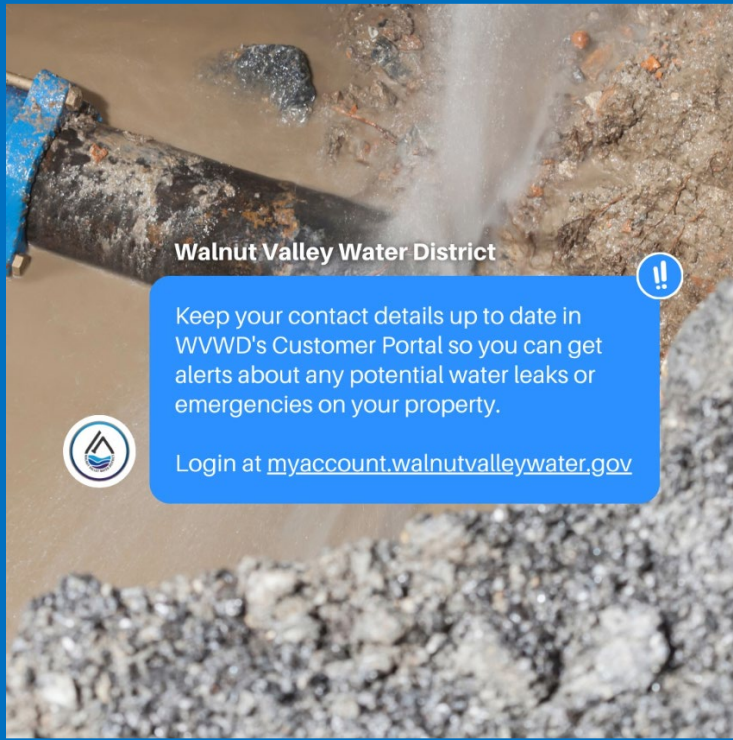
At Walnut Valley Water District...

**1 GALLON of Water  
Costs Less Than  
HALF A CENT**

Let's compare with...

**1 Pint  
Beer  
\$8.00  
(Average Cost)**

WWWD's water is a *great value!*



**Walnut Valley Water District**

Keep your contact details up to date in WWWD's Customer Portal so you can get alerts about any potential water leaks or emergencies on your property.

Login at [myaccount.walnutvalleywater.gov](https://myaccount.walnutvalleywater.gov)


3. City of Walnut Recreation Guide

The District's fall water conservation guide was included in the City of Walnut's Recreation Guide. The guide is available on their website and in print to all residents.

**DIVE INTO FALL WATER CONSERVATION!**

*As the fall season approaches, it's crucial for Walnut residents to continue practicing water conservation. Due to California's historical drought pattern, staying vigilant will keep you prepared for the next drought year.*

**Here are some practical tips to help you use water efficiently:**



**OUTDOOR WATER USE**

**Check for Leaks:** Register for Walnut Valley Water District's "My Account" to get leak notifications sent directly to you. A small leak can waste a significant amount of water over time. Sign-up at [myaccount.walnutvalleywater.gov](http://myaccount.walnutvalleywater.gov)

**Adjust Irrigation Systems:** Reduce the frequency and duration of watering your garden and lawn to 15 minutes per station. Fall's cooler temperatures and increased humidity reduce the need for frequent watering.

**Watering Schedule:** Water your lawn a maximum of 3 times per week early in the morning (before 8:00 am) or late in the evening (after 5:00 pm) to minimize evaporation.


**Drought & Fire-Resistant Landscaping:** Consider planting native and drought-tolerant plants that require less water and are better suited to Diamond Bar's climate. Register for Walnut Valley Water District's FREE Fire Resistant Landscaping Class to learn more. Visit [walnutvalleywater.gov](http://walnutvalleywater.gov) for the event information.

**Rain Barrels:** Install rain barrels to capture and store rainwater from gutters. This water can be used for watering your garden during dry spells. Rain barrels at a discounted price are available through Walnut Valley Water District, visit [walnutvalleywater.gov](http://walnutvalleywater.gov) to learn more about the rain barrel distribution event.

**SEASONAL MAINTENANCE**

**Pool Maintenance:** If you have a pool, reduce evaporation by using a cover when the pool is not in use. This also helps keep the pool clean, reducing the need to refill it. A \$50 account credit for qualifying pool covers is available through Walnut Valley Water District, visit [walnutvalleywater.gov](http://walnutvalleywater.gov) to learn more.

For more information and resources, visit Walnut Valley Water District's website [walnutvalleywater.gov](http://walnutvalleywater.gov), or contact a team member via email at [cservice@walnutvalleywater.gov](mailto:cservice@walnutvalleywater.gov) or by phone at (909) 595-7554.



**LET'S WORK TOGETHER TO ENSURE A WATER-EFFICIENT AND SUSTAINABLE FUTURE FOR OUR COMMUNITY!**



#### 4. Customer Portal Campaign

The District utilizes the Customer Portal to send out alerts, emails, and text messages to customers.

During the month of October, the District shared the following:

- Customer Monthly Newsletter

**Walnut Valley Water District**

Monthly Newsletter October 2024

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**Understanding Your Water Rates**

Admin & Conservation Programs  
Imported Water

WWVD breaks down the costs so you know where your money goes. Your rates include the cost to import our water supply, infrastructure repairs, operations and delivery and more.

[Learn More](#)

**Free Fire-Resistant Landscape Workshop**

Join us at 10:00 AM on October 12th at the Diamond Bar Center and learn how to safeguard your home from wildfires with guidance from LA County's Fire Forestry Division and Douglas Kent, author of *Fireescaping*.

[Register Here](#)

**Did You Know?**

Did you know that our water pipes need replacing? Our team is dedicated to maintaining our aging infrastructure, including pipes that date back to the 1950s.

[Let's Dive In](#)

**Water Smarter This Fall**

Rebates are available for "Smart Controllers" that automatically reduce watering as the weather cools. Save water and money—check your eligibility today!

[Check It Out](#)

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**In the Community**

On September 14th, WWVD Board Member Scarlett Kwong awarded a certificate of recognition to Eric Luan of the California Cultural Festival in celebration of the 2nd Annual Mid Autumn Festival in Walnut.

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**WATER RATES Community Meetings**

Join Walnut Valley Water District in a conversation to discuss how and what we charge to ensure our water system reliability.

**COMMUNITY MEETINGS >>>**

- October 23 @ 9 am**  
WWVD Board Room  
271 S Brea Canyon Rd, Walnut
- October 30 @ 5 pm**  
Zoom Meeting ID: 843 6457 5542  
Passcode: 123456
- November 6 @ 6 pm**  
Zoom Meeting ID: 838 7542 1134  
Passcode: 123456

For more information visit:  
[www.walnutvalleywater.gov/lets-dive-in](http://www.walnutvalleywater.gov/lets-dive-in)

### External Affairs & Sustainability Activities

1. Beerfest/Taste of Diamond Bar  
The District sponsored Beerfest/Taste of Diamond Bar hosted by the Diamond Bar Community Foundation and City of Diamond Bar on September 8 at the Diamond Bar Center. The sponsorship included acknowledgment in the Windmill magazine and on the event banner.
2. Mid-Autumn Festival at Mt Sac College  
The District participated in the Mid-Autumn Festival at Mt. San Antonio College on September 14. The District had a booth at the event to hand out giveaways and conservation-related flyers.
3. 56<sup>th</sup> Assembly District College & Career Fair  
The District participated in the 56<sup>th</sup> Assembly District College & Career Fair hosted by Assemblywoman Lisa Calderon at La Puente High School on September 14. The District had a booth at the event to educate attendees on careers in the water industry and hand out giveaways.
4. CAAW 35<sup>th</sup> Anniversary Moon Festival  
The District sponsored and had a booth at the Chinese American Association of Walnut's 35<sup>th</sup> Anniversary Moon Festival on September 14 at Suzanne Park. Water lanterns printed with the District logo and its "Let's Dive In" slogan were distributed at the event. Additionally, the CAAW will post District ads on their social media from September through February.
5. Walnut Local Business Fair  
The District participated in the City of Walnut Local Business Fair on October 3 at the Walnut Senior Center. The District had a booth at the event to provide information and hand out giveaways and conservation-related flyers.
6. Fire-Resistant Landscaping Workshop  
The District is hosted a workshop in partnership with LA County Fire's Forestry Division and Douglas Kent, author of *Firescaping* on October 12 at the Diamond Bar Center. Attendees received information on how to protect their homes by creating fire-resistant landscapes.
7. Rain Barrel Distribution Event  
The District is hosting a Rain Barrel Distribution Event on December 7 at the Walnut City Hall Parking Lot. Customers who pre-order rain barrels through our partnership with Rain Barrels International will collect them at this event.
8. Walnut Family Festival  
The District will be participating in the Walnut Family Festival Winter Wonderland on December 14<sup>th</sup> at Suzanne Park. The District will have a booth at the event to hand out giveaways and conservation-related flyers.
9. Public Water Agencies Group - Conservation and Education Team (PWAG-CET)  
WVWD is a member of the Public Water Agencies Group (PWAG) Conservation and Education Team (CET) which provides conservation and educational resources to teachers and students. All schools, teachers, and students within WVWD's service area have access to all of the PWAG CET programs and services, including the Splash Cash program, Scholar Dollar program, and more.

The Splash Cash program which is available to teachers in the service area will be opening soon.

## Local Sponsorships

1. Diamond Bar Woman's Club Annual Casino Night Gala  
The District is sponsoring the Diamond Bar Woman's Club 9<sup>th</sup> Annual Casino Night Gala to be held on October 19. The District's name will be displayed on the Black Jack Table.
2. Diamond Ranch High School Football Sponsorship  
The District is sponsoring the Diamond Ranch High School Football Team. The sponsorship includes a whole-page ad in their program. The ad will promote our "Let's Dive In" campaign.
3. Diamond Bar Evergreen Club Journal Ads  
The District is sponsoring the Diamond Bar Evergreen Club's Journal Ads. The sponsorship includes a whole-page ad that will be sent quarterly to their members.
4. Diamond Bar Friends of the Library Ad  
The District sponsored an ad in the program for the Diamond Bar Friends of the Library 2024 Wine Soirée held on October 6. The ad promoted customer portal sign-ups.
5. Voltech Robotics Sponsorships  
The District sponsored the Voltech Robotics team with a financial sponsorship that will support the team in the upcoming FTC World Championship.
6. MeterHero  
The District has an ongoing partnership with MeterHero as part of its commitment to sustainability and community engagement. MeterHero is an innovative academic curriculum designed to provide high school students with hands-on experience in water conservation and data analysis. Students learn to collect and analyze water meter data from their homes, and then develop and implement a water conservation strategy that benefits their household and the community.

# DIRECTOR EXPENSE FORM



**NAME: Edwin Hilden**

**DATE: September 2024**

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	9/4/2024	TVMWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
2	9/5/2024	Special Board Workshop	<input checked="" type="checkbox"/>				\$ -
3	9/10/2024	Personnel Committee	<input checked="" type="checkbox"/>				\$ -
4	9/11/2024	Industry Business Council Luncheon	<input checked="" type="checkbox"/>				\$ -
5	9/16/2024	WVWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
6	9/18/2024	TVMWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
7	9/19/2024	Board Workshop	<input checked="" type="checkbox"/>				\$ -
8			<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.67      \$ -

Total Reimbursable Expenses      \$ -

Total Meeting Compensation 7 X \$150.00 per day      \$ 1,050.00

**TOTAL**      \$ 1,050.00

*I certify the above is correct and accurate to the best of my knowledge*

\_\_\_\_\_  
 Signature

9/30/2024  
 \_\_\_\_\_  
 Date

\* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.67 \*\*  
 Directors are eligible for seven meeting days per month at \$150 per day.

# DIRECTOR EXPENSE FORM



**NAME: Scarlett Kwong**

**DATE: September 2024**

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	9/5/2024	Board workshop-rate	<input checked="" type="checkbox"/>				\$ -
2	9/9/2024	Regional Chamber of Commerce Government Affair mtg	<input type="checkbox"/>				\$ -
3	9/9/2024	Public Info/Legis Action Committee	<input checked="" type="checkbox"/>				\$ -
4	9/10/2024	Enginerring Committee	<input checked="" type="checkbox"/>				\$ -
5	9/12/2024	DB Evergreen Club Birthday Celebration	<input checked="" type="checkbox"/>				\$ -
6	9/14/2024	Mid-Autumn Festival @ MSAC (certificate)	<input checked="" type="checkbox"/>				\$ -
7	9/16/2024	Board meeting	<input checked="" type="checkbox"/>				\$ -
8	9/19/2024	Board workshop-rate	<input checked="" type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.67     \$ -

Total Reimbursable Expenses     \$ -

Total Meeting Compensation 7 X \$150.00 per day     \$ 1,050.00

**TOTAL**     \$ 1,050.00

*I certify the above is correct and accurate to the best of my knowledge*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.670

\*\*Directors are eligible for seven meeting days per month at \$150 per day.

# DIRECTOR EXPENSE FORM



**NAME: Theresa Lee**

**DATE: September 2024**

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	9/3/2024	SPADRA Executive Committee Meeting	<input checked="" type="checkbox"/>				\$ -
2	9/5/2024	WVWD Rate Study Workshop	<input checked="" type="checkbox"/>				\$ -
3	9/8/2024	Beerfest/Tast of Diamond Bar	<input type="checkbox"/>				\$ -
4	9/9/2024	WVWD Finance Committee Meeting	<input checked="" type="checkbox"/>				\$ -
5	9/10/2024	WVWD Personnel Committee Meeting	<input checked="" type="checkbox"/>				\$ -
6	9/16/2024	WVWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
7	9/19/2024	WVWD Board Workshop	<input checked="" type="checkbox"/>				\$ -
8			<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.67     \$ -

Total Reimbursable Expenses     \$ -

Total Meeting Compensation 6 X \$150.00 per day     \$ 900.00

**TOTAL**     \$ 900.00

*I certify the above is correct and accurate to the best of my knowledge*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.670

\*\*Directors are eligible for seven meeting days per month at \$150 per day.

# DIRECTOR EXPENSE FORM



**NAME: Jerry C. Tang**

**DATE: September 2024**

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	9/5/2024	WVWD Special Board Meeting-Rate Study	<input checked="" type="checkbox"/>				\$ -
2	9/9/2024	WVWD Public Information Committee Meeting	<input checked="" type="checkbox"/>				\$ -
3	9/9/2024	WVWD Finance Committee Meeting	<input type="checkbox"/>				\$ -
4	9/16/2024	WVWD Board Meeting	<input checked="" type="checkbox"/>				\$ -
5	9/19/2024	WVWD Board Workshop	<input checked="" type="checkbox"/>				\$ -
6			<input type="checkbox"/>				\$ -
7			<input type="checkbox"/>				\$ -
8			<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.67     \$ -

Total Reimbursable Expenses     \$ -

Total Meeting Compensation 4 X \$150.00 per day     \$ 600.00

**TOTAL**     \$ 600.00

*I certify the above is correct and accurate to the best of my knowledge*

\_\_\_\_\_  
Signature *Jerry C. Tang*

September 30, 2024  
Date

\* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.670

\*\*Directors are eligible for seven meeting days per month at \$150 per day.



# DIRECTOR EXPENSE FORM



**NAME: Henry Woo**

**DATE: September 2024**

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1	9/10/2024	Engineering Committee meeting	<input checked="" type="checkbox"/>				\$ -
2	9/16/2024	WVWD Board meeting	<input checked="" type="checkbox"/>				\$ -
3	9/19/2024	WVWD Special Board meeting	<input checked="" type="checkbox"/>				\$ -
4	9/19/2024	meeting with staff for rate hearing	<input type="checkbox"/>				\$ -
5			<input type="checkbox"/>				\$ -
6			<input type="checkbox"/>				\$ -
7			<input type="checkbox"/>				\$ -
8			<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.67      \$ -

Total Reimbursable Expenses      \$ -

Total Meeting Compensation 3 X \$150.00 per day      \$ 450.00

**TOTAL**      \$ 450.00

*I certify the above is correct and accurate to the best of my knowledge*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.670

\*\*Directors are eligible for seven meeting days per month at \$150 per day.













**WALNUT VALLEY WATER DISTRICT  
TREASURER'S REPORT  
October 21, 2024**

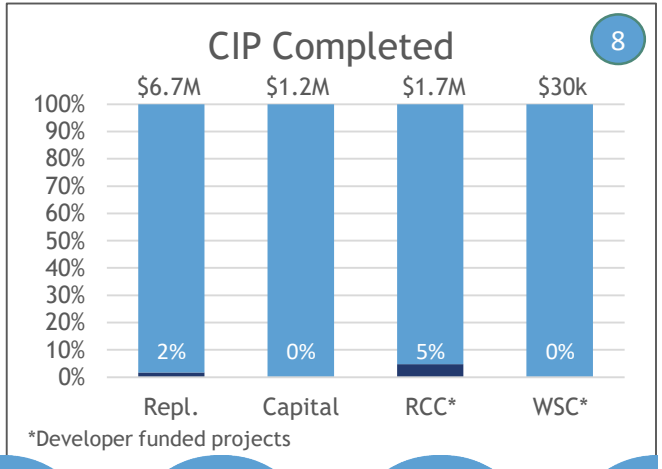
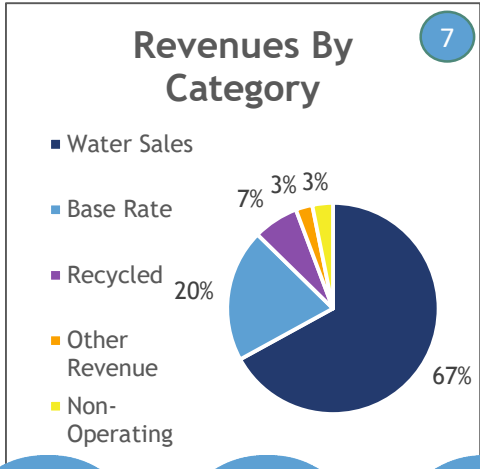
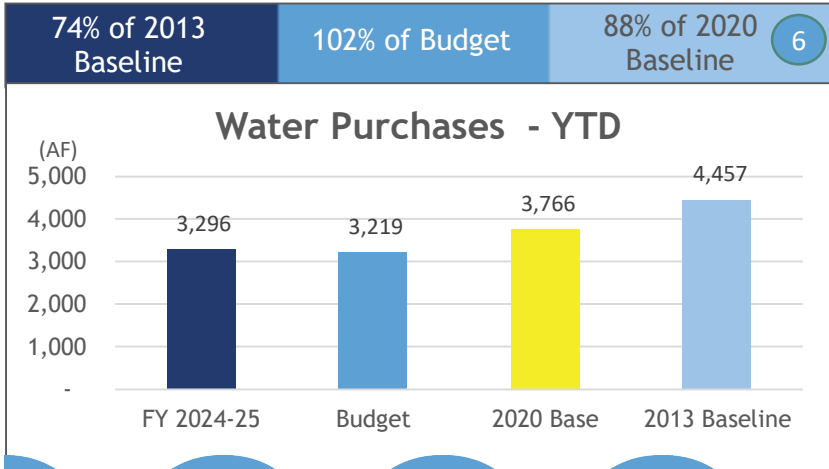
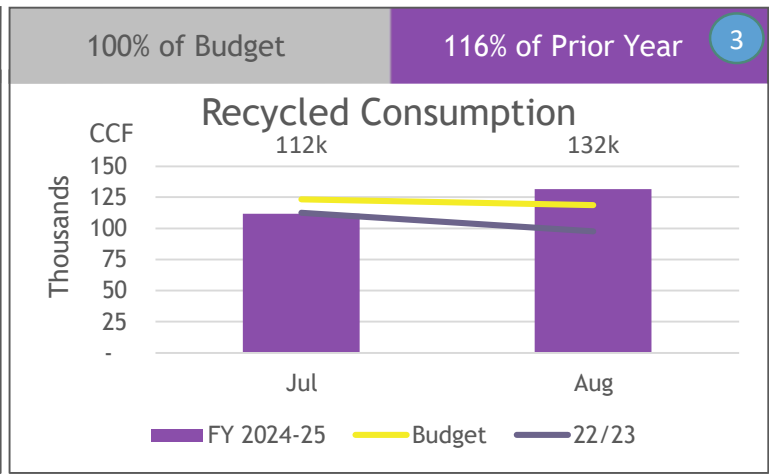
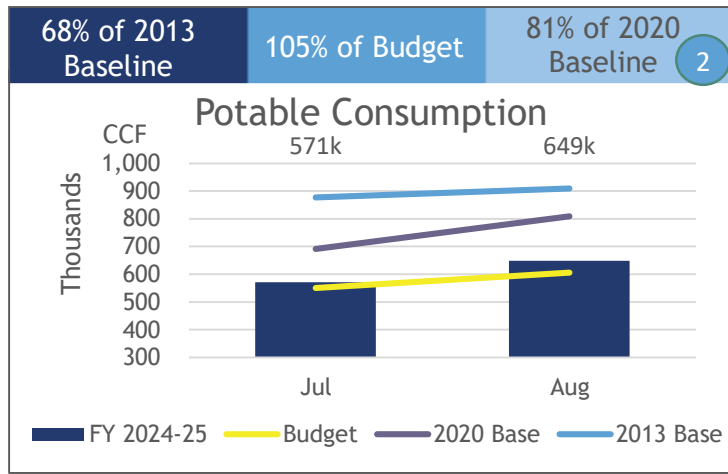
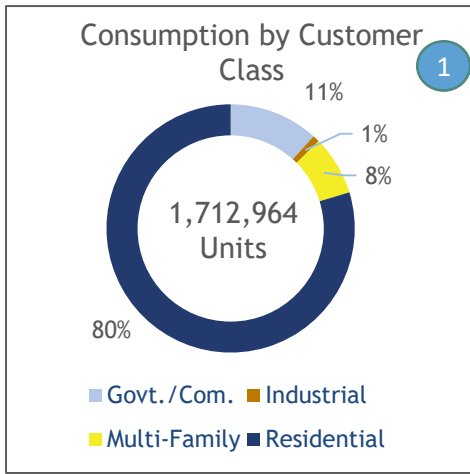
- A. Financial Dashboard as of August 31, 2024
- B. District Statement of Revenues, Expenses, and Change in Net Position as of August 31, 2024
- C. District Statement of Net Position as of August 31, 2024
- D. Summary of Cash Investments as of August 31, 2024



# Walnut Valley Water District Financial Dashboard



August 31, 2024



**924** ↑ 153

Overdue Notice

**115** ↑ 36

Turn-Offs

**6,946** ↑ 5

E-Bills - Customers

**738** ↑ 10

Afford. Rate Customers

**1,431** ↓ 144

Phone Calls Monthly

\* Consumption revenue and expense data excludes wholesale water



Walnut Valley Water District  
 Unaudited Statement of Revenues, Expenses & Changes in Net Position  
 Summary by Division  
 For the Two Months Ending Saturday, August 31, 2024

	Actual	August Budget	% of Budget	YTD Actual	Budget	Annual % of Budget
<b>Operating Revenues</b>						
Water Sales	\$4,108,267.39	\$3,644,000.00	112.74%	\$7,766,052.70	\$37,693,300.00	20.60%
Water Sales - Recycled	310,668.65	262,200.00	118.49%	578,097.96	1,714,900.00	33.71%
Hydroelectric Sales	4,299.66	2,500.00	171.99%	8,328.95	30,000.00	27.76%
Stand-by Charges	4,734.60	4,900.00	96.62%	12,194.76	825,000.00	1.48%
<b>Total Operating Revenues</b>	<b>4,427,970.30</b>	<b>3,913,600.00</b>	<b>113.14%</b>	<b>8,364,674.37</b>	<b>40,263,200.00</b>	<b>20.77%</b>
<b>Operating Expenses</b>						
Operations	586,667.05	615,420.00	95.33%	1,187,730.03	7,781,600.00	15.26%
Engineering	105,093.62	120,030.00	87.56%	210,237.57	1,601,850.00	13.12%
Finance	167,218.07	201,560.00	82.96%	350,249.09	2,610,300.00	13.42%
Board of Directors/GM Office	123,328.48	130,970.00	94.17%	238,796.36	1,755,600.00	13.60%
Administrative Services	310,207.63	344,430.00	90.06%	608,391.16	4,417,150.00	13.77%
General Administration	107,969.40	118,370.00	91.21%	271,949.26	1,468,800.00	18.52%
<b>Total Operating Expenses</b>	<b>1,400,484.25</b>	<b>1,530,780.00</b>	<b>91.49%</b>	<b>2,867,353.47</b>	<b>19,635,300.00</b>	<b>14.60%</b>
Purchased Water & Related	2,381,401.95	2,198,400.00	108.32%	4,651,571.43	19,891,000.00	23.39%
<b>Total Expenses</b>	<b>3,781,886.20</b>	<b>3,729,180.00</b>	<b>101.41%</b>	<b>7,518,924.90</b>	<b>39,526,300.00</b>	<b>19.02%</b>
<b>Income (Loss) From Operations</b>	<b>646,084.10</b>	<b>184,420.00</b>	<b>350.33%</b>	<b>845,749.47</b>	<b>736,900.00</b>	<b>114.77%</b>
Nonoperating Revenues/(Expenses)	156,842.61	80,400.00	195.08%	263,908.54	1,818,900.00	14.51%
<b>Income (Loss) Before Res. Rev &amp; Deprec.</b>	<b>802,926.71</b>	<b>264,820.00</b>	<b>303.20%</b>	<b>1,109,658.01</b>	<b>2,555,800.00</b>	<b>43.42%</b>
Restricted/Desig Rev & Other Exp.	132,503.95	0.00	0.00%	173,687.49	0.00	0.00%
<b>Income (Loss) Before Depreciation</b>	<b>935,430.66</b>	<b>264,820.00</b>	<b>353.23%</b>	<b>1,283,345.50</b>	<b>2,555,800.00</b>	<b>50.21%</b>
Depreciation & Amortization	471,841.87	0.00	0.00%	944,108.96	0.00	0.00%
<b>Income Before Capital Contributions</b>	<b>463,588.79</b>	<b>264,820.00</b>	<b>175.06%</b>	<b>339,236.54</b>	<b>2,555,800.00</b>	<b>13.27%</b>
Capital Contributions	24,906.12	0.00	0.00%	26,729.13	0.00	0.00%
<b>Net Increase (Decrease) in Net Position</b>	<b>488,494.91</b>	<b>264,820.00</b>	<b>184.46%</b>	<b>365,965.67</b>	<b>2,555,800.00</b>	<b>14.32%</b>

Walnut Valley Water District  
Unaudited Statement of Net Position  
Saturday, August 31, 2024

**ASSETS**

**CURRENT ASSETS:**

Cash & Investments - Unrestricted	\$31,493,518.17	
Accounts Receivable:		
Water	4,305,227.14	
Taxes	63,210.13	
Accrued Interest	101,661.16	
Other	1,253,446.86	
Standby Charges	35,304.23	
Materials Inventory	1,391,653.16	
Prepaid Expenses	412,895.13	
TOTAL CURRENT ASSETS		39,056,915.98

**RESTRICTED ASSETS**

Cash & Investments - Restricted	7,469,649.69	
Cash & Investments - Fiscal Agent	34,381,684.75	
Interest Receivable	13,708.46	
Investment in Joint Venture	23,412,234.56	
TOTAL RESTRICTED ASSETS		65,277,277.46

**OTHER ASSETS**

**CAPITAL ASSETS**

Capital Assets	241,016,040.08	
Construction in Progress	15,670,653.09	
Less: Accumulated Depreciation	(136,883,678.85)	
NET CAPITAL ASSETS		119,803,014.32
TOTAL ASSETS		224,137,207.76

Walnut Valley Water District  
Unaudited Statement of Net Position  
Saturday, August 31, 2024

**DEFERRED OUTFLOW OF RESOURCES**

Deferred Pension Contributions		2,654,679.00
Deferred Outflow - Actuarial		5,554,876.00
Deferred Outflow - OPEB		4,873,104.00
TOTAL DEFERRED OUTFLOW OF RESOURCES		<u>13,082,659.00</u>

**LIABILITIES & FUND EQUITY**

**CURRENT LIABILITIES**

Accounts Payable	(6,643,001.75)	
Other Current Liabilities	387,874.30	
Current Portion of Long Term Debt	(955,000.00)	
Interest Payable	(126,279.00)	
TOTAL CURRENT LIABILITES		<u>(7,336,406.45)</u>

**RESTRICTED LIABILITIES**

Accounts Payable	(24,835.28)	
Deposits	(3,057,669.74)	
Construction Advances	(2,498,346.45)	
TOTAL RESTRICTED LIABILITIES		<u>(5,580,851.47)</u>

**LONG TERM DEBT & RELATED**

Revenue Bonds	(44,535,000.00)	
Deferred Bond Preimum	(2,526,792.00)	
Net Pension Liability	(17,194,995.00)	
Other Long-term Debt	(3,685,173.67)	
TOTAL LONG TERM DEBT & RELATED		<u>(67,941,960.67)</u>
TOTAL LIABILITIES		<u><u>(80,859,218.59)</u></u>

Walnut Valley Water District  
Unaudited Statement of Net Position  
Saturday, August 31, 2024

**DEFERRED INFLOW OF RESOURCES**

Deferred Inflow of Resources - Actuarial		(1,369,900.00)
Deferred Inflow of Resources - OPEB		(2,124,488.00)
TOTAL DEFERRED INFLOW OF RESOURCES		<u>(3,494,388.00)</u>

**NET POSITION**

Invested in Capital Assets, Net of Related Debt	119,803,014.32	
Restricted	11,679,633.99	
Unrestricted	21,383,611.86	
TOTAL NET POSITION	<u>152,866,260.17</u>	
TOTAL NET POSITION		<u>152,866,260.17</u>

Walnut Valley Water District  
 Unaudited Summary of Cash and Investments  
 8/31/2024

**CASH & CASH EQUIVALENTS**

Cash on Hand	\$3,000.00	
<u>Cash in Bank</u>		
East West Bank - General	\$3,692,739.14	
East West Bank - Payroll	350,000.00	
East West Bank - Water Refund	5,775.88	
East West Bank - Revolving	24,951.52	
East West Bank - Credit Card	1,829,946.61	
East West Bank - Badillo Grand	320,179.30	
East West Bank - Payroll Reimbursement	49,078.55	
Total Cash in Bank	6,272,671.00	
<b>TOTAL CASH</b>	<b>\$6,275,671.00</b>	

**INVESTMENTS**

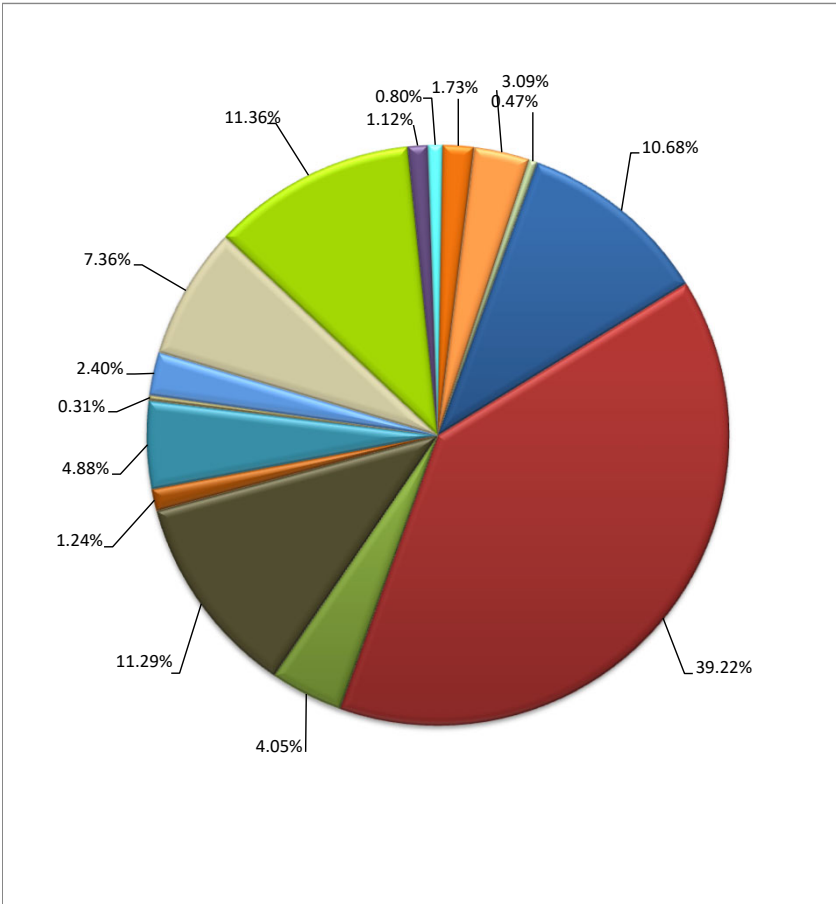
Certificates of Deposit	744,000.00	
Corporate Notes	8,125,000.00	
Supranational	1,100,000.00	
Local Agency Investment Fund (LAIF)	2,799,944.17	
BNY Mellon - Money Market (Sweep)	619,108.97	
US Agency	6,850,000.00	
US Treasury	13,740,000.00	
<b>TOTAL INVESTMENTS</b>	<b>33,978,053.14</b>	
<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>\$40,253,724.14</b>	

I certify that this report accurately reflects all investments of the Walnut Valley Water District and that all investments are in full compliance with State law and District's Investment Policy.

  
 Josh Byerrum

Director of Finance

# Walnut Valley Water District Summary of Cash and Investments by Reserve Fund August 31, 2024



ALLOCATION OF CASH AND INVESTMENTS		
<b>Unrestricted</b>		
<b>Category 1</b>		
General Account	\$ 4,300,169.86	10.68%
	<b>\$ 4,300,169.86</b>	<b>10.68%</b>
<b>Designated</b>		
<b>Category 2</b>		
Operating Reserve	\$ 2,962,100.00	7.36%
Replacement	\$ 15,789,722.42	39.22%
Capital Improvement	\$ 1,631,725.06	4.05%
Rate Stabilization	\$ 4,543,125.39	11.29%
B/G Catastrophic Ins	\$ 500,000.00	1.24%
Employee Liabilities	\$ 1,964,499.73	4.88%
Stored Water	\$ 125,500.00	0.31%
Project Reserve	\$ 967,231.99	2.40%
	<b>\$ 28,483,904.59</b>	<b>70.75%</b>

Restricted Reserves		
<b>Category 3</b>		
Customer/Developer Deposits	\$ 4,571,498.50	11.36%
	<b>\$ 4,571,498.50</b>	<b>11.36%</b>
<b>Category 4</b>		
ASC	\$ 449,198.15	1.12%
Badillo/Grand-Maintenance	\$ 320,179.30	0.80%
RCC	\$ 697,707.38	1.73%
WSC	\$ 1,243,198.88	3.09%
Capacity Charge	\$ 187,867.48	0.47%
	<b>\$ 2,898,151.19</b>	<b>7.21%</b>

**Total \$ 40,253,724.14 100.00%**

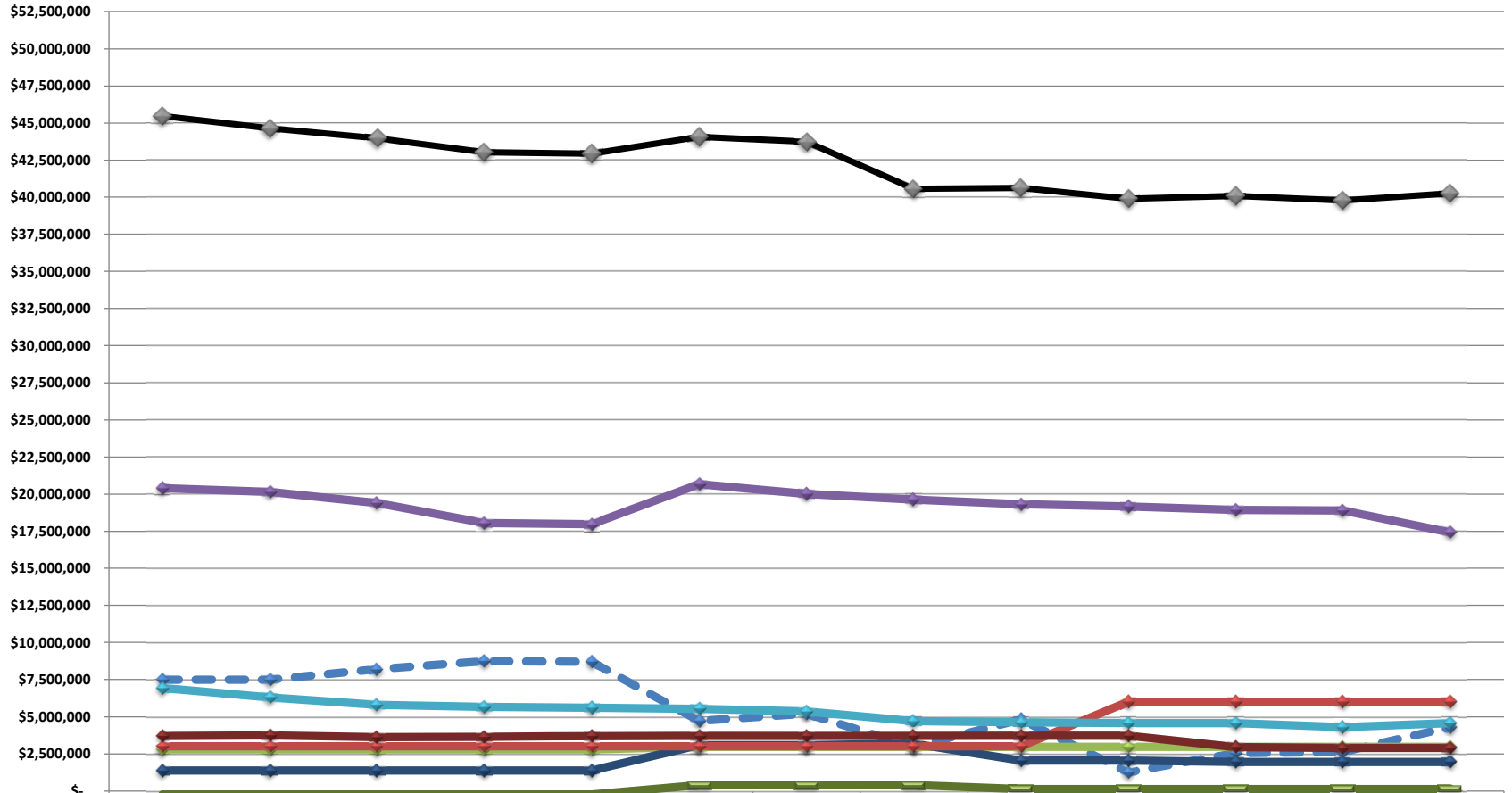
**Category 1** - These are funds that accumulate from day-to-day operations and represent the net equity in the District's General Fund. All interest earned is retained in the General Fund.

**Category 2** - These funds, although not legally or externally restricted, have been reserved pursuant to the Board's desire to provide a stable and equitable rate structure. All interest earned related to these funds is retained by each designated fund.

**Category 3** - These funds have legal or external restrictions. These Restricted Funds can only be used for the specific purposes established for the fund. All interest earned is retained in the General Fund.

**Category 4** - These funds have legal or external restrictions. All interest earned must be retained by each Restricted Fund and can only be used for the specific purposes established for the fund.

**Walnut Valley Water District  
Cash Balances  
August 2023 - August 2024**



	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024
General Account	\$7,491,060	\$7,494,634	\$8,197,397	\$8,737,902	\$8,705,679	\$4,722,652	\$5,210,311	\$2,968,603	\$4,814,747	\$1,256,344	\$2,548,365	\$2,620,281	\$4,300,170
Operating Reserve	\$2,797,300	\$2,797,300	\$2,797,300	\$2,797,300	\$2,797,300	\$2,962,100	\$2,962,100	\$2,962,100	\$2,962,100	\$2,962,100	\$2,962,100	\$2,962,100	\$2,962,100
Capital/Replacement Reserve	\$20,396,350	\$20,151,494	\$19,398,941	\$18,044,477	\$17,965,785	\$20,659,045	\$20,015,976	\$19,631,210	\$19,304,568	\$19,173,664	\$18,942,097	\$18,903,365	\$17,421,447
Employee Liabilities Reserve	\$1,370,756	\$1,370,756	\$1,370,756	\$1,370,756	\$1,370,756	\$3,076,102	\$3,076,102	\$3,176,102	\$2,051,102	\$2,051,102	\$1,964,500	\$1,964,500	\$1,964,500
Stored Water Reserve	\$(230,500)	\$(230,500)	\$(230,500)	\$(230,500)	\$(230,500)	\$397,000	\$397,000	\$397,000	\$125,500	\$125,500	\$125,500	\$125,500	\$125,500
Other Designated Reserves	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$3,010,357	\$6,010,357	\$6,010,357	\$6,010,357	\$6,010,357
Customer/Dev. Deposits	\$6,926,420	\$6,304,515	\$5,802,384	\$5,665,231	\$5,605,546	\$5,526,162	\$5,348,398	\$4,705,357	\$4,629,516	\$4,578,727	\$4,568,268	\$4,302,870	\$4,571,499
Developer & Other Restricted	\$3,710,913	\$3,741,019	\$3,627,558	\$3,640,001	\$3,703,039	\$3,707,853	\$3,712,735	\$3,714,114	\$3,722,781	\$3,721,746	\$2,948,878	\$2,894,704	\$2,898,151
Grand Total	\$45,472,657	\$44,639,576	\$43,974,194	\$43,035,525	\$42,927,963	\$44,061,272	\$43,732,980	\$40,564,843	\$40,620,672	\$39,879,541	\$40,070,065	\$39,783,678	\$40,253,724

# WVWD – Staff Report



**TO:** Board of Directors  
**FROM:** General Manager/ Chief Engineer  
**SUBMITTED BY:** Director of Finance  
**DATE:** October 21, 2024  
**SUBJECT:** Fund Status of Facilities Use Charges

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Action/Discussion     Fiscal Impact     Resolution     Information Only

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## **Recommendation**

The Board of Directors receive, approve, and file the enclosed annual Acreage Supply Charge, Reservoir Capacity Charge, Water Supply Charge, and Capacity Fees (Capital Improvement Fees) report as presented, which will then be made available to the public upon request.

## **Background Information**

California Government Code Section §66006 requires local agencies to disclose certain information to the public about fees they charge for development projects. This information includes:

- *A brief description of the fee*
- *The amount of the fee and any interest earned*
- *The beginning and ending balances of the funds where the fees are deposited*
- *A list of the public improvements on which the fees were spent and the amount spent on each improvement*
- *The approximate date when construction on each public improvement will begin*

The District's Acreage Supply Charge, Reservoir Capacity Charge, Water Supply Charge, and Capacity Fees are all capital improvement fees. As required by law, the District will continue to make available a report showing the beginning and ending balances of these funds, including income, interest, and disbursements. This report can be reviewed in the General Manager's office upon request.

*Attachment:*

*Acreage Supply Charge, Reservoir Capacity Charge, Water Supply Charge, and Capacity Fees report*



**WALNUT VALLEY WATER DISTRICT**  
**Review of Capital Improvement Fees**  
**Acreage Supply Charge/ Reservoir Capacity Charge/Water Supply Charge/Capacity Fees**  
**June 30, 2024**

<b>ACREAGE SUPPLY CHARGE (ASC)</b>	<b>TOTAL</b>
<b>June 30, 2023 Balance</b>	<b>\$ 439,047</b>
Revenue: Developers	-
Revenue: Interest Income	8,969
Expenses (See Detail)	-
Due To/From ASC	-
<b>June 30, 2024 ASC Balance</b>	<b>\$ 448,016</b>

<b>RESERVOIR CAPACITY CHARGE (RCC)</b>	<b>TOTAL</b>
<b>June 30, 2023 Balance</b>	<b>\$ 889,644</b>
Revenue: Developers	-
Revenue: Interest Income	16,218
Expenses (See Detail)	(150,923)
Due To/From RCC	-
<b>June 30, 2024 RCC Balance</b>	<b>\$ 754,939</b>

<b>WATER SUPPLY CHARGE (WSC)</b>	<b>TOTAL</b>
<b>June 30, 2023 Balance</b>	<b>\$ 1,978,304</b>
Revenue: Developers	-
Revenue: Interest Income	41,072
Expenses (See Detail)	(780,063)
Due To/From WSC	-
<b>June 30, 2024 WSC Balance</b>	<b>\$ 1,239,313</b>

<b>CAPACITY FEES</b>	<b>TOTAL</b>
<b>June 30, 2023 Balance</b>	<b>\$ 84,547</b>
Revenue: Developers	99,890
Revenue: Interest Income	2,935
Expenses (See Detail)	-
Due To/From WSC	-
<b>June 30, 2024 Capacity Balance</b>	<b>\$ 187,372</b>

**WALNUT VALLEY WATER DISTRICT**  
**Review of Capital Improvement Fees**  
**Acresage Supply Charge/ Reservoir Capacity Charge/Water Supply Charge/Capacity Fees**  
**June 30, 2024**

<b>Fiscal Year 2023-24 Expenses</b>	<b>ASC</b>	<b>RCC</b>	<b>WSC</b>	<b>Capacity Fees</b>
22-3740 Generator		4,468		
20-3664 Analyzers, Mixing System 20-21				
21-3717 RCS/Mixing System Terminal Storage		281		
22-3723 Pump Additon Program		146,174		
22-3724 Portable Chemical				
Pomona Basin			780,063	
19-3625WSC Minor Recycled System Improvement				
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 150,923</b>	<b>\$ 780,063</b>	<b>\$ -</b>

<b>July 1, 2024 Balances</b>	<b>\$ 448,016</b>	<b>\$ 754,939</b>	<b>\$ 1,239,313</b>	<b>\$ 187,372</b>
<b>Future Projects</b>	<b>ASC</b>	<b>RCC</b>	<b>WSC</b>	<b>Capacity Fees</b>
22-3723 Pump Additon Program		142,460		
19-3625WSC Minor Recycled System Improvement				
Recycled Reservoir		613,000	387,000	
Pico Rivera Water Supply	450,000		400,000	
Pomona Basin			462,341	
<b>Total Budgeted Expenses</b>	<b>\$ 450,000</b>	<b>\$ 755,460</b>	<b>\$ 1,249,341</b>	
<b>June 30, 2025 Projected Balances</b>	<b>\$ (1,984)</b>	<b>\$ (521)</b>	<b>\$ (10,028)</b>	<b>\$ 187,372</b>

# WVWD – Staff Report



**TO:** Board of Directors  
**FROM:** General Manager/ Chief Engineer  
**SUBMITTED BY:** Director of Finance  
**DATE:** October 21, 2024  
**SUBJECT:** Cash Reserve Policy

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Action/Discussion     Fiscal Impact     Resolution     Information Only

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## **Recommendation**

The Board of Directors approve the revised Cash Reserve Policy.

## **Background Information**

Prudent financial management dictates that the District maintains appropriate reserves for emergency use, capital projects, obligations accruing on a current basis that will be paid in the future, and those required as a result of legal or external requirements. The purpose of the District's Reserve Policy is to articulate the reserve balances that should be maintained and the appropriate use of those reserve funds. The District's current reserves include those established by the Board for designated purposes, as well as those funds legally restricted by outside or external sources.

As part of the District's cost-of-service study, IB Consulting has evaluated the current reserve levels and recommended the following changes:

- **Operating Reserve:** The operating reserve was established to provide District funds in the event of an emergency where normal cash flows are interrupted. Currently, the reserve minimum and target is set at an average of two months of operating expenses, based on the current fiscal year's operating budget, excluding purchased water and debt payments.

Common practice for reserves is to have a range, allowing flexibility in the source and application of funds, as well as setting goals based on months where higher reserves are needed. Therefore, staff recommends establishing the range of a minimum two-month average and a target of three months of operating expenses. No transfer of funds is currently needed to achieve this adjustment.

- **Replacement Reserve:** The replacement reserve was established to ensure the long-term reliability of the District's infrastructure and equipment. Currently, reserve levels are based on the 20-Year Asset Replacement and Refurbishment Plan (AR&R). The minimum funding level is set at an amount equal to 5 years of replacement funding, and the target level is set at an amount equal to 10 years of funding.

District staff have reviewed the target levels and recommend an adjustment based on the current and future needs of reserves, as well as an understanding of rate revenue collection. It is recommended to establish the minimum funding level at 2 years of the 5-year average of planned replacement funding, with a target reserve goal equal to 4 years of the 5-year average funding, as detailed in the 20-year AR&R Plan. These averages are recommended to manage fluctuations.

*Attachment:  
Cash Reserve Policy*

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## Cash Reserve Policy

### I. Policy Statement

A key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital, and debt service needs. Additionally, fiscal responsibility requires anticipating the likelihood of, and preparing for, unforeseen events. The Walnut Valley Water District (District) will at all times strive to have sufficient funding available to meet its operating, capital, and debt service obligations. Reserve funds will be accumulated and maintained to allow the District to fund operating expense and capital expenditures in a manner that is consistent with its annual operating budget and capital improvement budget and to help minimize significant customer rate fluctuations due to changes in funding requirements.

The Board of Directors may designate specific reserve accounts and maintain certain balances that it has determined to be in the best interest of the District. The cash reserve policy as outlined in this document is intended to ensure that the District has sufficient funds to meet current and future needs.

### II. Definitions

There are three types of reserve funds:

- A. GENERAL ACCOUNT – Funds that accumulate from day-to-day operations that have not otherwise been designated or restricted.
- B. DESIGNATED RESERVES – Established by action of the Board and designated for specific purposes. These funds are utilized to fund such things as future capital facilities, repair and replacement of existing assets, economic uncertainties, local disasters and other financial hardships or downs in the local and nation economy.
- C. RESTRICTED RESERVES – Restrictions on the use of these funds are imposed by an outside source such as creditors, grantors, contributors, laws or regulations governing use.

### III. General Provisions

The District will maintain a separate accounting and invest reserve funds in a manner that insures financial soundness and provides transparency to its ratepayers. Such established reserves will be reviewed at least annually by the Board. If the annual review reflects actual or projected reserve levels that fall either 10% below or 10% above the levels prescribed in this policy, District staff shall provide an explanation of why reserve levels are not at the targeted level, and/or provide an identified course of action to bring reserve levels to the target amount.

#### IV. Reserve Levels and Management

##### GENERAL ACCOUNT

These are the funds that accumulate from day-to-day operations and represent funds that have not otherwise been designated or restricted. Typically, funds that accumulate during the year are then transferred to specific reserves at the end of each fiscal year. Interest generated by these funds is maintained within this account.

##### DESIGNATED RESERVES

- A. **Operating Reserve** - The District maintains an Operating Reserve to help ensure the District can provide essential services in cases where normal cash flows are interrupted.
- **Target Funding Level** – The operating reserve shall maintain a balance equal to a minimum of an average of two months of operating expenses with a maximum target of three months of operating expenses based on the current fiscal year's operating budget, excluding purchased water costs and debt obligations. Interest generated by these funds shall be maintained within the General Account.
  - **Events or Conditions Prompting the Use of Reserve Funds** – In cases where cash flows have been interrupted or are otherwise insufficient, these funds may be used for operating expenses, capital expenditures, or other purposes as authorized by the Board.
- B. **Capital Improvement Reserve** - The District maintains a Capital Improvement Reserve for the purpose of funding the acquisition and construction of new capital assets. This reserve fund is established for all new capital items or projects with a cost of \$5,000 or more and a useful life of five years or greater. Interest generated by these funds is allocated to and maintained within this reserve.
- **Target Funding Level** – The reserve for capital projects shall be maintained with a minimum balance equal to the estimated cost of all capital improvement projects approved by the Board through the regular budget process. On average the District needs approximately \$500,000 annually to fund new capital projects. The Capital Reserve will not exceed five years of capital funding totaling an estimated \$2,500,000.
  - **Events or Conditions Prompting the Use of Reserve Funds** – Funds from this reserve can be used for any purpose deemed appropriate by the Board. Typically, funds will be used to construct or purchase assets as approved by the Board as part of the District's Capital Improvement Budget (CIP), or by separate Board action.
- C. **Reserve for Replacement** - The District maintains a Reserve for Replacement to be used for funding the replacement or refurbishment of existing capital assets, including the District's buildings. This reserve fund is established for all replacement items with a cost of \$5,000 or more and a useful life of five years or greater. Interest generated by these funds is allocated to and

maintained within this reserve.

- Target Funding Level – It is the intent of the District to maintain a balance sufficient to fund the immediate and long-term replacement costs of the District’s assets. Target reserve levels are based on the District’s 20-Year Asset Replacement and Refurbishment Plan (AR&R). The minimum funding level shall be equal to 25-years of 5-year average of planned replacement funding with a maximum-target reserve goal equal to 440-years of 5-year average funding as detailed in the 20-Year AR&R Plan.
- Events or Conditions Prompting the Use of Reserve Funds – Funds from this reserve can be used for any purpose deemed appropriate by the Board. Generally, assets to be replaced will be included and approved by the Board as part of the District’s annual CIP budget, or by separate action by the Board.

D. **Stored Water Reserve** - The District maintains a Stored Water Reserve for purposes of accumulating funds to purchase untreated imported water necessary to operate Water Supply Reliability Projects.

- Target Funding Level – An annual contribution equal to the cost of purchasing a quantity of water equal to at least 50% of the water produced from the project during the year.
- Events or Conditions Prompting the Use of Reserve Funds – As water become available from MWD, funds from this reserve will be used to purchase untreated imported water.

E. **Project Reserve** - The District maintains a Project Reserve to ensure sufficient funding is available to fund components of the Regional Water Supply Project or District Headquarters projects that were initially expected to be funded through the issuance of debt but were substituted for other District projects. To ensure compliance with certain bond provisions, or for other identified reasons, the District may determine that it would be advantageous to fund certain “substitute projects” from bond proceeds rather than components of the Regional Water Supply Project or District Headquarters Project. In the event a “substitute project” is funded from bond proceeds, an amount equal to the actual expenses paid from bond proceeds will be moved from the reserve fund from which the “substitute project” was originally approved to the Project Reserve. Interest generated by this fund shall be maintained within the General Fund.

- Target Funding Level – There is no target level established for this reserve. Amounts in this reserve are dependent upon projects that have been substituted for use with Bond proceeds.
- Events or Conditions Prompting the Use of Reserve Funds – The funds in this reserve have been set aside to fund components of the Regional Water Supply Project or District Headquarters Project as identified in the revenue bond documents.

F. **Employee Liabilities Reserve** - The District maintains this reserve to cover the employees’ accrued sick and vacation time, other post-employment benefits (OPEB), and other employee liabilities.

Interest generated by these funds is allocated to and maintained within the General Account.

- Target Funding Level – For funds related to the accrued sick and vacation time, the reserve is adjusted at the end of the fiscal year to equal 100% of the accrued liability. The sick liability represents 75% of the accrued sick hours. The vacation liability represents 100% of the accrued vacation hours.

The District has established an OPEB Trust for the purpose of funding retiree benefits, other than pension. It is the goal of the District to fund this liability through a combination of contributions and investments earnings within a period of 20 years.

- Events or Conditions Prompting the Use of Reserve Funds – Funds from this reserve can be used for the payment of accrued sick and vacation. Funds related to the OPEB liability, or other employee related liabilities will be held until such time as they are approved for transfer to an established trust, used to pay for such expenses, or designated for another purpose.

F. **Rate Stabilization** - This reserve was established by the District in order to avoid fluctuations in its water rates. This fund is established to provide flexibility to the Board when setting water rates to allow for absorbing fluctuations in water demand, to pay for water supplies (including water leases, supply allocation penalties, or to pay for other costs that would otherwise be collected as part of the rates. In addition, in accordance with the provisions of the bond documents, monies from the Rate Stabilization reserve can be withdrawn and included as an adjustment to the calculation of net revenues for purposes of calculating compliance with its rate covenant. In general, the District must have net revenue equal to at least 125% of its annual debt service. Interest generated by these funds is allocated and maintained by the General Account.

- Target Funding Level – This reserve shall be maintained at a minimum level equal to 125% of the District’s annual debt service, with a maximum level equal to 200% of the District’s annual debt service.
- Events or Conditions Prompting the Use of Reserve Funds – This fund is intended to be used to defray any temporary unforeseen decreases in the sale of water, to pursue the purchase of water rights, lease water for planned District projects, or for other unforeseen expenses. The Board, on a case-by-case basis, will determine the amount and timing for any use of the fund. In the event the District’s net revenues are less than that which is required by the bond covenants, such funds can be withdrawn and included as an adjustment to net revenues for the purposes of ensuring compliance with the District’s rate covenant.

G. **Badillo Grand Catastrophic Insurance** - This reserve has been established for the purpose of self-insurance retention for the Badillo Grand Transmission Line. Interest generated by these funds is allocated to and maintained within the General Account.

- Target Funding Level – This reserve shall be maintained at a funding level of \$500,000.
- Events or Conditions Prompting the Use of Reserve Funds – In the case of a catastrophic event,

where costs to repair or replace the Badillo Grand Line are either not covered or were denied by the insurance carrier, such costs could be reimbursed from this reserve.

#### RESTRICTED RESERVES

- A. **Acreege Supply (ASC) Reserve** - This reserve is restricted by law, Section 35470 of the State Water Code, and represents monies received from developers for the purpose of constructing or upsizing water distribution and transmission mains.
- **Target Funding Level** – Developer Fees are collected as a condition of development in accordance with the District’s Rules and Regulations. The balance in this account will fluctuate depending on the amount collected and the amount expended for capital improvement projects for facilities and assets in the District’s water system. Therefore, no minimum or maximum levels will be established.
- B. **Acreege Supply (ASC)/Tres Hermanos Reserve** - This reserve is restricted by law, Section 35470 of the State Water Code, and represents monies received for the Tres Hermanos Development. Interest generated by these funds is allocated to and maintained within this reserve. This reserve will be evaluated annually to ensure compliance with all applicable laws and regulations. Interest generated by these funds is allocated to and maintained within this reserve.
- **Target Funding Level** – Developer Fees are collected as a condition of development in accordance with the District’s Rules and Regulations. The balance in this account will fluctuate depending on the amount collected and the amount expended for capital improvement projects for facilities and assets in the District’s water system. Therefore, no minimum or maximum levels will be established.
- C. **Reservoir Capacity Charge (RCC) Reserve** - This reserve is restricted by law, Section 35470 of the State Water Code, and represents monies received from developers for the purpose of constructing future water storage and pumping facilities. This reserve will be evaluated annually to ensure compliance with all applicable laws and regulations. Interest generated by these funds is allocated to and maintained within this reserve.
- **Target Funding Level** – Developer Fees are collected as a condition of development in accordance with the District’s Rules and Regulations. The balance in this account will fluctuate depending on the amount collected and the amount expended for capital improvement projects for facilities and assets in the District’s water system. Therefore, no minimum or maximum levels will be established.
- D. **Water Supply Charge (WSC) Reserve** - This reserve is restricted by law, Section 35470 of the State Water Code, and represents monies received from developers for the purpose of funding projects to meet new system demand. This reserve will be evaluated annually to ensure compliance with



all applicable laws and regulations. Interest generated by these funds is allocated to and maintained within this reserve.

- Target Funding Level – Developer Fees are collected as a condition of development in accordance with the District’s Rules and Regulations. The balance in this account will fluctuate depending on the amount collected and the amount expended for water supply projects. Therefore, no minimum or maximum levels will be established.
- E. **Capacity Charge Reserve** - This reserve is restricted by law, Section 35470 of the State Water Code, and represents monies received from developers for the purpose of improving and expanding the system. This reserve will be evaluated annually to ensure compliance with all applicable laws and regulations. Interest generated by these funds is allocated to and maintained within this reserve.
- Target Funding Level – Developer Fees are collected as a condition of development in accordance with the District’s Rules and Regulations. The balance in this account will fluctuate depending on the amount collected and the amount expended for system improvements. Therefore, no minimum or maximum levels will be established.
- F. **Customer/Developer Deposits Reserve** - This reserve represents the liability of the District associated with deposits received from customers and developers collected in accordance with the District’s Rules and Regulations. This reserve fund fluctuates based on deposits received, refunded, or expended for system improvements. Interest generated by this fund is allocated to and maintained within the General Account.
- Target Funding Level – This reserve fund fluctuates based on deposits received, refunded, or expended for system improvements. Therefore, no minimum or maximum levels will be established.
- G. **Badillo Grand Maintenance Reserve** - This reserve is restricted by agreement and derived from the \$1 per acre-foot received for maintenance costs related to the Badillo Grand line. The reserve is adjusted monthly based on monies received or paid out during the month. Interest generated by these funds is allocated to and maintained within this reserve.
- Target Funding Level – This reserve fund fluctuates based on monies received or paid out during the month. Therefore, no minimum or maximum levels will be established.

# WVWD – Staff Report



**TO:** Board of Directors  
**FROM:** General Manager/ Chief Engineer  
**SUBMITTED BY:** Director of Finance  
**DATE:** October 21, 2024  
**SUBJECT:** Approval of the FY 2023-24 Source and Application of Funds

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Action/Discussion     Fiscal Impact     Resolution     Information Only

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## Recommendation

The Board of Directors approve staff's recommendation, for the FY 2023-24 Source and Application of Funds, to transfer the following from the General Account:

- A.            \$310,500: To the Operating Reserve
- B.            \$430,000: To the Capital Improvement Reserve
- C.            \$231,618: To the Reserve for Replacement
- D.            \$521,400: To the Stored Water Reserve
- E.            \$200,000: To the Employees Liabilities Reserve related to the Employer OPEB and CalPERs liabilities

## Background Information

In past years, once the audit has been completed and the audit report issued, the District has prepared the Source and Application of funds, which is used as a basis to fund the District's reserves. These reserves are used to fund capital projects, replacement items, fund long-term liabilities and to stabilize rates. The Source and Application of Funds is based on cash-flows related to operations for FY 2023-24 and may vary from the net income (change in net assets) reported on the financial statements.

1. Using this methodology, the General Funds available for transfer is \$1,693,518. Based on the current reserve policy and target funding levels, staff is recommending:
  - A. \$310,500 be transferred to the operating reserve to meet the minimum funding policy equal to 2 months of operating expenses, excluding purchased water and debt service.
  - B. \$430,000 be transferred to the Capital Improvement Reserve to fund the capital projects approved in the District's CIP Budget for FY 2024-25, as well as to fund future capital projects.
  - C. \$231,618 be transferred to the Reserve for Replacement. Target funding levels for this reserve are based on the District's long-term Asset Replacement and Refurbishment Schedule covering a planning period of twenty years.
  - D. \$521,400 be transferred to the Stored Water Reserve to fund future purchases of untreated imported water necessary to operate the Water Supply Reliability Projects.

- E. \$200,000 be transferred to the Employer Liabilities Reserve related to the employer obligation for Other Post-Employment Benefits (OPEB) and CalPERS (PERS)

Attached is a summary of the reserves balances as of June 30, 2024, including the recommended transfers.

*Attachment:  
Cash Reserves Summary*

**Walnut Valley Water District  
Cash Reserves Summary  
June 30, 2024**

Reserve	Balance 6/30/2024	Recommend Transfers	Balance after Transfer	Minimum Funding Level*	Maximum Funding level*
<b>Designated Funds (Category 2):</b>					
Operating Reserve	2,962,100	310,500	3,272,600	3,272,600	
Capital Improvement	1,628,776	430,000	2,058,776	500,000	2,500,000
Replacement (Includes Building)	17,313,320	231,618	17,544,938	12,485,600	21,550,200
Stored Water	125,500	521,400	646,900	646,900	
Rate Stabilization	4,543,125	-	4,543,125	4,543,125	4,543,125
Project Reserve	967,232	-	967,232	NA	
Employee Liabilities:	-				
OPEB & PERS Obligation	100,000	200,000	300,000		
Sick/Vacation	906,954	-	906,954	906,954	906,954
Other Employee Liabilities	957,546	-	957,546	NA	
Badillo/Grand Catastrophic Ins.	500,000	-	500,000	500,000	

\*Minimum and Maximum funding levels based off revised reserve policy (October 2024)

# MONTHLY ACCOUNT STATEMENT

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Walnut Valley Water District Cons | Account #10076 | As of September 30, 2024

**CHANDLER ASSET MANAGEMENT** | [chandlerasset.com](http://chandlerasset.com)

**Chandler Team:**

For questions about your account, please call (800) 317-4747,  
or contact [clientservice@chandlerasset.com](mailto:clientservice@chandlerasset.com)

**Custodian:**

# PORTFOLIO SUMMARY



Walnut Valley Water District Cons | Account #10076 | As of September 30, 2024

## Portfolio Characteristics

Average Modified Duration	1.30
Average Coupon	3.00%
Average Purchase YTM	3.09%
Average Market YTM	4.47%
Average Quality	AA
Average Final Maturity	1.39
Average Life	1.33

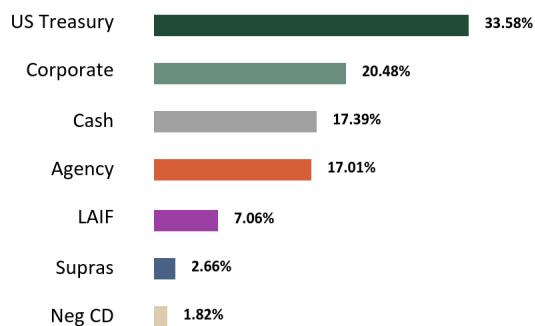
## Account Summary

	Beg. Values as of 09/01/2024	End Values as of 09/30/2024
Market Value	39,485,859.35	39,675,043.14
Accrued Interest	145,770.13	147,745.23
<b>Total Market Value</b>	<b>39,631,629.48</b>	<b>39,822,788.37</b>
Income Earned	42,131.33	71,380.44
Cont/WD	402,426.69	(56,818.65)
Par	40,253,724.14	40,258,382.60
Book Value	40,151,329.30	40,159,044.07
Cost Value	40,079,947.14	40,084,605.60

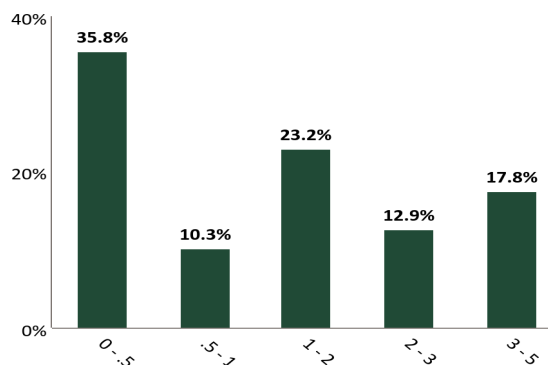
## Top Issuers

United States	33.58%
Federal Home Loan Banks	7.84%
LAIF	7.06%
FNMA	4.99%
FHLMC	4.18%
International Bank for Recon and Dev	1.46%
Bank of America Corporation	1.29%
Deere & Company	1.29%

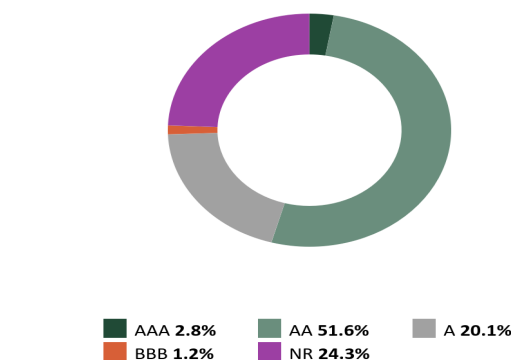
## Sector Allocation



## Maturity Distribution



## Credit Quality



\*See Footnote

The credit quality is a weighted average calculation of the highest of S&P, Moody's' and Fitch

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# PORTFOLIO SUMMARY



Walnut Valley Water District | Account #10074 | As of September 30, 2024

## Portfolio Characteristics

Average Modified Duration	1.74
Average Coupon	2.07%
Average Purchase YTM	2.20%
Average Market YTM	3.99%
Average Quality	AA
Average Final Maturity	1.86
Average Life	1.77

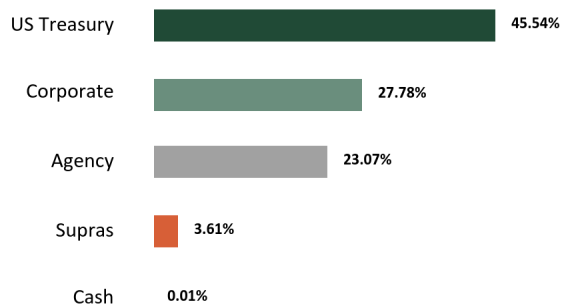
## Account Summary

	Beg. Values as of 09/01/2024	End Values as of 09/30/2024
Market Value	29,668,468.81	29,257,331.40
Accrued Interest	143,229.66	145,905.95
<b>Total Market Value</b>	<b>29,811,698.47</b>	<b>29,403,237.35</b>
Income Earned	41,499.44	72,081.64
Cont/WD	(43,979.90)	(641,349.04)
Par	30,408,886.53	29,817,166.44
Book Value	30,306,491.69	29,717,827.91
Cost Value	30,235,109.53	29,643,389.44

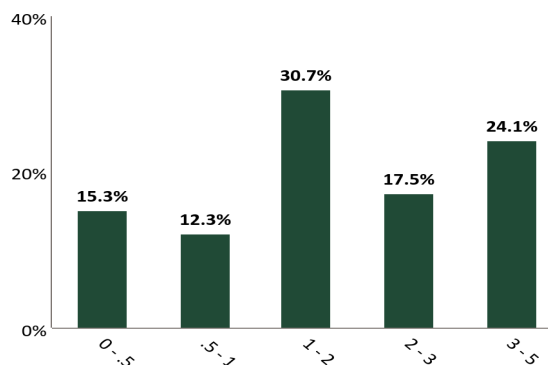
## Top Issuers

United States	45.54%
Federal Home Loan Banks	10.64%
FNMA	6.77%
FHLMC	5.66%
International Bank for Recon and Dev	1.97%
Bank of America Corporation	1.75%
Deere & Company	1.75%
PACCAR Inc	1.74%

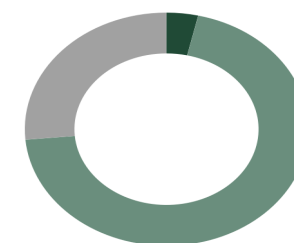
## Sector Allocation



## Maturity Distribution



## Credit Quality



AAA 3.6% AA 70.0% A 26.4%

\*See Footnote

## Performance Review

Total Rate of Return	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (08/01/09)
Walnut Valley WD	0.78%	2.85%	4.16%	7.26%	4.91%	1.06%	1.52%	1.71%	1.70%
Benchmark Return*	0.87%	3.37%	4.21%	7.44%	4.75%	0.76%	1.28%	1.49%	1.47%

\*Periods over 1 year are annualized.

Benchmark: ICE BofA 1-5 Year Unsubordinated US Treasury & Agency Index Secondary Benchmark: The credit quality is a weighted average calculation of the highest of S&P, Moody's' and Fitch

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# RECONCILIATION SUMMARY



Walnut Valley Water District Cons | Account #10076 | As of September 30, 2024

## Maturities / Calls

Month to Date	0.00
Fiscal Year to Date	(4,900,000.00)

## Principal Paydowns

Month to Date	0.00
Fiscal Year to Date	0.00

## Purchases

Month to Date	1,203,823.38
Fiscal Year to Date	11,879,145.77

## Sales

Month to Date	(619,292.99)
Fiscal Year to Date	(9,677,713.15)

## Interest Received

Month to Date	66,349.04
Fiscal Year to Date	623,169.22

## Purchased / Sold Interest

Month to Date	0.00
Fiscal Year to Date	0.00

## Accrual Activity Summary

	Month to Date	Fiscal Year to Date (01/01/2024)
Beginning Book Value	40,151,329.30	42,837,250.67
Maturities/Calls	0.00	(4,900,000.00)
Principal Paydowns	0.00	0.00
Purchases	1,203,823.38	11,879,145.77
Sales	(619,292.99)	(9,677,713.15)
Change in Cash, Payables, Receivables	(579,871.93)	677.30
Amortization/Accretion	3,056.31	19,683.47
Realized Gain (Loss)	0.00	0.00
Ending Book Value	40,159,044.07	40,159,044.07

## Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (01/01/2024)
Beginning Market Value	39,485,859.35	41,623,106.86
Maturities/Calls	0.00	(4,900,000.00)
Principal Paydowns	0.00	0.00
Purchases	1,203,823.38	11,879,145.77
Sales	(619,292.99)	(9,677,713.15)
Change in Cash, Payables, Receivables	(579,871.93)	677.30
Amortization/Accretion	3,056.31	19,683.47
Change in Net Unrealized Gain (Loss)	181,469.03	730,142.90
Realized Gain (Loss)	0.00	0.00
Ending Market Value	39,675,043.14	39,675,043.14



# HOLDINGS REPORT



Walnut Valley Water District Cons | Account #10076 | As of September 30, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
<b>AGENCY</b>									
3130A3GE8	FEDERAL HOME LOAN BANKS 2.75 12/13/2024	700,000.00	12/23/2019 1.80%	732,445.00 701,304.23	99.62 4.63%	697,340.50 5,775.00	1.76% (3,963.74)	Aaa/AA+ AA+	0.20 0.20
3135G0X24	FEDERAL NATIONAL MORTGAGE ASSOCIATION 1.625 01/07/2025	600,000.00	02/14/2020 1.48%	604,074.00 600,223.67	99.19 4.67%	595,160.31 2,275.00	1.50% (5,063.36)	Aaa/AA+ AA+	0.27 0.26
3137EAEP0	FEDERAL HOME LOAN MORTGAGE CORP 1.5 02/12/2025	600,000.00	02/14/2020 1.48%	600,486.00 600,035.76	98.85 4.70%	593,100.43 1,225.00	1.49% (6,935.33)	Aaa/AA+ AA+	0.37 0.36
3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.625 04/22/2025	800,000.00	-- 0.53%	803,537.00 800,403.66	97.98 4.33%	783,826.82 2,208.33	1.98% (16,576.83)	Aaa/AA+ AA+	0.56 0.54
3130AJKW8	FEDERAL HOME LOAN BANKS 0.5 06/13/2025	600,000.00	06/10/2020 0.54%	598,866.00 599,841.46	97.44 4.24%	584,668.22 900.00	1.47% (15,173.24)	Aaa/AA+ AA+	0.70 0.68
3137EAEU9	FEDERAL HOME LOAN MORTGAGE CORP 0.375 07/21/2025	400,000.00	08/12/2020 0.45%	398,456.00 399,749.09	97.12 4.04%	388,499.34 291.67	0.98% (11,249.75)	Aaa/AA+ AA+	0.80 0.79
3137EAEX3	FEDERAL HOME LOAN MORTGAGE CORP 0.375 09/23/2025	700,000.00	10/07/2020 0.50%	695,758.00 699,163.78	96.53 4.03%	675,733.68 58.33	1.70% (23,430.10)	Aaa/AA+ AA+	0.98 0.96
3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025	625,000.00	11/18/2020 0.51%	624,775.00 624,950.14	96.23 4.04%	601,417.06 1,250.00	1.52% (23,533.07)	Aaa/AA+ AA+	1.10 1.07
3130AKFA9	FEDERAL HOME LOAN BANKS 0.375 12/12/2025	600,000.00	01/05/2021 0.42%	598,680.00 599,679.71	96.12 3.72%	576,724.58 681.25	1.45% (22,955.13)	Aaa/AA+ AA+	1.20 1.17
3130ATUS4	FEDERAL HOME LOAN BANKS 4.25 12/10/2027	475,000.00	01/26/2023 3.67%	487,188.50 482,986.28	101.97 3.59%	484,368.19 6,224.48	1.22% 1,381.91	Aaa/AA+ AA+	3.19 2.93
3130AWMN7	FEDERAL HOME LOAN BANKS 4.375 06/09/2028	750,000.00	07/21/2023 4.17%	756,637.50 755,017.23	102.57 3.62%	769,261.10 10,208.33	1.94% 14,243.87	Aaa/AA+ AA+	3.69 3.35
<b>Total Agency</b>		<b>6,850,000.00</b>	<b>1.45%</b>	<b>6,900,903.00</b> <b>6,863,355.01</b>	<b>98.59</b> <b>4.16%</b>	<b>6,750,100.23</b> <b>31,097.40</b>	<b>17.01%</b> <b>(113,254.78)</b>	<b>Aaa/AA+</b> <b>AA+</b>	<b>1.20</b> <b>1.13</b>
<b>CASH</b>									
CCYUSD	Receivable	2,166.44	-- 0.00%	2,166.44 2,166.44	1.00 0.00%	2,166.44 0.00	0.01% 0.00	Aaa/AAA AAA	0.00 0.00
CCYUSD	Receivable	37,070.60	-- 0.00%	37,070.60 37,070.60	1.00 0.00%	37,070.60 0.00	0.09% 0.00	Aaa/AAA AAA	0.00 0.00
90CASH\$00	Custodial Cash Account	6,860,201.39	-- 6.54%	6,860,201.39 6,860,201.39	1.00 6.54%	6,860,201.39 0.00	17.29% 0.00	NA/NA NA	0.00 0.00

# HOLDINGS REPORT



Walnut Valley Water District Cons | Account #10076 | As of September 30, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
<b>Total Cash</b>		<b>6,899,438.43</b>	<b>6.50%</b>	<b>6,899,438.43</b>	<b>6.50%</b>	<b>6,899,438.43</b> <b>0.00</b>	<b>17.39%</b> <b>0.00</b>	<b>Aaa/AAA</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>CORPORATE</b>									
06367WB85	BANK OF MONTREAL 1.85 05/01/2025	400,000.00	02/15/2022 2.25%	395,048.00 399,101.95	98.41 4.64%	393,646.92 3,083.33	0.99% (5,455.02)	A2/A- AA-	0.58 0.57
717081EX7	PFIZER INC 0.8 05/28/2025	400,000.00	05/26/2020 0.83%	399,376.00 399,918.33	97.69 4.40%	390,756.36 1,093.33	0.98% (9,161.97)	A2/A WR	0.66 0.64
78015K7H1	ROYAL BANK OF CANADA 1.15 06/10/2025	400,000.00	05/20/2021 0.96%	403,072.00 400,523.78	97.71 4.55%	390,839.15 1,418.33	0.99% (9,684.63)	A1/A AA-	0.69 0.67
89114TZD7	TORONTO-DOMINION BANK 1.2 06/03/2026	400,000.00	08/11/2021 1.12%	401,416.00 400,492.17	95.34 4.11%	381,369.89 1,573.33	0.96% (19,122.28)	A1/A AA-	1.67 1.62
06428CAA2	BANK OF AMERICA NA 5.526 08/18/2026	500,000.00	09/11/2023 5.51%	500,150.00 500,094.56	102.67 4.03%	513,372.28 3,300.25	1.29% 13,277.71	Aa1/A+ AA	1.88 1.69
87612EBM7	TARGET CORP 1.95 01/15/2027	500,000.00	01/24/2022 1.87%	501,865.00 500,841.55	96.06 3.76%	480,297.67 2,058.33	1.21% (20,543.89)	A2/A A	2.29 2.20
06406RBA4	BANK OF NEW YORK MELLON CORP 2.05 01/26/2027	500,000.00	01/26/2022 2.03%	500,400.00 500,181.85	95.75 3.98%	478,762.27 1,850.69	1.21% (21,419.59)	A1/A AA-	2.32 2.22
023135CF1	AMAZON.COM INC 3.3 04/13/2027	400,000.00	04/26/2022 3.26%	400,788.00 400,395.33	98.72 3.83%	394,891.43 6,160.00	1.00% (5,503.90)	A1/AA AA-	2.53 2.37
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	500,000.00	06/28/2022 4.00%	500,045.00 500,023.81	100.16 3.93%	500,813.52 7,833.33	1.26% 789.71	A2/A+ A+	2.61 2.34
69371RS31	PACCAR FINANCIAL CORP 4.6 01/10/2028	500,000.00	01/26/2023 4.26%	507,430.00 504,920.42	101.65 4.06%	508,247.54 5,175.00	1.28% 3,327.12	A1/A+ NA	3.28 2.99
24422EWR6	JOHN DEERE CAPITAL CORP 4.75 01/20/2028	500,000.00	01/26/2023 4.29%	510,270.00 506,820.28	102.40 3.97%	511,996.59 4,684.03	1.29% 5,176.31	A1/A A+	3.31 3.01
438516CJ3	HONEYWELL INTERNATIONAL INC 4.95 02/15/2028	425,000.00	04/11/2023 4.02%	441,923.50 436,694.55	103.50 3.83%	439,893.74 2,688.13	1.11% 3,199.20	A2/A A	3.38 3.00
713448FL7	PEPSICO INC 3.6 02/18/2028	500,000.00	03/20/2023 4.18%	487,155.00 491,157.43	99.33 3.81%	496,666.98 2,150.00	1.25% 5,509.55	A1/A+ NA	3.39 3.14
57636QAW4	MASTERCARD INC 4.875 03/09/2028	450,000.00	03/10/2023 4.83%	450,904.50 450,618.47	103.30 3.84%	464,860.83 1,340.63	1.17% 14,242.36	Aa3/A+ NA	3.44 3.07
74456QBU9	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028	400,000.00	06/26/2023 4.70%	382,788.00 387,273.43	98.71 4.09%	394,843.06 6,166.67	1.00% 7,569.63	A1/A WR	3.59 3.27
341081GN1	FLORIDA POWER & LIGHT CO 4.4 05/15/2028	450,000.00	-- 4.67%	444,781.50 446,176.71	101.19 4.04%	455,367.21 7,480.00	1.15% 9,190.50	Aa2/A+ AA-	3.62 3.13

# HOLDINGS REPORT



Walnut Valley Water District Cons | Account #10076 | As of September 30, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
74340XCG4	PROLOGIS LP 4.875 06/15/2028	450,000.00	07/21/2023 4.96%	448,330.50 448,735.96	102.61 4.11%	461,757.39 6,459.38	1.16% 13,021.43	A3/A NA	3.71 3.26
89236TLB9	TOYOTA MOTOR CREDIT CORP 5.25 09/11/2028	450,000.00	09/26/2023 5.34%	448,227.00 448,588.46	104.19 4.09%	468,871.71 1,312.50	1.18% 20,283.26	A1/A+ A+	3.95 3.54
<b>Total Corporate</b>		<b>8,125,000.00</b>	<b>3.60%</b>	<b>8,123,970.00</b> <b>8,122,559.03</b>	<b>100.10</b> <b>4.05%</b>	<b>8,127,254.52</b> <b>65,827.26</b>	<b>20.48%</b> <b>4,695.49</b>	<b>A1/A</b> <b>A+</b>	<b>2.66</b> <b>2.42</b>

LAIF									
90LAIF\$00	Local Agency Investment Fund State Pool	2,799,944.17	-- 4.57%	2,799,944.17 2,799,944.17	1.00 4.57%	2,799,944.17 0.00	7.06% 0.00	NA/NA NA	0.00 0.00
<b>Total LAIF</b>		<b>2,799,944.17</b>	<b>4.57%</b>	<b>2,799,944.17</b> <b>2,799,944.17</b>	<b>1.00</b> <b>4.57%</b>	<b>2,799,944.17</b> <b>0.00</b>	<b>7.06%</b> <b>0.00</b>	<b>NA/NA</b> <b>NA</b>	<b>0.00</b> <b>0.00</b>

NEGOTIABLE CD									
7954506L4	Sallie Mae Bank 0.85 05/27/2025	248,000.00	05/27/2020 0.85%	248,000.00 248,000.00	97.75 4.38%	242,409.75 733.47	0.61% (5,590.25)	Baa1/BBB- BBB-	0.65 0.64
856285TQ4	State Bank of India - New York Branch 1.1 05/28/2025	248,000.00	05/28/2020 1.10%	248,000.00 248,000.00	97.90 4.38%	242,784.57 941.72	0.61% (5,215.43)	Baa3/BBB- NA	0.66 0.64
38149MZJ5	Goldman Sachs Bank USA 1.05 09/08/2026	248,000.00	08/25/2021 1.05%	248,000.00 248,000.00	94.88 3.82%	235,301.27 164.09	0.59% (12,698.73)	A1/A+ AA-	1.94 1.89
<b>Total Negotiable CD</b>		<b>744,000.00</b>	<b>1.00%</b>	<b>744,000.00</b> <b>744,000.00</b>	<b>96.86</b> <b>4.20%</b>	<b>720,495.58</b> <b>1,839.28</b>	<b>1.82%</b> <b>(23,504.42)</b>	<b>Baa2/ BBB BBB</b>	<b>1.07</b> <b>1.05</b>

SUPRANATIONAL									
459058JL8	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 0.5 10/28/2025	600,000.00	12/14/2020 0.48%	600,516.00 600,113.83	96.30 4.06%	577,774.34 1,275.00	1.46% (22,339.49)	Aaa/AAA NA	1.08 1.05
4581X0DV7	INTER-AMERICAN DEVELOPMENT BANK 0.875 04/20/2026	500,000.00	04/27/2021 0.94%	498,425.00 499,509.38	95.52 3.87%	477,623.29 1,956.60	1.20% (21,886.10)	Aaa/AAA NA	1.55 1.51
<b>Total Supranational</b>		<b>1,100,000.00</b>	<b>0.69%</b>	<b>1,098,941.00</b> <b>1,099,623.21</b>	<b>95.95</b> <b>3.97%</b>	<b>1,055,397.62</b> <b>3,231.60</b>	<b>2.66%</b> <b>(44,225.59)</b>	<b>Aaa/AAA</b> <b>NA</b>	<b>1.29</b> <b>1.26</b>

## US TREASURY

# HOLDINGS REPORT



Walnut Valley Water District Cons | Account #10076 | As of September 30, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
912828YM6	UNITED STATES TREASURY 1.5 10/31/2024	600,000.00	02/15/2022 1.74%	596,203.13 599,884.71	99.72 4.89%	598,334.41 3,766.30	1.51% (1,550.30)	Aaa/AA+ AA+	0.08 0.08
912828YV6	UNITED STATES TREASURY 1.5 11/30/2024	700,000.00	12/23/2019 1.71%	692,808.59 699,760.69	99.46 4.81%	696,206.06 3,528.69	1.75% (3,554.63)	Aaa/AA+ AA+	0.17 0.16
912828Z52	UNITED STATES TREASURY 1.375 01/31/2025	575,000.00	03/04/2020 0.72%	593,328.13 576,247.09	98.96 4.55%	569,019.78 1,332.03	1.43% (7,227.31)	Aaa/AA+ AA+	0.34 0.33
912828ZF0	UNITED STATES TREASURY 0.5 03/31/2025	750,000.00	03/26/2020 0.50%	749,912.11 749,991.28	98.11 4.38%	735,820.31 10.30	1.85% (14,170.97)	Aaa/AA+ AA+	0.50 0.49
91282CAT8	UNITED STATES TREASURY 0.25 10/31/2025	700,000.00	02/16/2021 0.51%	691,605.47 698,067.69	96.13 3.94%	672,902.34 732.34	1.70% (25,165.35)	Aaa/AA+ AA+	1.08 1.06
91282CBC4	UNITED STATES TREASURY 0.375 12/31/2025	700,000.00	01/12/2021 0.52%	694,968.75 698,734.56	95.81 3.85%	670,660.16 663.38	1.69% (28,074.40)	Aaa/AA+ AA+	1.25 1.22
91282CBH3	UNITED STATES TREASURY 0.375 01/31/2026	550,000.00	03/22/2021 0.85%	537,625.00 546,602.80	95.57 3.82%	525,615.23 347.49	1.32% (20,987.57)	Aaa/AA+ AA+	1.34 1.30
91282CBQ3	UNITED STATES TREASURY 0.5 02/28/2026	650,000.00	03/09/2021 0.83%	639,589.84 647,044.52	95.52 3.79%	620,851.56 278.31	1.56% (26,192.96)	Aaa/AA+ AA+	1.41 1.38
91282CBT7	UNITED STATES TREASURY 0.75 03/31/2026	440,000.00	03/29/2021 0.87%	437,301.56 439,193.13	95.64 3.77%	420,801.56 9.07	1.06% (18,391.56)	Aaa/AA+ AA+	1.50 1.46
91282CCF6	UNITED STATES TREASURY 0.75 05/31/2026	850,000.00	06/28/2021 0.88%	844,820.31 848,250.38	95.25 3.72%	809,591.80 2,142.42	2.04% (38,658.58)	Aaa/AA+ AA+	1.67 1.62
91282CCP4	UNITED STATES TREASURY 0.625 07/31/2026	750,000.00	10/08/2021 1.02%	736,171.88 744,730.64	94.63 3.68%	709,716.80 789.74	1.79% (35,013.85)	Aaa/AA+ AA+	1.83 1.79
91282CCW9	UNITED STATES TREASURY 0.75 08/31/2026	850,000.00	09/28/2021 1.00%	839,939.45 846,086.63	94.65 3.67%	804,544.92 545.93	2.03% (41,541.71)	Aaa/AA+ AA+	1.92 1.87
91282CCZ2	UNITED STATES TREASURY 0.875 09/30/2026	650,000.00	12/29/2021 1.26%	638,447.27 645,143.06	94.73 3.64%	615,722.65 15.63	1.55% (29,420.40)	Aaa/AA+ AA+	2.00 1.95
91282CDG3	UNITED STATES TREASURY 1.125 10/31/2026	575,000.00	11/29/2021 1.18%	573,472.66 574,353.69	94.98 3.65%	546,137.70 2,707.03	1.38% (28,215.99)	Aaa/AA+ AA+	2.08 2.02
91282CDK4	UNITED STATES TREASURY 1.25 11/30/2026	575,000.00	04/26/2022 2.74%	537,827.15 557,499.08	95.09 3.63%	546,789.06 2,415.47	1.38% (10,710.01)	Aaa/AA+ AA+	2.17 2.09
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	700,000.00	06/13/2022 3.44%	670,878.91 684,849.05	97.43 3.59%	682,007.82 48.08	1.72% (2,841.23)	Aaa/AA+ AA+	2.50 2.39
91282CEW7	UNITED STATES TREASURY 3.25 06/30/2027	550,000.00	09/13/2022 3.61%	541,363.28 545,054.86	99.16 3.57%	545,359.38 4,517.32	1.37% 304.51	Aaa/AA+ AA+	2.75 2.58
91282CFH9	UNITED STATES TREASURY 3.125 08/31/2027	550,000.00	09/08/2022 3.39%	543,232.42 546,030.48	98.76 3.58%	543,189.45 1,471.86	1.37% (2,841.03)	Aaa/AA+ AA+	2.92 2.75

# HOLDINGS REPORT



Walnut Valley Water District Cons | Account #10076 | As of September 30, 2024

Cusip	Security Description	Par Value/ Units	Purchase Date Purchase Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody's/ S&P/ Fitch	Maturity Duration
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	400,000.00	10/28/2022 4.19%	398,796.88 399,266.73	101.61 3.56%	406,421.88 45.33	1.02% 7,155.15	Aaa/AA+ AA+	3.00 2.80
91282CFU0	UNITED STATES TREASURY 4.125 10/31/2027	750,000.00	11/09/2022 4.30%	744,169.92 746,388.30	101.58 3.58%	761,865.23 12,946.67	1.92% 15,476.93	Aaa/AA+ AA+	3.08 2.83
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	875,000.00	12/09/2022 3.79%	814,946.29 836,944.84	96.10 3.58%	840,854.49 7,436.31	2.12% 3,909.65	Aaa/AA+ AA+	3.13 2.95
<b>Total US Treasury</b>		<b>13,740,000.00</b>	<b>1.84%</b>	<b>13,517,409.00</b> <b>13,630,124.22</b>	<b>97.01</b> <b>3.87%</b>	<b>13,322,412.58</b> <b>45,749.70</b>	<b>33.58%</b> <b>(307,711.63)</b>	<b>Aaa/AA+</b> <b>AA+</b>	<b>1.74</b> <b>1.67</b>
<b>Total Portfolio</b>		<b>40,258,382.60</b>	<b>3.09%</b>	<b>40,084,605.60</b> <b>40,159,044.07</b>	<b>74.41</b> <b>4.47%</b>	<b>39,675,043.14</b> <b>147,745.23</b>	<b>100.00%</b> <b>(484,000.92)</b>	<b>Aa3/AA-</b> <b>AA</b>	<b>1.39</b> <b>1.30</b>
<b>Total Market Value + Accrued</b>						<b>39,822,788.37</b>			

# TRANSACTION LEDGER



Walnut Valley Water District Cons | Account #10076 | As of September 30, 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	09/03/2024	60934N807	575,000.00	FEDERATED HRMS GV O SVC	1.000	4.94%	(575,000.00)		0.00	(575,000.00)	0.00
Purchase	09/03/2024	60934N807	18,796.88	FEDERATED HRMS GV O SVC	1.000	4.94%	(18,796.88)		0.00	(18,796.88)	0.00
Purchase	09/04/2024	60934N807	89.66	FEDERATED HRMS GV O SVC	1.000	4.87%	(89.66)		0.00	(89.66)	0.00
Purchase	09/09/2024	60934N807	12,281.45	FEDERATED HRMS GV O SVC	1.000	4.93%	(12,281.45)		0.00	(12,281.45)	0.00
Purchase	09/11/2024	60934N807	11,812.50	FEDERATED HRMS GV O SVC	1.000	4.92%	(11,812.50)		0.00	(11,812.50)	0.00
Purchase	09/23/2024	60934N807	1,312.50	FEDERATED HRMS GV O SVC	1.000	4.59%	(1,312.50)		0.00	(1,312.50)	0.00
Purchase	09/30/2024	90CASH\$00	584,530.39	Custodial Cash Account	1.000	0.00%	(584,530.39)		0.00	(584,530.39)	0.00
<b>Total Purchase</b>			<b>1,203,823.38</b>				<b>(1,203,823.38)</b>		<b>0.00</b>	<b>(1,203,823.38)</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>1,203,823.38</b>				<b>(1,203,823.38)</b>		<b>0.00</b>	<b>(1,203,823.38)</b>	<b>0.00</b>
<b>OTHER</b>											
Sale	09/30/2024	60934N807	(575,000.00)	FEDERATED HRMS GV O SVC	1.000	4.57%	575,000.00		0.00	575,000.00	0.00
Sale	09/30/2024	60934N807	(44,292.99)	FEDERATED HRMS GV O SVC	1.000	4.57%	44,292.99		0.00	44,292.99	0.00
<b>Total Sale</b>			<b>(619,292.99)</b>				<b>619,292.99</b>		<b>0.00</b>	<b>619,292.99</b>	<b>0.00</b>
<b>TOTAL OTHER TRANSACTIONS</b>			<b>(619,292.99)</b>				<b>619,292.99</b>		<b>0.00</b>	<b>619,292.99</b>	<b>0.00</b>
<b>OTHER</b>											
Cash Transfer	09/08/2024	CCYUSD	1,312.70	Cash		0.00%	1,312.70		0.00	1,312.70	0.00
Cash Transfer	09/30/2024	CCYUSD	(58,131.35)	Cash		0.00%	(58,131.35)		0.00	(58,131.35)	0.00
<b>Total Cash Transfer</b>			<b>(56,818.65)</b>				<b>(56,818.65)</b>		<b>0.00</b>	<b>(56,818.65)</b>	<b>0.00</b>
Coupon	09/08/2024	38149MZJ5	0.00	Goldman Sachs Bank USA 1.05 09/08/2026		1.05%	0.00		0.00	0.00	0.00

# TRANSACTION LEDGER



Walnut Valley Water District Cons | Account #10076 | As of September 30, 2024

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
Coupon	09/09/2024	57636QAW4	0.00	MASTERCARD INC 4.875 03/09/2028		4.83%	10,968.75	0.00	10,968.75	0.00
Coupon	09/11/2024	89236TLB9	0.00	TOYOTA MOTOR CREDIT CORP 5.25 09/11/2028		5.34%	11,812.50	0.00	11,812.50	0.00
Coupon	09/23/2024	3137EAEX3	0.00	FEDERAL HOME LOAN MORTGAGE CORP 0.375 09/23/2025		0.50%	1,312.50	0.00	1,312.50	0.00
Coupon	09/30/2024	912828ZF0	0.00	UNITED STATES TREASURY 0.5 03/31/2025		0.50%	1,875.00	0.00	1,875.00	0.00
Coupon	09/30/2024	91282CBT7	0.00	UNITED STATES TREASURY 0.75 03/31/2026		0.87%	1,650.00	0.00	1,650.00	0.00
Coupon	09/30/2024	91282CCZ2	0.00	UNITED STATES TREASURY 0.875 09/30/2026		1.26%	2,843.75	0.00	2,843.75	0.00
Coupon	09/30/2024	91282CEF4	0.00	UNITED STATES TREASURY 2.5 03/31/2027		3.44%	8,750.00	0.00	8,750.00	0.00
Coupon	09/30/2024	91282CFM8	0.00	UNITED STATES TREASURY 4.125 09/30/2027		4.19%	8,250.00	0.00	8,250.00	0.00
<b>Total Coupon</b>			<b>0.00</b>				<b>47,462.50</b>	<b>0.00</b>	<b>47,462.50</b>	<b>0.00</b>
Dividend	09/30/2024	60934N807	0.00	FEDERATED HRMS GV O SVC		4.57%	2,166.44	0.00	2,166.44	0.00
<b>Total Dividend</b>			<b>0.00</b>				<b>2,166.44</b>	<b>0.00</b>	<b>2,166.44</b>	<b>0.00</b>
<b>TOTAL OTHER TRANSACTIONS</b>							<b>(56,818.65)</b>	<b>0.00</b>	<b>(7,189.71)</b>	<b>0.00</b>

# STATEMENT OF COMPLIANCE



Walnut Valley Water District | Account #10074 | As of September 30, 2024

Rules Name	Limit	Actual	Compliance Status	Notes
<b>AGENCY MORTGAGE SECURITIES (CMOS)</b>				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV; Agencies & Agency CMOs)	30.0	10.7	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
<b>ASSET-BACKED SECURITIES (ABS)</b>				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
<b>BANKERS' ACCEPTANCES</b>				
Max % (MV)	40.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	180	0.0	Compliant	
<b>CERTIFICATE OF DEPOSIT PLACEMENT SERVICE (CDARS)</b>				
Max % (MV)	50.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
<b>COLLATERALIZED BANK DEPOSITS</b>				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
<b>COLLATERALIZED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)</b>				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
<b>COMMERCIAL PAPER</b>				
Max % (MV)	25.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	270	0.0	Compliant	
Min Rating (A-1 by 1 or A- by 1)	0.0	0.0	Compliant	
<b>CORPORATE MEDIUM TERM NOTES</b>				
Max % (MV)	30.0	27.8	Compliant	
Max % Issuer (MV)	5.0	1.8	Compliant	
Max Maturity (Years)	5	3	Compliant	



# STATEMENT OF COMPLIANCE



Walnut Valley Water District | Account #10074 | As of September 30, 2024

Rules Name	Limit	Actual	Compliance Status	Notes
Min Rating (A- by 1)	0.0	0.0	Compliant	
<b>FDIC INSURED TIME DEPOSITS (NON-NEGOTIABLE CD/ TD)</b>				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
<b>FEDERAL AGENCIES</b>				
Max % (MV)	100.0	23.1	Compliant	
Max % Issuer (MV; Agencies & Agency CMOs)	30.0	10.7	Compliant	
Max Callables (MV)	20.0	0.0	Compliant	
Max Maturity (Years)	5	3	Compliant	
<b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b>				
Max Concentration (MV)	75.0	0.0	Compliant	
<b>LOCAL GOVERNMENT INVESTMENT POOL (LGIP)</b>				
Max % Issuer (MV)	5.0	0.0	Compliant	
<b>MONEY MARKET MUTUAL FUNDS</b>				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	20.0	0.0	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
<b>MORTGAGE-BACKED SECURITIES (NON-AGENCY)</b>				
Max % (MV)	20.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
<b>MUNICIPAL SECURITIES (CA, LOCAL AGENCY)</b>				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
<b>MUNICIPAL SECURITIES (CA, OTHER STATES)</b>				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
<b>MUTUAL FUNDS</b>				
Max % (MV)	20.0	0.0	Compliant	

# STATEMENT OF COMPLIANCE



Walnut Valley Water District | Account #10074 | As of September 30, 2024

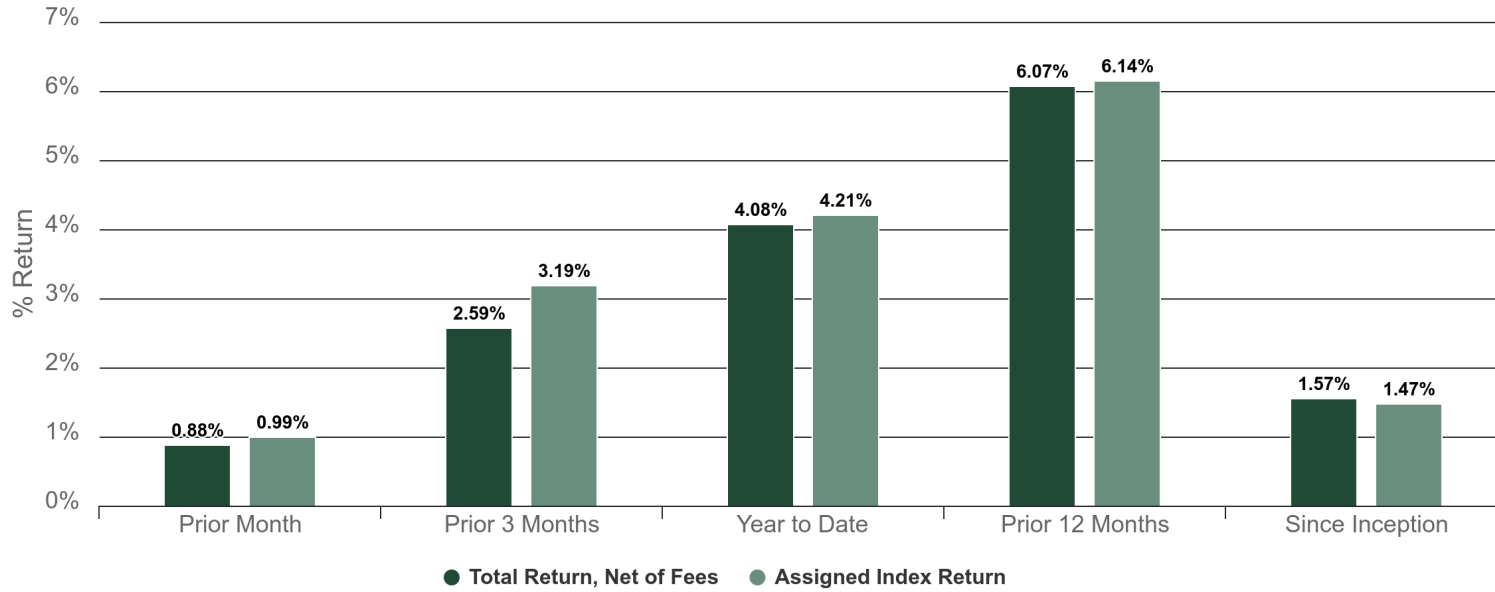
Rules Name	Limit	Actual	Compliance Status	Notes
Max % Issuer (MV)	10.0	0.0	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
<b>NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD)</b>				
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
<b>REPURCHASE AGREEMENTS</b>				
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	1.0	0.0	Compliant	
<b>REVERSE REPURCHASE AGREEMENTS</b>				
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	92.0	0.0	Compliant	
<b>SUPRANATIONAL OBLIGATIONS</b>				
Max % (MV)	30.0	3.6	Compliant	
Max % Issuer (MV)	10.0	2.0	Compliant	
Max Maturity (Years)	5	1	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
<b>U.S. TREASURIES</b>				
Max % (MV)	100.0	45.5	Compliant	
Max Maturity (Years)	5	3	Compliant	

# Net of Fees Performance

As of 09/30/2024

Walnut Valley WD (331583)

Dated: 10/17/2024



Period	Period Begin	Period End	Total Return, Net of Fees	Assigned Index Return
Prior Month	08/01/2024	08/31/2024	0.88%	0.99%
Prior 3 Months	06/01/2024	08/31/2024	2.59%	3.19%
Year to Date	01/01/2024	09/30/2024	4.08%	4.21%
Prior 12 Months	09/01/2023	08/31/2024	6.07%	6.14%
Since Inception	08/01/2009	09/30/2024	1.57%	1.47%

Account	Index	Index Start Date	Index End Date
Walnut Valley WD	ICE BofA 1-3 Year US Treasury Index	07/22/2002	08/31/2010
Walnut Valley WD	ICE BofA 1-5 Year Unsubordinated US Treasury & Agency Index	09/01/2010	---

Net of Fees (includes management and trading).

Returns for periods greater than a year have been annualized.

No Tax Adjustment.

Note that data will not exist prior to the performance inception date of: 08/01/2009.

Historical data exists for the options shown below, only available on historical data boundaries:

Begin Date	End Date	Return Type	Fee Options	Tax Options
08/01/2009	12/31/2023	Total Return	All Fees, Gross of Fees, Net of Fees	No Tax Adjustment

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## Net of Fees Performance

As of 09/30/2024

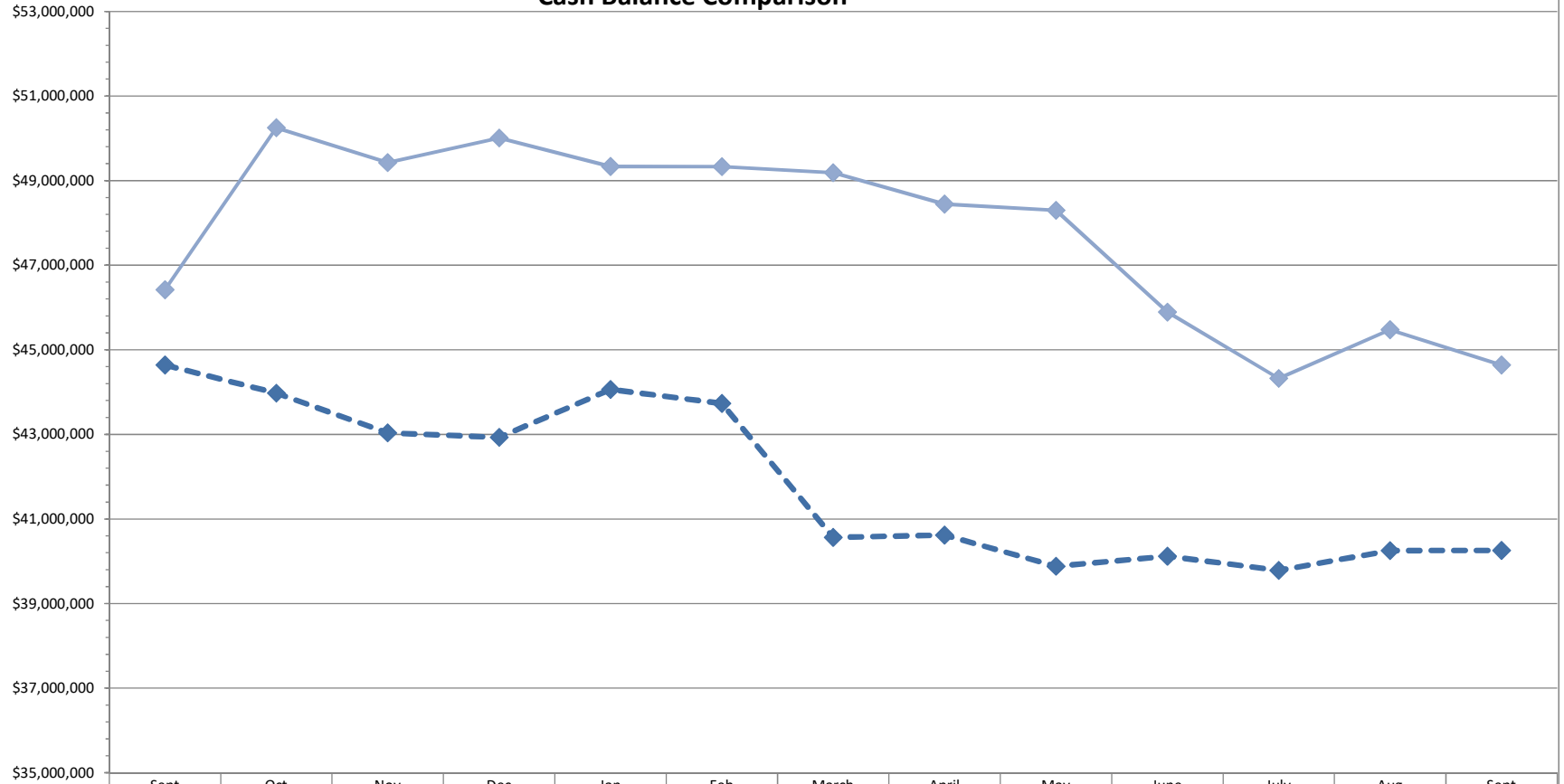
Walnut Valley WD (331583)

Dated: 10/17/2024

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Reported Index Return is always Total Return.

### Walnut Valley Water District Cash Balance Comparison



9/2022-9/2023	\$46,417,560	\$50,248,819	\$49,426,156	\$50,007,632	\$49,334,092	\$49,329,596	\$49,184,641	\$48,443,917	\$48,299,033	\$45,889,232	\$44,322,236	\$45,472,657	\$44,639,576
9/2023-9/2024	\$44,639,576	\$43,974,194	\$43,035,525	\$42,927,963	\$44,061,272	\$43,732,980	\$40,564,843	\$40,620,672	\$39,879,541	\$40,118,644	\$39,783,678	\$40,253,724	\$40,258,383

Walnut Valley Water District  
Revenue Bond - East West Bank  
Life to Date  
September 30, 2024

Bond Proceeds		\$	19,940,487.80
Disbursements:			
<u>Cost of Issuance</u>			
Fieldmann, Rolapp & Associates (Financial Advisors)	\$		(26,270.57)
Hawkins, Delafield & Wood, LLP. (Bond Counsel)			(45,000.00)
Union Bank, N.A. (Trustee)			(3,708.00)
Standard & Poor's Rating Services (Credit Rating)			(17,000.00)
Image Master (Official Statement)			(3,158.31)
Hawkins Delafield & Wood (Bond Counsel)			(1,743.31)
			(96,880.19)
<u>Projects</u>			
Puente Basin Water Agency - Pomona Basin <sup>1</sup>			(2,052,008.87)
Puente Basin Water Agency - LHHCWWD Project <sup>1</sup>			(350,566.00)
Puente Basin Water Agency - CDWC Project <sup>1</sup>			(4,090,549.30)
Puente Basin Water Agency - Pathfinder Project <sup>4</sup>			-
Administration Headquarters <sup>1</sup>			(8,027,221.32)
Water Rights - Central Basin			(3,630,907.50)
			(18,151,252.99)
<u>Substitute Projects</u>			
Ace Nogales Grade Separation (P#03-2820) <sup>2</sup>			(706,545.61)
Ridgeline Pump Station Modifications (P#12-3267) <sup>3</sup>			(221,195.68)
30 kw Diesel Portable Generator (P#13-3290) <sup>3</sup>			(39,490.70)
			(967,231.99)
Interest Income			525,371.33
Ending Balance of Bond Funds		\$	1,250,493.96

\* Transferred funds from US Bank to East West Bank 8/23/2021

Walnut Valley Water District  
 Revenue Bond - East West Bank  
 September 30, 2024

Beginning Balance of Bonds	\$	1,248,055.97
Receipts:		
Interest Income		2,437.99
Disbursements:		
PBWA - Pomona Basin Project		
PBWA - Cal Domestic Project	-	
PBWA - Pathfinder Project	-	
Administration Headquarters		
	\$	-
Ending Balance of Bond Funds	\$	1,250,493.96

Walnut Valley Water District  
Revenue Bond - Held at US Bank  
Life to Date  
September 30, 2024

Bond Proceeds	\$	33,176,590.01
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Disbursements:

Cost of Issuance

Urban Futures (Financial Advisors)	\$	(51,250.00)	
US Bank (Trustee)	\$	(7,200.00)	
Stradling Yocca Carlson and Rauth (Bond Counsel)		(71,500.00)	
Ava Communications Inc (Official Statement)		(1,450.00)	
Standard & Poor's Rating Services (Credit Rating)		<u>(31,500.00)</u>	

(162,900.00)

Projects

Administration Headquarters Phase 1			
Administration Headquarters Phase 2		<u>                    </u>	

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Interest Income		226,361.14
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Ending Balance of Bond Funds	<u>\$</u>	<u>33,240,051.15</u>
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Walnut Valley Water District  
Revenue Bond - Held at US Bank  
September 30, 2024

Beginning Balance of Bonds		\$ 33,133,628.78
Receipts:		
Interest Income		106,422.37
Disbursements:		
Cost of Issuance	-	
Administration Headquarters Phase 1	-	
Administration Headquarters Phase 2	-	
	<hr/>	
		\$ -
Ending Balance of Bond Funds		<hr/> <u>\$ 33,240,051.15</u>

# WVWD – Staff Report



**TO:** Board of Directors  
**FROM:** General Manager/ Chief Engineer  
**DATE:** October 21, 2024  
**SUBJECT:** Receive and File the Puente Basin Watermaster Thirty-Eighth Annual Report for Fiscal Year 2023-24

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Action/Discussion       Fiscal Impact       Resolution       Information Only

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## **Recommendation**

The Board of Directors receive and file the Thirty-Eighth Annual Report for the Puente Basin Watermaster for Fiscal Year 2023-24.

## **Background Information**

Each year, in accordance with the “Puente Basin Judgment,” the Puente Basin Watermaster prepares an annual report, which contains the annual determinations and calculations, budget, and an account of the Watermaster’s activities for the prior fiscal year. Attached are copies of:

- Appendix B: Annual Pumping and Carry-Over
- Appendix C: Water Imported into Puente Basin and Import Return Flow Credits
- Appendix D: Annual Pumping Right at an Operating Safe Yield of 2,506 Acre-Feet for Fiscal Year 2024-25

Please note, that the full report and past reports are available for review in the District library.

*Attachments as noted*

**Appendix B**  
**ANNUAL PUMPING AND CARRY-OVER (acre-feet)**  
**2023-24**  
**Puente Basin Watermaster**

Pumpers	(1)	(2)	(3)	(4)	(5)	(6) Total (1)+(2)-(3) +(4)+(5)	(7) Water Pumped	(8)	(9)	(10)	(11) Lost Carry- over (4)-(7)	(12) Carry- over to 2024-25 (6)-(7) -(11)			
	Annual Pumping Right														
	Pumper's Share of Operating Safe Yield	Return Flow Credit	Excess Pumping 2023-24	Carry- over from 2023-24	Leases								Annual Excess Pumping		
													Total	Allowable	Unauthorized
<b>PRINCIPAL PRODUCERS</b>															
City of Industry	550.0	0.0	0.0	550.0	0.0	1,100.0	107.6	0.0	0.0	0.0	442.4	550.0			
Successor Agency to Industry Urban Development Agency	550.0	0.0	0.0	550.0	0.0	1,100.0	107.6	0.0	0.0	0.0	442.4	550.0			
Royal Vista Golf Course	306.0	NA <sup>1/</sup>	233.1	0.0	233.1	306.0	173.3 <sup>2/</sup>	0.0	30.6	0.0	59.8	72.9			
Rowland Water District	550.0	0.0	0.0	550.0	0.0	1,100.0	190.7	0.0	0.0	0.0	359.3	550.0			
Walnut Valley Water District	550.0	371.3	0.0	659.8	0.0	1,581.1	235.2	0.0	0.0	0.0	424.6	921.3			
<i>Subtotal</i>	<i>2,506.0</i>	<i>371.3</i>	<i>233.1</i>	<i>2,309.8</i>	<i>233.1</i>	<i>5,187.1</i>	<i>814.5</i>	<i>0.0</i>	<i>30.6</i>	<i>0.0</i>	<i>1,728.4</i>	<i>2,644.2</i>			
<b>BASIN CLEAN-UP PUMPING</b>															
BDP Corporation	NA	NA	NA	NA	NA	NA	200.1	NA	NA	NA	NA	NA			
Malibu Grand Prix <sup>3/</sup>	---	---	---	---	---	---	---	---	---	---	---	---			
Hamilton Standard Controls <sup>4/</sup>	---	---	---	---	---	---	---	---	---	---	---	---			
<i>Subtotal</i>							<i>200.1</i>								
<b>GRAND TOTAL</b>	<b>2,506.0</b>	<b>371.3</b>	<b>233.1</b>	<b>2,309.8</b>	<b>233.1</b>	<b>5,187.1</b>	<b>1,014.5</b>	<b>0.0</b>	<b>30.6</b>	<b>0.0</b>	<b>1,728.4</b>	<b>2,644.2</b>			

<sup>1/</sup> Not Applicable.

<sup>2/</sup> Due to sale of Airey Property, 12 acre-feet production from Airey well will not be attributed to Royal Vista Golf Course, formerly Los Angeles Royal Vista Golf Course.

<sup>3/</sup> CRWQCB has accepted a closure plan from MGP which is no longer producing groundwater.

<sup>4/</sup> United Technologies filed a Closure Report on 11/17/2000 and it was approved by CRWQCB on 1/9/2001.

**Appendix C**  
**WATER IMPORTED INTO PUENTE BASIN AND IMPORT RETURN FLOW CREDITS (acre-feet)**  
**Puente Basin Watermaster**

Producer	(1)	(2)	(3)	(4)	Total Imports in 1984-85	(6) Difference (4)-(5) <sup>1/</sup>	(7) Calculated Import Return Flow	(8) Allocation of Import Return Flow Credit <sup>2/</sup>
	Fiscal Year 2023-2024							
	Metropolitan Water	Reclaimed Water	Ground Water	Total				
<b>DEFENDANTS</b>								
City of Industry	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Successor Agency to Industry Urban Development Agency	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Royal Vista Golf Course	NA <sup>3/</sup>	NA	NA	NA	NA	NA	NA	NA
<b>GRAND TOTAL</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>PLAINTIFFS</b>								
Rowland Water District	5,429.1	859.9	0.0	6,289.0	5,197.8	1,091.2	163.7	0.0
Walnut Valley Water District	5,128.4	587.5	0.0	5,715.9	6,630.9	0.0	0.0	163.7
<b>GRAND TOTAL</b>	<b>10,557.5</b>	<b>1,447.5</b>	<b>0.0</b>	<b>12,005.0</b>	<b>11,828.7</b>	<b>1,091.2</b>	<b>163.7</b>	<b>163.7</b>

<sup>1/</sup> The return flow credit is 15 percent of this amount, up to 750 acre-feet to the plaintiffs and defendants, each.

<sup>2/</sup> Allocated per direction of Rowland and Walnut pursuant to Paragraph 9, subparagraph B.

<sup>3/</sup> Not Applicable.

**Appendix D**  
**ANNUAL PUMPING RIGHT AT AN OPERATING**  
**SAFE YIELD OF 2,506 ACRE-FEET FOR FISCAL YEAR 2024-25**  
**Puente Basin Watermaster**

	(1)	(2)	(3)	(4)	(5)
<b>Pumpers</b>	<b>Pumper's Share of Operating Safe Yield (AF)</b>	<b>Excess Pumping in 2023-24 (AF)</b>	<b>Carry-over from 2023-24 (AF)</b>	<b>Return Flow Credit For Water Imported into the Basin 2023-24 (AF)</b>	<b>Annual Pumping Right (AF)</b>
<i>PRINCIPAL PRODUCERS</i>					
City of Industry	550.0	0.0	550.0	0.0	1,100.0
Successor Agency to Industry Urban Development Agency	550.0	0.0	550.0	0.0	1,100.0
Royal Vista Golf Course	306.0	0.0	72.9	NA <sup>1/</sup>	378.9
Rowland Water District	550.0	0.0	550.0	0.0	1,100.0
Walnut Valley Water District	550.0	0.0	921.3	163.7	1,635.0
<b>GRAND TOTAL</b>	<b>2,506.0</b>	<b>0.0</b>	<b>2,644.2</b>	<b>163.7</b>	<b>5,313.9</b>

<sup>1/</sup> Not Applicable.

# WVWD – Staff Report



**TO:** Board of Directors  
**FROM:** General Manager/ Chief Engineer  
**SUBMITTED BY:** Director of Finance  
**DATE:** October 21, 2024  
**SUBJECT:** Approval of Revisions to the District’s Rules and Regulations

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**Action/Discussion**       **Fiscal Impact**       **Resolution**       **Information Only**

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## **Recommendation**

The Board of Directors approve revisions to the District’s Rules and Regulations related to payment arrangements.

## **Background Information**

SB 998, also known as the Water Shutoff Protection Act, was enacted in 2018 to provide protections for residential water customers. It required urban and community water systems to follow specific procedures before discontinuing water service due to non-payment. These procedures included providing notices in multiple languages, offering alternative payment schedules, and prohibiting shutoffs under certain conditions.

SB 3, effective August 1, 2024, expands the scope of SB 998 allowing all residential customers eligibility for payment arrangements. SB 998 limited payment arrangements eligibility to only those customers that had a medical necessity and financial inability to pay.

The District's current practices align with the broader protections provided by SB 3. However, to ensure compliance, the amendments to the Rules and Regulations are proposed for Article 4: Rules Applicable to Existing Customers and Appendix L: Policy on Discontinuation of Residential Water Service for Non-Payment. District staff will also be working on translating the Policy on Discontinuation of Residential Water Service for Non-Payment in Spanish, Chinese, Korean, Tagalog, and Vietnamese as required by both SB 998 and SB 3.

*Attachment:*

*Article 4 – Rules Applicable to Existing Customers*

*Appendix L – Policy on Discontinuation of Residential Water Service for Non-Payment*

## ARTICLE 4 RULES APPLICABLE TO EXISTING CUSTOMERS

### 4.01 DESCRIPTION OF SERVICE

- 4.01.01      **Quantities:** The District will use its best efforts to supply water dependably and safely in adequate quantities and pressures to meet the reasonable needs and requirements of customers but does not guarantee any specific pressures or flows.
- 4.01.02      **Pressures:** The District reserves the right to modify the pressure supplied to a region or individual service. The District's goal is to maintain normal operating pressure of not less than 40 pounds per square inch or more than 125 pounds per square inch at the service connection. Except during periods of hourly maximum demand, the pressure goal at the time of peak seasonal loads is to be not less than 30 pounds per square inch. During periods of hourly minimum demand, the pressure goal is to be not more than 150 pounds per square inch. However, there exist some isolated areas where pressure normally drops below 40 pounds per square inch or exceeds 125 pounds per square inch. Generally, variations in pressure under normal operation will not exceed 50 percent of the average operating pressure. (The average operating pressure will be determined by computing the arithmetical average of at least 24 consecutive hourly pressure readings.)
- 4.01.03      **Potable Water Quality:** Whenever furnished for human consumption or for domestic use, the District will endeavor to provide water that is wholesome, potable, in no way harmful or dangerous to health, and, insofar as practicable, free from objectionable odors, taste, color, and turbidity.
- 4.01.04      **Recycled Water Quality:** Generally, recycled water supplied by the District will meet all applicable standards set forth in Title 22, Division 4, California Code of Regulations. The District will endeavor to maintain the quality of the water received from sources outside the control of the District; however, the District cannot guarantee recycled water quality.
- 4.01.05      **Other Limitations:** The District shall not be liable for any damage resulting from inadequate capacity, defective plumbing, broken or faulty service lines or water mains, or damage resulting from any condition of the quality of the water itself, or any substance that may be mixed with or be in any water as delivered to any customer or any conditions beyond the control of the District, or otherwise.
- 4.01.06      **Responsibility for Loss or Damage:** Customers shall accept such conditions of pressure, quality, and service as are provided by the District system and hold the District harmless from any loss or damage to customer resulting from the District's failure to meet the service goals stated within this article, due to low or high pressure conditions, any interruptions in service, or any change in pressure.

## 4.02 CONDITIONS OF SERVICE AND RIGHTS OF THE DISTRICT AND CUSTOMERS

4.02.01 **Notice to Customers:** Notice to a customer will normally be in writing and will be delivered or mailed to the customer's last known address. In emergencies or when circumstances warrant, the District, where feasible, will endeavor to promptly notify the customer affected and may make such notification orally, either in person or by telephone, or by leaving a written notice at the service premises.

4.02.02 **Notice from Customers:** A customer may make notification in person, or by telephone or letter, to the District office.

4.02.03 **Change in Customer's Equipment, Operations, or Land Use:** A customer making any material change in the size, character, or extent of the equipment, operations, or nature of land use (such as using water for commercial activities where water had been previously used for residential purposes only) shall immediately give the District written notice of the nature and extent of the change.

4.02.04 **Continuity of Service:**

4.02.04.01 **Emergency Interruptions:** The District will make all reasonable efforts to prevent interruptions to service and, when such interruptions occur, will endeavor to re-establish service with the shortest possible delay consistent with the safety of customers and the general public.

Where an emergency interruption of service affects the service to any public fire protection device, the District will promptly endeavor to notify the Fire Chief, or other public official responsible for fire protection, of such interruption and of subsequent restoration of normal service.

4.02.04.02 **Scheduled Interruptions:** Whenever the District finds it necessary to schedule an interruption in service, it will, when feasible, notify all customers to be affected by the interruption, stating the approximate time and anticipated duration of the interruption. Scheduled interruptions will be made at such hours as will provide the least inconvenience to customers, consistent with reasonable utility operations.

Where public fire protection is provided by the mains affected by the interruptions, the District will promptly endeavor to notify the Fire Chief, or other public official responsible for fire protection, stating the approximate time and anticipated duration. In addition, the Fire Chief, or other public official responsible for fire protection, will be notified promptly upon restoration of service.



- 4.02.04.03 **Apportionment of Supply During Times of Shortage:** During times when the District determines that a water supply shortage or threatened water shortage exists and it appears the demand for water consumption exceeds or threatens to exceed the District's available allocation, the District's Board may implement the water supply shortage stages established in the District's water conservation ordinance by Resolution and public announcement. In the absence of direction from the Board or such authorities, the District will apportion the supply in the manner that appears most equitable under circumstances then prevailing and with due regard to public health and safety in accordance with State Law. *[Updated 6/22/09]*
- 4.02.04.04 **Loss or Damage:** The District will not be liable for any damage or loss resulting from an emergency, scheduled interruption of water service, or from any act of the District in connection with the repair or replacement of District facilities required by such emergency or interruption.
- 4.02.05 **Ownership of Facilities on Customer's Premises:** The service lateral, copper setter, meter, hand valve, and meter box located within public right-of-way or wholly or partially upon a customer's premises are the property of the District. No rent or other charge will be paid by the District where the District-owned service facilities are located on a customer's premises.
- 4.02.06 **District Access to Customer's Premises:** The District shall at all reasonable hours have access to meters, service connections, and other property owned by the District which may be located on customer's premises for purposes of installation, maintenance, operation, removal of the property, or termination of service. The customer's system shall be open for inspection at all reasonable times to authorized representatives of the District. Any inspection work or recommendations made by the District or its agents in connection with plumbing or appliances, cross-connections, or any use of water on the customer's premises, either as a result of a complaint or otherwise, may be subject to a charge dependent upon the service rendered.
- 4.02.07 **District's Responsibilities for Damage or Loss to Customer:** The District will not be responsible for any loss or damage caused by any negligence or wrongful act of a customer or of a customer's authorized representative in operating or using any or all appliances, facilities, or equipment owned or furnished by the District.
- 4.02.08 **Customer's Responsibilities for District Property:** Upon an appropriate finding by the District, the customer may be held responsible, for any and all damage to District meters and other property resulting from removal, damage, or misuse of District property and will be responsible for the use or operation of appliances and facilities on customer's premises, including, but not limited to, damage caused by steam, hot water, or chemicals. *[Updated 6/19/07]*

- 4.02.09      **Resale of Water:** Except by special written agreement with the District, no customer shall resell or deliver any water received from the District to a property other than that specified in the application for service. When property provided with a service connection is subdivided, the service connection shall be considered as belonging to the lot or parcel of land which it directly enters. Except by special permission of the District's Board, a service connection shall not be used to supply water to any parcel of land other than the parcel on which the service connection is located and for which all relevant connection fees have been paid, including, but not limited to, Capacity Charge.
- 4.02.10      **Access to District Customer Records by Public Agencies:** The District shall make available a copy of any District customer record not exempt from disclosure in accordance with the Public Records Act as follows:
- 4.02.10.01      **Disclosure of Water Usage Data to Public Agencies:** The District will, pursuant to Government Code Section 6254.16, provide water usage data for its customers upon the completion and filing of the Public Agency Request for Customer Information form (Appendix J) by an officer or employee of another governmental agency when necessary for the performance of its official duties.
- 4.02.10.02      **Form of Request:** The request for a copy of District customer records must be in writing and must describe, with reasonable particularity, a record readily identifiable by District personnel.
- 4.02.10.03      **District Determination of Compliance:** The District, within ten (10) days of actual receipt of a proper request, shall determine whether to comply with the request and will notify the person making the request of such determination and the reasons therefore.
- 4.02.10.04      **Extension of Time for Determination:** In unusual circumstances, as specified below, the time for determination of District compliance may be extended for a period not to exceed ten (10) working days, by written notice from the Manager to the person making the request, setting forth the reasons for the extension and the date on which a determination will be mailed. Unusual circumstances are:
- a) The need to search District facilities or other locations that are separate from the main office.
  - b) The need to search for, collect, and examine a voluminous amount of separate and distinct records demanded in a single request.
- 4.02.10.05      **No Compilation or Extraction:** The District will provide, unless impracticable to do so, an exact copy of the record

requested. The District is not obligated to create a compilation or extract of its records in response to a request.

4.02.10.06 **Fee:** By Resolution No. 5-02-420, the District has established charges for reproduction of District public records (see Section III-D of Appendix J).

#### 4.03 RATES AND CHARGES

**General Provisions.** Rates and charges for water consumption, as specified under various classifications of service and other miscellaneous charges, are set by the Board from time to time. Current rates and charges set forth in the attached appendices according to section and rate classification as set forth below:

4.03.01 **Potable Water Retail Rates:** Retail charges consist of a monthly meter charge, commodity charge, pump zone charge, and drought rate surcharge. The monthly meter charges are based on meter size and do not vary based on the amount of water delivered. The commodity charge applies to all water passing through the meter and is assessed at the commodity rate. Pump zone surcharges are based upon water usage, and cover the costs incurred to pump water to customers in higher elevation pumping zones. Drought rate surcharges may be imposed to adjust water rates by a specified percentage depending upon the severity of the water supply shortage. The amounts currently set for the rates is contained in Appendix A of these Rules and Regulations. (Updated 4/19/21)

4.03.02 **Potable Water Wholesale Rate:** Wholesale charges, which shall apply to those water deliveries determined by the General Manager to be wholesale deliveries at his or her discretion, consist of two types of charges – a monthly base rate and a commodity rate charge. The monthly base rate is determined by the size of the meter and is fixed irrespective of the quantity of water passing through the meter. The commodity charge applies to all water passing through the meter and is assessed at the commodity rate. The amount currently set for the base and commodity rate is contained in Appendix A of these Rules and Regulations.

4.03.03 **Potable Water Irrigation Rate:** No irrigation rate is available.

4.03.04 **Construction Rate:** Water for construction purposes may be obtained by licensed contractors from District facilities on a metered or unmetered basis as determined by the District. Special rates, hook-up charges, advance payments, and conditions apply to water obtained for construction purposes as set forth in Appendix A and as specified in the District's Permit To Use District Facilities, which can be obtained upon written application by the contractor on the approved permit form, a copy of which is included as Appendix D.

4.03.05 **Recycled Water Rates:** Recycled water charges consist of two charges – a monthly meter charge and a commodity rate charge. The monthly charge is determined by the size of the meter and is fixed irrespective of the quantity of water registered through the meter. The commodity charge

applies to all recycled water passing through the meter and is assessed at the recycled water commodity rate. The amounts currently set for the rates are contained in Appendix A of these Rules and Regulations.

4.03.06

**Private Fire Protection Rates:** Private fire protection rates are based on the three different types of private fire hydrants or services found in the District. These rates are in addition to any commodity charges.

4.03.06.01

**Type One Private Fire Hydrant:** Type one private hydrants are connected directly to the District's public water system within an on-site District easement on private, commercial, industrial, institutional, apartment, or condominium property. Maintenance of type one private fire hydrants is performed by the District. Each type one private fire hydrant shall be assessed a monthly charge as set forth in Appendix A.

4.03.06.02

**Type Two Private Fire Hydrant:** Type two private hydrants are installed downstream of detector checks. Each private automatic sprinkler system, including those with type two on-site hydrants and fire hose racks connected to District lines by means of a detector check valve with metered bypass, shall be assessed a monthly service charge based on the size of the detector check as set forth in Appendix A. This service classification will not be charged for any water used for fire suppression, fire drill, or test purposes provided the District is given advance notice of any fire test or drill, or where water used for fire suppression can be verified. All other unauthorized use, either registered by the bypass or estimated by the magnitude of the flow, will be invoiced at the construction water rate. In some instances, the customer's unauthorized use of water may be unintentional, such as in the case of a leak in the water line. In such cases, and upon written request by the customer, the District will investigate to determine whether the unauthorized use was intentional or unintentional. Upon a determination by the District that the unauthorized use was unintentional, the customer will be given 90 days to correct the problem causing the unintentional unauthorized use. Billing for intentional unauthorized use will be determined by multiplying the consumption recorded on the bypass meter by a factor of 50. Maintenance of type two hydrants shall be the responsibility of the owner. *(Updated 10/18/05)*

4.03.06.03

**Type Three Private Fire Hydrants:** Type three private fire hydrants are connected to the public system by means of a fire-rated water meter. Water used in fire suppression will be measured by the fire-rated meter and billed at the Potable Water Commodity Rate as specified in Appendix A. Where such a service exists, no separate charge for private fire protection shall exist. Maintenance of type three private fire hydrants shall be the responsibility of the owner.

- 4.03.07 **Miscellaneous Charges** [Updated 4/19/21]: In order to recover the costs associated with late payments, disconnections, and/or damages sustained by the District, the specified items listed below are charged to customers, the amounts of which are approved by the Board and set forth in Appendix B.
- 4.03.07.01 **Reconnection Charge:** The reconnection charge is the fee charged to reconnect water service that has been disconnected due to non-payment, returned payment, or other violations of the District's Rules and Regulations.
- 4.03.07.02 **Security Deposit:** If the service was disconnected due to non-payment, the nonpayment which led to the disconnection shall be deemed to be evidence of non-creditworthiness, and the customer may then be required to make a security deposit in an amount determined by the Board and set forth in Appendix B.
- 4.03.07.03 **Returned Check, Credit Card, or ACH Payment Charge:** When a customer payment of water service or other charges is returned or rejected, the customer will be assessed a returned payment charge based on the type of payment that was returned or rejected. The amount of that charge is set forth in Appendix B.
- 4.03.07.04 **Meter Test Charge:** The District shall endeavor to keep the meters in good condition and registering accurately. Any customer may request that the meter be examined and tested to determine if it is correctly recording water delivered through it. If such examination and test reveal that quantities of water recorded by the meter fall outside of a range between 97 percent and 103 percent of the actual quantities of water passed through the meter during the test, then the cost of such test shall be paid by the District. If the meter is found to be registering at or within the parameters set (3 percent of accuracy), then the actual cost of such test shall be paid by the customer. Any adjustment to water bills shall be made in accordance with Article 4.04.10.
- 4.03.07.05 **Pulled Meter Charge:** If a customer's service has been disconnected and the meter is in the process of or has been removed from the premises, then the customer shall pay a Pulled Meter Charge along with any other charges before the service and meter can be reconnected.
- 4.03.07.06 **Property Damage:** If a customer, new applicant or developer is found to be responsible for any damage done to District property, such damages shall be reimbursed to the District at cost plus District Administrative Burden. If

responsibility for such damage cannot be determined, charges for such damage may be billed to the current customer or property owner.

- 4.03.07.07 **Unauthorized Water Use Charge:** Any person making an unauthorized use of water from or through any District facility will be assessed an Unauthorized Water Use Charge. The cost of any water taken, if approximate use can be determined, will also be collected using the current construction water rate.
- 4.03.07.08 **District Administrative Burden:** For any services not included in the rates and charges specified in Appendix A, the District may assess a charge for Administrative Burden at the sole discretion and in an amount determined by the General Manager.
- 4.03.07.09 **Late Charge:** Bills for service are due and payable upon receipt. If payment for a bill rendered is not received within 20 days of the "Bill Prepared" date, a Late Charge, in the amount specified in Appendix B will be added to any outstanding charges.
- 4.03.07.10 **Notice of Termination Charge:** If no payment has been received in response to an Overdue Notice, or other notification, the District will make a reasonable, good-faith effort to contact the customer by a Notice of Termination at the premises in the manner provided in Section 4.04.07.04, or as specified in the District's Policy on Discontinuation of Residential Water Service for Non-Payment, set forth in Appendix L. A Notice of Termination Charge will be charged and added to the customer's bill for such service.
- 4.03.07.11 **Unauthorized Meter Turn-On Charge:** Once a meter lock-off has been performed for any reason, it may only be unlocked by District personnel. Unauthorized meter turn-ons shall be assessed an Unauthorized Meter Turn-On Charge. Any additional costs incurred by the District to prevent unauthorized use shall be added to any outstanding charges payable by the responsible customer.

#### 4.04 BILLING PROCEDURES

- 4.04.01 **Joint Service:** No joint service is allowed. An individual party will be solely liable for payment of bills.
- 4.04.02 **Re-establishment of Credit:** A customer whose service has been disconnected for nonpayment of bills will be required to pay any unpaid balance due the District for the premises for which service is to be restored. He/she may additionally be required to make a security deposit, in an amount specified in Appendix B, for the service in question and pay a

reconnection charge, also as specified in Appendix B, before service is restored.

4.04.03 **Bankruptcy of Customer:** Pursuant to the Bankruptcy Act (P.L. 95-598), the District shall not alter, refuse, disconnect service to, or discriminate against, a customer, or a trustee of a customer, solely on the basis that a debt owed by the customer to the District for service rendered before issuance of the order for relief was not paid when due. It shall be the responsibility of the customer to supply the District with a copy of any applicable order for relief. The District shall disconnect service if neither the customer nor the trustee, within twenty (20) days after the date of the order for relief, furnishes adequate assurance of payment in the form of an advance payment for service after such date. As used herein, “adequate assurance of payment” shall mean an advance payment in an amount equal to the highest of the last six billings rendered to the customer, or for the customer’s property if customer has not occupied the property for that period of time prior to the order for relief. As used herein, “order for relief” shall have the same meaning as given to it in the Bankruptcy Act. The commencement of a voluntary case under the Bankruptcy Act shall constitute an order for relief. Service may be disconnected in accordance with the rules of the District upon nonpayment for service rendered after the order of relief.

4.04.04 **Refund of Advance Payment:** Upon termination of service, the District will refund the balance of the customer’s advance payment for that service in excess of any unpaid bills or charges. Refunds will be made in a reasonable period of time.

4.04.05 **Rendering and Payment of Bills:** Bills for service will be rendered for each customer on a monthly basis unless otherwise provided for in the rate schedules. Bills for service are due and payable upon presentation. It is the consumer’s responsibility to assure that payments are received by the District in a timely manner. Partial payments are not authorized unless prior approval has been received from the District. Collection of closing bills may be made at the time of presentation. Bills will be computed as follows [Updated 4/19/21]:

4.04.05.01 Meters will be read at regular intervals for the preparation of periodic bills and as required for the preparation of opening bills, closing bills, and special bills.

Opening and closing bills for less than the normal billing period shall consist of charges for actual water consumption and a proration of the monthly meter charge.

4.04.05.02 Bills for metered service will show the meter reading for the current and previous meter reading period for which the bill is rendered, the number of units, date, and days of service for the current meter reading.

4.04.05.03 Each meter on a customer’s premises will normally be billed separately. The readings of two or more meters will not be combined except where the combination of meter readings is specifically provided for in the applicable rate schedule or where the District’s operating convenience or necessity may require the use of more than one meter or a battery of meters. In the latter case, the monthly minimum or readiness-to-serve charge will be determined from the monthly minimum or readiness-to-serve charges of the applicable rate schedule on the basis of a meter size equivalent in discharge area to the total combined discharge areas of such meters.

4.04.05.04 District billings shall be paid in legal tender of the United States of America. Notwithstanding the foregoing, the District shall have the right to refuse any payment of such billings in coin.

4.04.06 **Residential Water Service: Overdue Bills and Discontinuation of Service:** The Policy on Discontinuation of Residential Water Service for Non-Payment (Discontinuation Policy), set forth in Appendix L, shall apply to the discontinuation of residential water service for non-payment. In the event of any conflict between that Discontinuation Policy and any other policy, or rule, the Discontinuation Policy shall prevail. (Updated 4/19/21)

4.04.07 **Non-Residential Water Service: Overdue Bills and Discontinuation of Service** [Updated 4/19/21]: The following rules apply to non-residential customers whose bills remain unpaid for more than twenty (20) days following the invoice date:

4.04.07.01 **Small Balance Accounts:** If less than a minimum bill remains unpaid on any billing, it shall be carried over and added to the next billing period as specified in Appendix B.

4.04.07.02 **Overdue Notice:** If payment for a bill rendered is not made on or before the twentieth (20th) day following the “Bill Prepared” date, an Overdue Notice of nonpayment will be mailed to the water service customer approximately fifteen (15) days prior to the possible disconnection date identified in the Overdue Notice. A Late Charge, in the amount specified in Appendix B, shall be assessed and added to the outstanding balance. Upon receipt of the Overdue Notice of nonpayment and up to two (2) working days prior to the date set for disconnection, the customer may request an alternative payment arrangement pursuant to Article 4.04.11.

4.04.07.03 **Contents of Overdue Notice:** The Overdue Notice shall contain the following information:



- a) Customer's name and address
- b) Amount in arrears
- c) Date and time by which payment must be made
- d) Procedures for requesting amortization of the unpaid balance
- e) Possible sources for obtaining assistance
- f) Telephone number of the District representative who can provide additional information
- g) Date of disconnection

4.04.07.04 **Notice of Termination:** Forty-eight hours prior to the scheduled disconnection date set forth in the Overdue Notice, the District shall make a reasonable, good-faith effort to contact the customer by telephone or in person (whenever possible) and provide them with the information set forth in Article 4.04.07.03.

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

4.04.07.06 **Waiver of Overdue Notices to Public Agency:** Public agencies, because of usual sound financial base and variations in warrant payment procedures, will not be sent Overdue Notices for nonpayment of current accounts.

4.04.07.07 **Notification of Returned Check Disposition:** Upon receipt of a returned check rendered as remittance for water service or other charges, the District will consider the account not paid. The District will attempt to notify the customer in person and leave a Notice of Termination of water service at the premises. Water service will be disconnected if the amount of the returned check and returned check charge are not paid by the due date specified on the notice. To redeem a returned check and to pay a returned check charge, all amounts owing must be paid by cash or certified funds.

4.04.07.08 **Returned Check Tendered as Payment for Water Service Disconnected for Nonpayment:**

- a) If the check tendered and accepted as payment which resulted in restoring service to an account that had been disconnected for nonpayment is returned as non-negotiable, the District may immediately disconnect said water service without further notice. The customer's account may only be reinstated by receipt of outstanding charges in the form of cash or certified funds. Once the customer's account has been reinstated, the account will be flagged for a one-year period indicating the fact

that a non-negotiable check was issued by the customer.

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

4.04.07.09 **Assessment for Unpaid Charges:** If prior attempts to collect unpaid charges for water or other services have been unsuccessful, such unpaid charges may become an assessment against the property for which the services were provided. Such assessments shall constitute a lien against that property, which lien may be recorded against the property to secure repayment of the delinquent amount. Any associated lien fees and accrued interest, as set forth in Appendix B, will be added to the balance of the unpaid charges.

4.04.08 **Residential Water Service: Disputed Bills (Appeals Procedure):** The procedure to be used to contest the accuracy of water or non-water charges upon receipt of a bill for water service is included in the District's Discontinuation Policy, set forth in Appendix L. (Updated 4/19/21)

4.04.09 **Non-Residential Water Service Disputed Bills (Appeals Procedure):** The procedure to be used to contest the accuracy of water or non-water charges upon receipt of a bill for water service is as follows [*Updated 4/19/21*]:

4.04.09.01 Within ten (10) days of receipt of the bill for water service, the customer has a right to initiate a complaint or request an investigation regarding any bill or charge rendered by the District. Such protest shall be made in writing and delivered to the District at its office. (*Updated 6/19/07*)

4.04.09.02 Following receipt of a complaint or a request for an investigation, a hearing date shall be set before an appointed hearing officer of the District. After evaluation of the evidence provided by the customer and the information on file with the District concerning the water charges in question, the District representative shall render a decision as to the accuracy of the water charges and shall provide the complainant with a brief written summary of the decision.

- a) If water charges are determined to be incorrect, a corrected invoice will be provided and payment of the revised charges will be due within ten (10) days of the invoice date for revised charges. If the revised charges remain unpaid for more than ten (10) days, water service will be disconnected, subject to right of appeal to the Board, on the next regular working day following the

period allowed for payment. Water service will only be restored upon full payment of all outstanding water charges, penalties, and any and all applicable reconnection charges.

- b) If the water charges in question are determined to be correct, the water charges are due and payable at the time the decision of the District representative is rendered.
- c) At the time the decision of the appointed representative is rendered, the customer will be advised of the right to further appeal before the District's Board.
- d) If the decision of the District representative is not to the satisfaction of the customer, the customer may submit a written request for a hearing before the District's Board at the next regular meeting.
- e) Water service may not be terminated until the investigation is completed and the customer has been notified of the District's decision.

#### 4.04.09.03

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

- a) If the Board finds the water charges in question are incorrect, the customer will be invoiced for the revised charges and payment of the invoice is due within ten (10) days from the date of said invoice. If the revised charges remain unpaid after the prescribed period of time, water service will be disconnected on the next regular working day following the period allowed for payment or date set by the Board. Service will be restored only after outstanding water charges and any and all applicable reconnection charges are paid in full.
- b) If the water charges in question are determined to be correct, the water charges are due and payable at the time the decision of the Board is rendered.
- c) Any overcharges will be reflected as a credit on the next regular bill to the customer, or refunded directly to the customer, at the sole discretion of the Board.
- d) The Board's decision is final and binding.

#### 4.04.10

**Adjustment of Bills for Meter Error:** The customer may request an adjustment of his/her bill on the basis of meter error. Such a request must be made in writing, and the rules set forth in Article 4.03.07.04, Meter Test Charge, will apply. The District will, within one (1) week, proceed to test

the customer's meter; the meter will be tested in an "as-found" condition in order to determine the average meter error. If the average meter error is found to exceed 3 percent, that is if quantities of water recorded by the meter are outside of a range between 97 percent and 103 percent of the actual quantities of water passed through the meter during the test, the following billing adjustments will be made:

- 4.04.10.01 **Fast Meters:** The District will refund to the customer the amount of the overcharge based on corrected meter readings for the period the meter was in use and determined to be incorrect, but not to exceed a period of six (6) months.
- 4.04.10.02 **Slow Meters:** The District may bill the customer, at its option, for the amount of the undercharge based upon corrected meter readings for the period the meter was in service and determined to be incorrect, but not to exceed a period of four (4) months.
- 4.04.10.03 **Non-Registering Meters:** The District may bill the customer according to an estimate of water consumed while the meter was not registering, but not exceeding a period of four (4) months. This estimate will be based on the customer's prior use during the same season of the previous year if conditions were unchanged during the year, or on a reasonable comparison of consumption of other similar customers during the same period.

4.04.11 **Alternative Payment Arrangements** [Updated 4/19/21]:

- 4.04.11.01 **Financial Hardship:** Any customer who is unable to pay for water service within the normal payment period and is willing to enter into an amortization agreement, or who otherwise requests extension of the payment period of a bill the customer asserts to be beyond the customer's financial means to pay in full during the normal payment period, may request amortization of the unpaid balance over a period not to exceed twelve (12) months.
- 4.04.11.02 **Consideration and Approval of Amortization Payment Plan:** The District will ~~approve~~consider all circumstances surrounding any request for an amortization payment plan for any customer who has requested such a plan pursuant to Section 4.04.11.01 and will make a determination as to ~~whether amortization is warranted~~. Requests for amortization of unpaid amounts shall be ~~determined~~approved by the District's General Manager or his or her designee.
- 4.04.11.03 **Compliance with Plan:** The customer must comply with the amortization plan and remain current as charges accrue

in each subsequent billing period. The customer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan. Failure to comply with the terms of an amortization plan will result in a Notice of Termination pursuant to Article 4.04.07.04.

~~4.04.11.04 **Special Conditions for Certain Residential Customers:** Any residential customer who meets the three conditions under Section II(C) of the District's Discontinuation Policy, as set forth in Appendix L, may be eligible for alternative payment arrangements as described in Section III of the policy.~~

4.04.12 **Transfer (Old/New) Service:** Any and all outstanding balances left unpaid over thirty (30) days on a closed account by a customer making application for a new service connection elsewhere in the District will either be collected in full at the time the customer makes application for a new account or will be transferred to the new account.

#### 4.05 TURN-ON AND TURN-OFF PROCEDURES AND CHARGES

4.05.01 **Turn-Off at the Customer's Request:** A customer may request that service be disconnected, either temporarily or permanently, by giving at least one (1) working day's advance notice of the date for such disconnection to the District. If the advance notice is not given, the customer will be billed for service until one (1) working day following the District's knowledge that the customer has vacated the premises or otherwise has discontinued service.

4.05.02 **Turn-Off by the District** [Updated 4/19/21]: The District may disconnect a customer's service for various reasons as listed below. Such involuntary disconnections are effected by turning off and locking the meter, thereby stopping the water service. Reasons for involuntary disconnection include, but are not limited to, the following:

4.05.02.01 **Nonpayment of Bills:** A service may be disconnected for periodic nonpayment of bills. Before a service is disconnected, the customer shall be notified of the disconnection in accordance with the District's Rules and Regulations, including the District's Discontinuation Policy, as set forth in Appendix L. A service may be disconnected for nonpayment of bills of a customer whether or not the payment delinquency is associated with water service at that service connection or at any other water service connection of that same customer.

4.05.02.02 **Noncompliance with Rules:** The District may disconnect service to any customer for violation of the District's Rules and Regulations following a minimum of five (5) days' written notice to the customer of such intention. Where safety of the District's water supply is endangered by a

customer's acts or omissions, service may be disconnected immediately without notice.

4.05.02.03 **Waste of Water:** In order to protect itself against serious and negligent waste or misuse of water, the District may disconnect service if such wasteful practices are not remedied within five (5) days after notice to such effect has been given to the customer.

4.05.02.04 **Unsafe or Hazardous Conditions:** The District may disconnect a service without notice if unsafe or hazardous conditions are found to exist on the customer's premises. The District will immediately notify the customer of the reasons and the necessary corrections required before reconnection. Such unsafe or hazardous conditions may exist due to defective appliances or equipment that may be detrimental to either the customer, the District, or to the District's other customers.

4.05.02.05 **Fraudulent Use of Service:** When the District has discovered that a customer has obtained service by fraudulent means, or has diverted the water service for unauthorized use, the service to that customer may be disconnected without notice. The District will not restore service to said customer until that customer has complied with all Rules and Regulations of the District and the District has been reimbursed for the full amount of the service rendered plus all the costs incurred by the District by reason of the fraudulent use.

4.05.02.06 **Improper Cross-Connection Protection:** The District may disconnect a service if it finds improper cross-connection protection is being provided at connections requiring specific protection as set forth in Article 8.15.

4.05.02.07 **Removal of a Service Connection:** The District may act to remove a service connection if:

- a) The service connection has remained inactive for a period of more than one year
- b) The service connection has been purposely damaged or tampered with
- c) The service connection poses a health and safety risk
- d) The service connection is being used contrary to its original purpose
- e) The service connection poses an immediate cross-connection risk

4.05.03 **Restoration of Service:** In order to resume or continue service that has been disconnected by the District for those reasons set forth in Article 4.05.02.01, the customer must pay all charges and any required security deposit, as set forth under Article 4.03.07.01 and 4.03.07.02 The District

will endeavor to make such reconnections as soon as practicable as a convenience to the customer. The District shall make the reconnection no later than the end of the next regular working day following the customer's request and payment of any applicable charges. *(Updated 3/17/08)*

- 4.05.04 **Refund of Security Deposit:** The District shall refund to the customer the amount held as a security deposit pursuant to Articles 6.02.03.01 and 6.02.03.02. However, during the life of the customer's account, the District may require any customer, regardless of whether he or she was previously found to be creditworthy, to post a security deposit as specified in Appendix B, any time there are three assessed late charges within any consecutive six-month period. *(Updated 2/21/12)*

4.06 **CHANGES IN METER SIZE, LAND USE, OR INCLUSION OF ADDITIONAL LAND AREA**

The owner of a property who desires a change in meter size or location, who substantially changes the type of land use (such as residential to commercial), or who wishes to include adjacent land areas not served at the time of the original commencement of service, shall request such change in writing and, if approved by the District, shall pay the various costs and charges as set forth below:

- 4.06.01 **Charges for a Smaller Meter:** If the desired meter size is the next smaller size meter than the current size, the owner will not be charged for a new regular connection for the desired meter size as set forth in Article 6.05; however, the owner will be charged a Meter Exchange Charge as specified in Appendix B.

- 4.06.02 **Charges for a Larger Meter:** If the desired meter size is larger than the current size, the owner shall pay the full current charges for a new regular service connection for the desired meter size as set forth in Article 6.05, less any credit on the removed meter. In addition, the owner must also pay the current Capacity Charge as set forth in Article 6.06. Such charges that have been paid previously by the owner or predecessors will be credited against the amount due under current charges.

- 4.06.03 **Charges for Change in Meter Location:** If a customer desires a change in location of the meter, such change may be effected with the mutual agreement of the District and the property owner, and the owner/customer shall pay for the actual costs incurred by the District. Lateral meter relocations of less than two (2) feet can generally be executed without re-tapping the water main; however, lateral meter relocations greater than two (2) feet require re-tapping the water main and abandoning the original service line and tap.

- 4.06.04 **Change in Land Use:** Any customer/property owner must inform the District of any change in the character, size, or use of the property or buildings other than that for which the service connection was originally intended. Such changes include, but are not limited to, a residential property reclassified or used as commercial or industrial, or a commercial property reclassified or used as industrial. Upon such a change, the owner

shall pay the current Capacity Charge as set forth in Article 6.06, , less credit for such charges previously paid by the owner or predecessors. In all cases, the General Manager shall determine the property's zoning classification or intended use. Subject to an appeal to the Board, such determination by the General Manager will be final.

- 4.06.05 **Inclusion of Additional Land Area:** Any customer/property owner shall notify the District of any additional land area or adjacent lots not served at the time of original commencement of service that are to be served from the existing service connection. In such cases, the District will assess current Capacity Charge for the additional land area as set forth in Article 6.06.

#### 4.07 WATER CONSERVATION

The purpose of this rule is to ensure that water resources available to the District are put to a reasonable beneficial use and that the benefits of the District's water supply and service extend to the largest number of persons. Every 5 years the District updates its Urban Water Management Plan, which details the long-range plans for the use and management of the District's water supply. The current Urban Water Management Plan is on file in the District's office.

- 4.07.01 **Water Use Efficiency Requirements** [Updated 4/19/21]: In an effort to avoid serious and negligent waste of water, the District has instituted the following permanent water use efficiency requirements. Violations of this section may be considered an unauthorized use of water and subject to penalties established in Article 4.03.07.07 and/or Article 4.05.02.03.

4.07.01.01 **Limit on Watering Duration:** Watering or irrigating of lawn, landscape or other vegetated area with potable water using a landscape irrigation system or a watering device that is not continuously attended is limited to no more than fifteen (15) minutes watering per day per station. This subsection does not apply to landscape irrigation systems that exclusively use very low-flow drip type irrigation systems when no emitter produces more than two (2) gallons of water per hour and weather based controllers or stream rotor sprinklers that meet a 70% efficiency standard.

4.07.01.02 **Limits on Watering Hours:** Watering or irrigating of lawn, landscape or other vegetated area with potable water is prohibited between the hours of 8:00 a.m. and 5:00 p.m. on any day, except by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off nozzle or device, or for short periods of time for the express purpose of adjusting or repairing an irrigation system.

4.07.01.03 **Limits on Watering Following Precipitation/Rainfall:** Watering or irrigating of lawn, landscape, or other



vegetated area with potable water within forty-eight (48) hours following measurable precipitation is prohibited.

- 4.07.01.04 **No Excessive Water Flow or Runoff:** Watering or irrigating of any lawn, landscape, or other vegetated area in a manner that causes or allows excessive water flow or runoff onto an adjoining sidewalk, driveway, street, alley, gutter or ditch is prohibited.
- 4.07.01.05 **No Washing Down Hard or Paved Surfaces:** Washing down hard or paved surfaces, including but not limited to sidewalks, walkways, driveways, parking areas, tennis courts, patios or alleys, is prohibited except when necessary to alleviate safety or sanitary hazards, and then only by use of a hand-held bucket or similar container, a hand-held hose equipped with a positive self-closing water shut-off device, a low-volume, high-pressure cleaning machine equipped to recycle any water used, or a low-volume high-pressure water broom.
- 4.07.01.06 **Obligation to Fix Leaks, Breaks or Malfunctions:** Excessive use, loss or escape of water through breaks, leaks or other malfunctions in the water user's plumbing or distribution system for any period of time after such escape of water should have reasonably been discovered and corrected and in no event more than seven (7) days after receiving written notice from the District is prohibited.
- 4.07.01.07 **Limits on Washing Vehicles:** Using water to wash or clean a vehicle, including but not limited to any automobile, truck, van, bus, motorcycle, boat or trailer, whether motorized or not is prohibited, except by use of a hand-held bucket or similar container or a hand-held hose equipped with a positive self-closing water shut-off nozzle or device. This subsection does not apply to any commercial car washing facility.
- 4.07.01.08 **Recirculating Water Required for Water Fountains and Decorative Water Features:** Operating a water fountain or other decorative water feature that does not use recirculated water is prohibited.
- 4.07.01.09 **No Installation of Single Pass Cooling Systems:** Installation of single pass cooling systems is prohibited in buildings requesting new water service.
- 4.07.01.10 **No Installation of Non-recirculating Water Systems in Commercial Car Wash and Laundry Systems:** Installation of non-recirculating water systems is prohibited in new commercial conveyor car wash and new commercial laundry systems.

- 4.07.01.11 **No Irrigating Ornamental Turf on Public Street Medians:** Irrigating ornamental turf on public street medians with potable water is prohibited.
- 4.07.01.12 **Negligent Waste of Water:** At the discretion of the General Manager, the District reserves the right to determine negligent waste or misuse of water supplies. Such waste of water supplies is prohibited, constitutes an unauthorized use of water and is subject to imposition of penalties pursuant to these Rules and Regulations.
- 4.07.02 **Water-Saving Devices:** Each customer of the District is urged to install devices to reduce the quantity of water needed to flush toilets, reduce the flow rate of shower heads, reduce the amount of water used for turf irrigation, or any other reduction which may be required to comply with any regulations promulgated by State or local authorities.
- 4.07.03 **Alternate Sources – Use of Recycled Water:** Whenever economically feasible, recycled water shall be used to the fullest extent possible.
- 4.07.04 **Water-Saving Practices:** Each customer in the District is urged to implement other water-saving and reuse practices and procedures which are feasible.
- 4.07.05 **Dual Meters:** To facilitate potential water conservation measures and provide for expansion of recycled water use, all new commercial/industrial sites shall be required to install separate meters for potable water use and landscape irrigation. This requirement shall also apply to any commercial/industrial sites undergoing a change of use or inclusion of additional land area, as defined in Section 4.06. For purposes of this requirement, change of use shall include, but not be limited to, tenant improvements or other expansion constituting a substantial change in the character, size, or use of the property, as determined by the General Manager or designee on a case-by-case basis.
- 4.08 **PRIVATE FIRE PROTECTION SERVICE**
  - 4.08.01 **Private Fire Protection Service:** Shall be installed and paid for in total by the owner or developer. The specifications for such service shall be established by the District and shall provide for the installation of an approved aboveground double detector check valve, including bypass meter, in accordance with District Standard 20A. Installation of a detector check valve may not necessarily preclude the addition of a backflow prevention device where deemed necessary by the District.
  - 4.08.02 **Unauthorized Use:** The use, or attempted use, of water through any hydrant, sprinkler head, hose rack, or any other device for any purpose other than directly in connection with fire protection purposes, without the prior written consent of the District in each case, shall be cause for immediate disconnection of the service. The District may make no further

deliveries of water through such service nor will the District continue to maintain such service until a suitable meter of the type and size approved by the District is installed through which may be registered all water flowing to said service. The cost and expense of the installation of such meters shall be borne by the customer and shall be paid in advance to the District based upon the estimate by the District of the cost of such installation. If the actual installation cost is more than that estimated by the District, the customer shall forthwith, upon demand, pay such excess; and, in the event the cost is less than that estimated by the District, the District will refund the excess to the customer.

4.08.03 **Sizing:** The District reserves the right to determine the size of private fire service connections.

4.09 **UNLAWFUL ACTS**

Customers shall comply with all applicable Federal, State, and local laws, ordinances, and regulations related to water service.

4.10 **FIRE HYDRANT/BLOW-OFF DAMAGE**

When any person, company, or agency is determined to be the responsible party that has caused damage to a fire hydrant or blow-off, the District may charge that party with all costs necessary to repair the damages and the cost of water loss computed from District records on the basis of the duration of flow and the flow rate. In situations where water loss is not reflected in the District records, water loss shall be based upon the type of land zoning in which the fire hydrant is located:

	<u>Fire Hydrant</u>	<u>Blow-Off</u>
Industrial	10,000 gallons per minute	3000 GPM
Commercial	5,000 gallons per minute	2000 GPM
Residential	2,500 gallons per minute	1500 GPM

If the length of time the broken fire hydrant was flowing cannot be reasonably determined by witnesses or District records, the minimum time used for calculating lost water shall be thirty (30) minutes.

**- END OF ARTICLE 4 -**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

the consumer declares the household's annual income is less than 200% of the federal poverty level (see this link for the federal poverty levels applicable in California: <https://www.healthforcalifornia.com/covered-california/income-limits>); and

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

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

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

1. Reconnection Fees: If service has been discontinued and is to be reconnected, then any reconnection fees during the Supplier's normal operating hours cannot exceed \$50, and reconnection fees during non-operational hours cannot exceed \$150. Those fees cannot exceed the actual cost of reconnection if that cost is less than the statutory caps. Those caps may be adjusted annually for changes in the Consumer Price Index for the Los Angeles-Long Beach-Anaheim metropolitan area beginning January 1, 2021.

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

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

1. Required Notice:

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

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

2. Tenants/Occupants Becoming Customers:

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

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



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

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

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

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

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

2. Administrative Fee; Interest: For any approved amortization plan, the consumer will be charged an administrative fee, in the amount established by the Supplier from time to time, representing the cost of initiating and administering the plan. At the discretion of the General Manager or his or her designee, interest at an annual rate not to exceed

eight percent (8%) shall be applied to any amounts to be amortized under this Subsection A.

3. Compliance with Plan: The consumer must comply with the amortization plan and remain current as charges accrue in each subsequent billing period. The consumer may not request further amortization of any subsequent unpaid charges while paying delinquent charges pursuant to an amortization plan. Where the consumer fails to comply with the terms of the amortization plan for sixty (60) calendar days or more, or fails to pay the consumer's current service charges for sixty (60) calendar days or more, the Supplier may discontinue water service to the consumer's property at least five (5) business days after posting at the consumer's residence a final notice of its intent to discontinue service.

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

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

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

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

months of establishment of the payment schedule. The agreed upon schedule shall be set forth in writing and be provided to the consumer.

4. Compliance with Plan: The consumer must comply with the agreed upon payment schedule and remain current as charges accrue in each subsequent billing period. The consumer may not request a longer payment schedule for any subsequent unpaid charges while paying delinquent charges pursuant to a previously agreed upon schedule. Where the consumer fails to comply with the terms of the agreed upon schedule for sixty (60) calendar days or more, or fails to pay the consumer's current service charges for sixty (60) calendar days or more, the Supplier may discontinue water service to the consumer's property at least five (5) business days after posting at the consumer's residence a final notice of its intent to discontinue service.

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

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

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

D. Temporary Deferral of Payment: Any consumer who is unable to pay for water service within the normal payment period ~~and meets the three conditions under Section II(C), above, as the Supplier shall confirm,~~ may, if the Supplier has selected this alternative, have payment of the unpaid balance temporarily deferred for a period of up to

six (6) months after the payment is due. The Supplier shall determine, in its discretion, how long of a deferral shall be provided to the consumer.

1. Repayment Period: The consumer shall pay the unpaid balance by the deferral date (the “Deferred Payment Date”) determined by the General Manager or his or her designee. The Deferral Payment Date shall be within twelve (12) months from the date the unpaid balance became delinquent; provided, however, that the General Manager or his or her designee, in their reasonable discretion, may establish a Deferred Payment Date beyond that twelve (12) month period to avoid undue hardship on the consumer.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**OPERATIONS DEPARTMENT REPORT**  
**September 2024, Monthly Report**

PROJECT NO.	PROJECT DESCRIPTION	STATUS
N/A	Watermain and water service repair	<u>Repair Water Service Leaks:</u> Diamond Bar - 21109 Gerndal Street; 22442 Mountain Laurel Way; 906 Summitridge Drive; 21819 Paint Brush Lane; 1305 Glenthorpe Drive; 1726 Maple Hill Road. Walnut - 20312 New Rochelle Street; 611 Broken Bow Lane; 20225 Burnt Tree Lane. Rowland Heights - 1901 Pepperdale Drive; 1930 Nogales Street. West Covina - 3033 Merrygrove Street. <u>Water Valves:</u> 19827 Reedview Drive, Rowland Heights (4" gate valve). <u>Replaced Angle Meter Stops:</u> S/W Corner of Morningside Drive & Valley Boulevard, Walnut, 1510 Blenbury Drive, Diamond Bar; Pathfinder & Peaceful Hills, Diamond Bar. <u>Replaced Copper Setters:</u> 2121 Annadel Ave, Rowland Heights. <u>Water Mains:</u> None <u>Field Customer Service:</u> A total of 1,061 service orders were completed. Get Reads - 227 were completed Turn off's - 124 were completed <u>Other:</u> USA Tickets - 545 Closed tickets for this month Annual Small Meter Testing Program- 51 completed for month.
NA	Repair of blow offs, fire hydrants and air-vacs	4100 Valley Boulevard., City of Industry - (sheared FH)
21-3717	Terminal Storage RCS Mixing System	In September the team completed the installation of all 5 chlorine analyzers. The chemical storage and feed system, including the chemical feed building, remains to be completed.
N/A	Production Facility Maintenance/Water Quality	<u>Pump and Motor Maintenance:</u> Maintenance Sylvan Glen Pump Station motor control panel. <u>Pump Station &amp; Other Maintenance:</u> Installed position sensor for Pathfinder Reservoir inlets Cla-Val. Continued work on Parker Canyon Pump No. 1 discharge piping modification to pump to the 1043 zone. Replaced East Gate tank B PAX mixer with D&H mixer. Completed Badillo Grand Transmission Line quarterly meter calibrations. Completed 7 day test run of PBWA Old Baldy well. <u>Facility/Miscellaneous Work:</u> Weekly Coliform Monitoring (104 samples) Monthly PWR & BGTM Inspections. Monthly Intertie Reads Potable & Recycled. Monthly Recycled Well Static & Pumping Levels. Monthly THM's Inlet Samples. Quarterly UCMR5 Sampling Sodium Hypochlorite Delivery - 4,358 Gallons. Liquid Ammonia Sulfate (LAS) Delivery - 895 Gallons. Monthly and Quarterly Compliance Reports.
N/A	Total trihalomethanes (TTHMs) Graph	Water quality meets all state and federal standards.

20442 Mountain Laurel Way, Diamond Bar – Service Line Replacement



20312 New Rochelle – Service Line Replacement

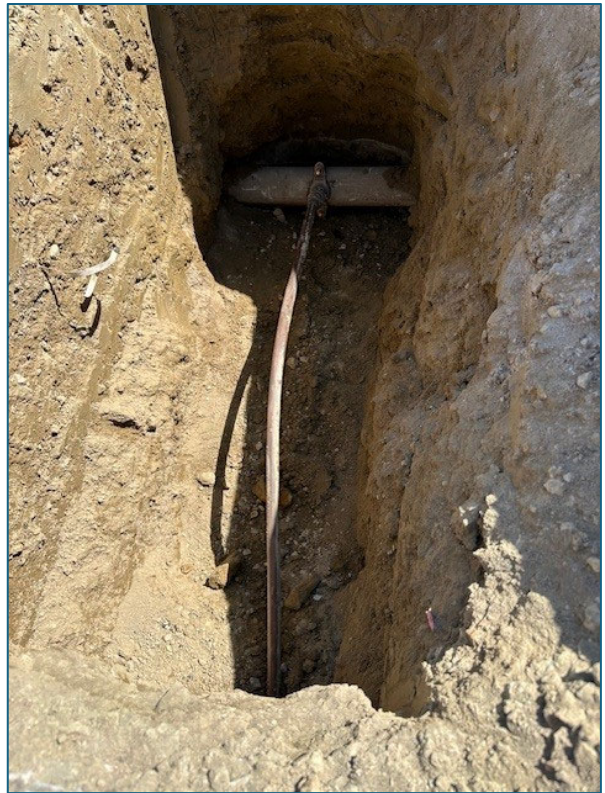




906 Summit Ridge Drive - Service Line Replacement

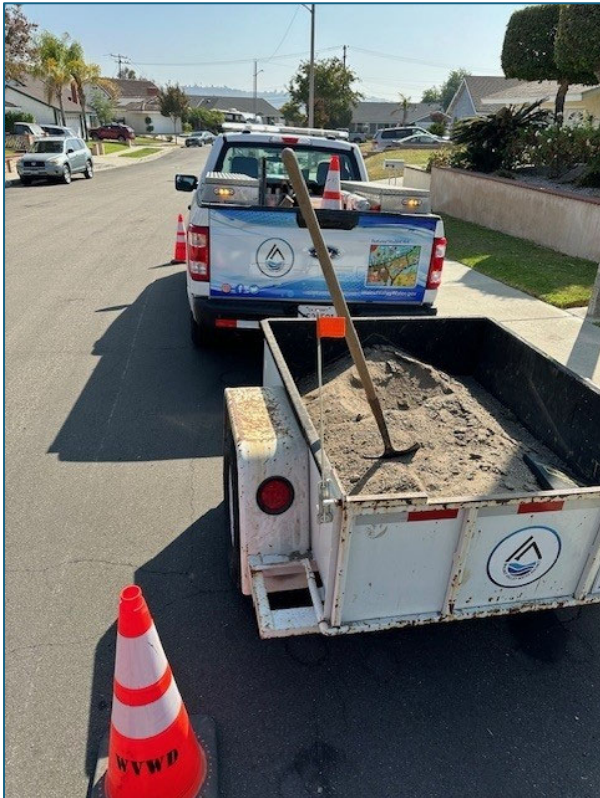
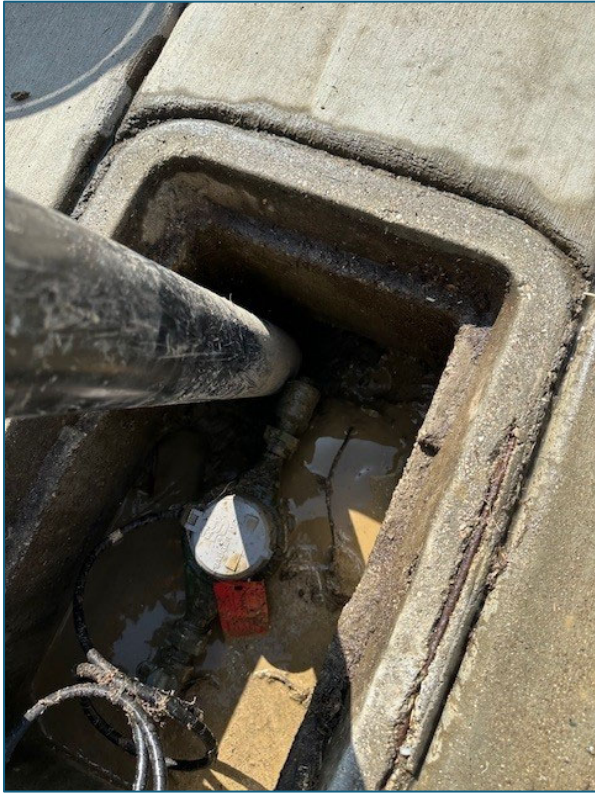


21819 Paint Brush Lane - Service Line Replacement



Customer Service Line Inventory Field Inspections





# WVWD – Staff Report



**TO:** Board of Directors  
**FROM:** General Manager/ Chief Engineer  
**SUBMITTED BY:** Director of Administrative Services  
**DATE:** October 21, 2024  
**SUBJECT:** Annual Review and Consideration of Revisions of Board Policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses and Exhibits A, B, C, D, E, and F

Action/Discussion       Fiscal Impact       Resolution       Information Only

## **Recommendation**

The Board of Directors approve the Board Policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses and its respective exhibits (as listed below).

Policy/Exhibit		Last Reviewed by Board
Policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses		Oct. 2023
Exhibit A	Director Expense Form	Oct. 2023
Exhibit B	IRS Accountable Plan	Oct. 2023
Exhibit C	Guidelines for Board Compensated Meetings and Activities	Oct. 2023
Exhibit D	JPIA Coverage Guidelines	Oct. 2023
Exhibit E	Meal Expense Reimbursement Schedule/Guidelines	Oct. 2023
Exhibit F	Missing Receipt Affidavit Form	Oct. 2023

## **Background Information**

As contained in the District’s Policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses,

“The Personnel Committee shall, on an annual basis in the fourth quarter of each calendar year, review Exhibit A, Exhibit B, Exhibit C, Exhibit D, Exhibit E, and Exhibit F.”

Additionally, “this policy in its entirety shall be reviewed by the Board of Directors on an annual basis.”

Staff and legal counsel have no recommended changes.

**POLICIES FOR ETHICAL CONDUCT**  
**REGARDING BOARD OF DIRECTORS COMPENSATION AND EXPENSES**

It is the policy of the Walnut Valley Water District (“District”) that Board Members maintain the highest ethical standards of honesty and integrity. To assist Directors in meeting these standards there need to be clear policies guiding the Board with respect to compensation and expenses. These policies set forth the basic ethical standards for the members of the Board of Directors.

**I. COMPENSATION FOR ATTENDANCE AT CONFERENCES, MEETINGS, SEMINARS, AND OTHER EVENTS**

**A. General Principles**

1. Board members will be compensated at the daily rate (i.e., *per diem*) determined by the Board consistent with applicable law for attendance at meetings of the Board, including Board committee meetings (including teleconference or video conference meetings), and for each day’s service to the District, including travel time to and from conferences, meetings, seminars or other events, as set forth in these policies.
2. In addition to compensation for attendance, Directors will receive reimbursement for reasonable meals, lodging, and travel expenses incurred in attending Board approved activities in accordance with this policy.

**B. Substantive Requirements**

1. In order for a Board member to be paid a lawfully established *per diem* for attendance at a conference, organized educational activity, meeting, seminar, or other event, including, but not limited to, a teleconference, video conference or webinar, or for reasonable and necessary travel time to and from, it must be:
  - a. A “meeting” as defined in subdivision (a) of Government Code Section 54952.2 of the Brown Act, which currently reads:

“meeting” means any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.” or
  - b. A committee meeting or other Board approved meeting, conference, organized educational activity, seminar, or other event, including, but not limited to, a teleconference, video conference or webinar, related to or informing the Board member on matters within the jurisdiction of the statutory powers of the District, provided that the program or subject matter deals with substantive issues of importance to the District; and such other activities, seminars or other events that deal with substantive issues of importance to the District that are approved by the General Manager as specified in Exhibit “C”.
2. For purposes of this policy, reasonable and necessary travel time, including overnight accommodations, shall include one day prior to and/or after a conference, meeting, seminar or other event provided:

- a. The conference, organized educational activity, meeting, seminar, or other event is held more than 50 miles from the District Office, or
  - b. Upon General Manager review, circumstances for attendance warrant an overnight stay either the evening prior to and/or following conclusion of the event.
3. Deviation, including full or partial cancellation, from Board approved attendance is subject to Personnel Committee review and the provisions set forth in Section I.B.2 of this policy. Following Committee review, should the matter be referred to the Board and the Board subsequently determines that prior authorization for attendance and/or payment of expenses be modified or rescinded, then those costs incurred by the District on behalf of the Director may be required to be repaid in accordance with the Board's decision.

4. Seven-Day Monthly Limit

Water Code Section 20202 permits compensation for attendance, i.e., per diem, for up to a total of ten (10) days in any calendar month. However, by Resolution No. 01-13-592 and Ordinance No. 01-13-593, the Board of Directors adopted a 7-day limit on per diem per calendar month—capped at \$150 per approved, compensable meeting.

- C. Procedural Requirement

1. Written Compensation Request Required

Compensation for attendance at, and travel time to and from, conferences, organized educational activity, meetings, seminars or other approved events, i.e., teleconferences, will be paid only if the Board member submits a request for payment using the required District "Director Expense Form" (Exhibit A), and provides the substantiation required by the District to ensure compliance with the Internal Revenue Service (IRS) Accountable Plan, as referenced in Exhibit B. In the event a Board member is not provided with a receipt or invoice from a vendor, or loses the receipt or invoice relating to such expenses, the Board member shall complete and submit to District staff the "Missing Receipt Affidavit Form," as set forth in Exhibit F. Any reimbursement in excess of substantiated expenses must be refunded.

2. Board Approval

The required Board approval may be given either before or by ratification after the attendance and travel; provided that any ratification must be for expenses incurred in accordance with these Policies.

3. Disclosure of Compensation

A copy of each Director's completed "Director Expense Form" shall, when submitted for payment of per diem or reimbursement of expenses, be presented to the Board of Directors at their next regular meeting for approval and, upon request, will be made available to the public.

## II. REIMBURSEMENT TO DIRECTORS FOR EXPENSES

### A. General Principles

1. Each member of the Board of Directors is encouraged to participate in those outside activities and organizations that in the judgment of the Board furthers the interests of the District.
2. Expenses incurred by Directors in connection with those activities set forth in the Guidelines for Board Compensated Meetings and Activities (Exhibit C) are reimbursable as noted when authorized in advance or subsequently ratified by the Board, subject to the following:
  - a. If Board ratification (after-the-fact approval) is necessary, then all initial costs for registration, travel, and attendance incurred in accordance with these Policies must be borne by the Director and use of a District-issued credit card for payment of any related expenses in advance of such approval is prohibited.
  - b. Upon Board ratification, the Director must submit a reimbursement request in accordance with Section I, C, 1 of this policy.
3. This policy is intended to result in no personal gain or loss to a Director.
  - a. All expenses must be reasonable and necessary, and Directors are encouraged to exercise prudence in all expenditures.
  - b. Reimbursement will be made only for actual disbursements and expenses that qualify as reimbursable expenses.
  - c. Expenses that are improper or otherwise not properly accounted for, or not consistent with the prohibition against gifts of public funds set forth in the California Constitution, will not be reimbursed or accepted by the District.
  - d. Where such improper expenses have been paid by the District, they will be promptly refunded to the District or deducted from monies otherwise due a Director in accordance with the Treasury "Safe Harbor" 120-day provision for an IRS Accountable Plan (Exhibit B).

### B. Substantive Requirements

#### 1. Transportation Expenses

Directors will be reimbursed for expenses incurred in traveling to and from Board authorized conferences, organized educational activity, meetings, seminars, and other events attended on behalf of the District in their capacity as Directors, subject to Section 2 below and the provisions of this policy.

Mileage reimbursement will be limited to attendance at those events held outside the District's service area.

Google Maps, Map Quest or another comparable website that accurately provides distance information will be used to verify mileage from the District to the location

of an event for which a request for mileage reimbursement is requested, with a 5-mile deviation being allowed in consideration of those instances when a given route might deviate from the norm due to traffic congestion, road construction, etc. If the deviation is greater than 5 miles, staff will verify the reason with the Director and note the explanation on the expense form.

## 2. Mode of Travel

- a. Directors must use the most economical mode and class of transportation reasonably consistent with scheduling needs and space requirements and the most direct and time-efficient route.
  - i. When an extension in travel beyond the time required for District business results in increased costs to the District, the Director shall be responsible for the increased costs and any other related expenses.
  - ii. Upon approval of the General Manager, exceptions to the above requirements may be made for extenuating circumstances, such as, delayed or canceled flights, inclement weather, medical necessity, or personal hardship.
- b. Directors are encouraged to discuss their travel needs as early as possible with District staff, who may make all final travel arrangements in accordance with the following:
  - i. Authorized travel expenses include round-trip airfare where necessary, actual reasonable expenses for ground transportation to and from airports, hotels, off-site meetings, restaurants, and automobile expense. Where possible, government or group rates should be used.
- c. Automobile Expenses
  - i. Car Rental – Directors shall be reimbursed for the cost of a rental car in the conduct of District business provided all JPIA driver eligibility, insurance, and program requirements have been complied with (Exhibit D).
  - ii. Use of privately-owned vehicles – Directors shall be reimbursed for use of privately-owned vehicles in the conduct of District business at the maximum allowable per mile rate established from time-to-time by the IRS, and subject to the provisions of this policy and provided all JPIA requirements have been complied with (Exhibit D).
  - iii. Taxis and/or RideSharing – Directors are encouraged to use taxis and/or ridesharing services, such as Uber or Lyft, where feasible in order to reduce expenses and avoid parking fees. Such expenses are reimbursable and Directors shall present receipts to substantiate those expenses, as required under these Guidelines.
  - iv. Use of District Vehicles – Directors shall not drive a District vehicle.

## 3. Meal Expense



Directors shall be reimbursed for the reasonable cost of meals, including tips, in conjunction with approved conferences, organized educational activity, meetings, seminars, and other events, and in the course of travel to and from subject to the following:

- a. Reimbursement must be in accordance with the criteria set forth in the District's Meal Expense Reimbursement Schedule/Guidelines, attached hereto as Exhibit E.
- b. Expenses incurred by or for a spouse, family member, or guest of a Director in connection with the Director's service or travel will not be allowed or reimbursed.

#### 4. Overnight Accommodations

- a. Where reasonably possible, overnight accommodations shall be obtained in close proximity to the conference, seminar, or meeting site and at group rates published for such activity by the sponsor, if available. Directors shall strive to confirm their attendance at conferences early in the process to provide District staff with sufficient time to book accommodations to take advantage of early reservation discounts.
- b. No reimbursement shall be made for overnight accommodations for attendance at conferences, meetings, seminars, and other events held within 50 miles of the District office, unless such reimbursement is approved in advance by the Board.

#### 5. Parking

- a. Airport Parking – Long-term parking is encouraged for travel exceeding 24 hours, subject to time constraints, safety concerns, and inclement weather.
- b. Hotel/Other Parking – Self-parking is encouraged, subject to time constraints, safety concerns, and inclement weather.

#### 6. Communication Expenses

Telephone, facsimile, Internet, overnight, and/or courier expenses incurred in connection with approved District business will be reimbursed in accordance with this policy.

### C. Procedural Requirements

#### 1. Requests for Reimbursement

- a. Upon incurring authorized expenses, Directors may submit a request for reimbursement. All requests for reimbursement shall be submitted, using the District's Director Expense Form, by the first Friday of the month following the month in which the expenses were incurred and shall include substantiation required by Exhibit B, or the Missing Receipt Affidavit Form (Exhibit F).

- b. Rather than reimbursing a Director for expenses after they have been incurred, the District may pay such expenses directly, so long as such payments are made in accordance with this policy.

2. Use of District Credit Card

The District may authorize the issuance of a credit card in the Director's name to be used solely for purposes of paying for approved travel and related expenses permitted pursuant to this policy or for security purposes to verify travel-related information.

- a. District issued credit cards shall remain in the District vault until such time as needed. A Director may check out his/her credit card for District-approved business, travel, or other related expense a maximum of two business days (48 hours) in advance of scheduled use and should return the credit card to the District for safekeeping within two business days (48 hours) following the approved business use.
- b. Exceptions to this requirement may be authorized by the General Manager or designee.

3. Director Reports to Governing Board

At the District governing body meeting in the month following the conference, organized educational activity, meeting, seminar, or other event, including, but not limited to, a teleconference, video conference or webinar, attended at District expense, the Director attending shall provide a brief written, oral, or joint report on attendance and the subject matter. If multiple Directors attend the same function, a joint report may be made.

4. District Records of Expense Reimbursements

To implement the reporting requirements of Government Code Section 53065.5, the District shall disclose at least annually in a public record all reimbursements paid by the District to each Director for each individual charge of \$100 or more.

**III. GOVERNING BOARD REVIEW**

- A. The Personnel Committee shall, on an annual basis in the fourth quarter of each calendar year, review the following:
  - 1. Exhibit A - Director Expense Form
  - 2. Exhibit B - IRS Accountable Plan
  - 3. Exhibit C - Guidelines for Board Compensated Activities
  - 4. Exhibit D - JPIA Coverage Guidelines
  - 5. Exhibit E - Meal Expense Reimbursement Schedule/Guidelines
  - 6. Exhibit F - Missing Receipt Affidavit Form
- B. This policy in its entirety shall be reviewed by the Board of Directors on an annual basis.

# DIRECTOR EXPENSE FORM



**NAME: Director Name**

**DATE: January 2024**

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles \$
1			<input type="checkbox"/>				\$ -
2			<input type="checkbox"/>				\$ -
3			<input type="checkbox"/>				\$ -
4			<input type="checkbox"/>				\$ -
5			<input type="checkbox"/>				\$ -
6			<input type="checkbox"/>				\$ -
7			<input type="checkbox"/>				\$ -
8			<input type="checkbox"/>				\$ -
9			<input type="checkbox"/>				\$ -
10			<input type="checkbox"/>				\$ -
11			<input type="checkbox"/>				\$ -
12			<input type="checkbox"/>				\$ -
13			<input type="checkbox"/>				\$ -

Total Number of Miles: 0 X \$0.67 \$ -

Total Reimbursable Expenses \$ -

Total Meeting Compensation 0 X \$150.00 per day \$ -

**TOTAL** \$ -

*I certify the above is correct and accurate to the best of my knowledge*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* Mileage is reimbursed at IRS Standard Business Mileage Rate \$0.670

\*\*Directors are eligible for seven meeting days per month at \$150 per day.

## INTERNAL REVENUE SERVICE ACCOUNTABLE PLAN

### General Rules for "Expense Reimbursement" Plans

The primary question regarding an employee reimbursement is whether the payment constitutes additional cash compensation that should be taxed as ordinary salary or wages, or whether it qualifies as a business-related "expense reimbursement" that can be excluded from reportable income.

Under IRS Code, Section 62(c), an arrangement is treated as an "expense reimbursement" if it requires the employee to:

- (a) Substantiate the reimbursement, and
- (b) Refund any reimbursement in excess of substantiated expenses.

This means that to qualify, a "reimbursement arrangement" must comply with both of the above Code provisions.

If all of the above rules and regulations are met, amounts paid are treated as paid under an "accountable expense reimbursement plan" (See below).

### Accountable Expense Reimbursement Plans

Governmental employees often receive reimbursements for a variety of business expenses, including automobile expenses (where employees use their own autos for government business) other travel costs, hotel and motel costs, meals and entertainment, etc. In such cases, the employee may receive reimbursement for actual costs incurred, a per diem allowance (e.g., a flat rate per day), or a monthly allowance or advance. If the expense reimbursements or allowances are not made in accordance with the IRS rules below, they may be considered "wages" subject to payroll tax withholding.

In order to qualify as an "accountable" plan, the reimbursement must meet the following two requirements:

#### **1. Substantiation Requirement (Per Regulation 1.274-5T):**

The governmental agency must require the employee to substantiate expenses incurred. That is, the employee should submit the following for each business related expense:

- a. The **amount** of the expenditure.
- b. The **time** and **place** of travel or entertainment.
- c. The **business purpose** of the expenditure.
- d. The **business relationship** to the person entertained, and the individuals' names.

## **Accountable Expense Reimbursement Plans (continued)**

The following **documentation** should be attached to each expense report (per Regulation 1.274-5 (c)(2)(iii):

- a. Receipts, paid bills, etc. for any lodging (hotel bills, etc.) regardless of amount, and
- b. Receipts for any “nonlodging” travel or entertainment expenditure of \$75.00 or more. (See Regulation 1.274-5(c)(2)(iii)(A)(2), IRS Notice 95-50 and Letter Ruling 200343025).

Under these rules, generally, business expenses should be “substantiated” within 60 days after the expense is paid or incurred.

Observation: Because travel and entertainment expenses of government officials and employees can have a very high “political profile,” it may be prudent to require documentation on all travel and entertainment expenditures, regardless of amount.

### **2. Requirement to Return Unsubstantiated Advances:**

The employee must be required to return to the governmental agency any amount in excess of substantiated expense within a “reasonable period of time.” A reasonable period of time depends on the facts and circumstances. Under the regulations, the Treasury has established a “**safe harbor**” for returning unsubstantiated advances, i.e., the excess must be returned within 120 days after the expense is paid or incurred. Also, in the case of allowances or advances, the expense must be incurred (to come under the safe harbor) no later than 30 days after the allowance or advance is paid to the employee. (Code Sec. 62(c); Reg. 1.62-2(c)(2)(i); Reg. 1.62-2(d)(i); Reg. 1.62-2(e); Reg. 1.62-2(f)).

To the extent amounts are not paid under an “accountable plan” they constitute “wages” and are subject to income and payroll tax withholding when paid. If the government agency established an “accountable plan” but the employee did not substantiate the expenses or return advances within a reasonable period, only the amounts not substantiated or not returned, however, will constitute “wages.”

**Walnut Valley Water District  
Guidelines for Board Compensated Meetings and Activities**

**General Guidelines as set forth in California's Open Meeting Law: The Brown Act, Government Code Section 54950 et. seq., and the District's Policy Guidelines for Ethical Conduct Regarding Board of Directors Compensation and Ethics (Section I.B.1): "A committee meeting or other Board approved meeting, conference, organized educational activity, seminar, or other event, i.e. teleconference, related to or informing the Board member on matters within the jurisdiction of the statutory powers of the District provided that the program or subject matter deals with the substantive issues of importance to the District." For meetings/events not listed below, the General Manager may also approve payment of per diem and/or expenses for 'meetings' in accordance with the provisions stated in The Brown Act, Government Code Section 54950 et. seq., and the District's Policy Guidelines for Ethical Conduct Regarding Board of Directors Compensation and Expenses.**

Organization/Affiliation	Meeting, Event, or Function	Per Diem and Expenses	Expenses Only
Walnut Valley Water District	<ul style="list-style-type: none"> <li>• All meetings and functions sponsored or conducted by the District</li> <li>• All Board-approved chair, member, and alternate committee and liaison assignments (Joint Water Line Commission, Puente Basin Water Agency, Spadra Basin Groundwater Sustainability Agency, TVMWD Committee and Board meetings, ACWA, ACWA/JPIA) as provided</li> <li>• Trips for District related business</li> <li>• New Director attendance at all committee meetings during first year in office.</li> <li>• Director meetings with General Manager regarding substantive issues of importance to the District, at the General Manager's discretion</li> <li>• One per diem per month for Board President (and/or alternate in President's absence) to conduct District business.</li> </ul>	X	
Three Valleys Municipal Water District	All relevant meetings and functions sponsored or conducted by this organization, other than TVMWD Committee and Board meetings attended by WVWD liasons as appointed by the WVWD president.	X	
Other Water-Related Entities (MWD, Puente Basin Watermaster, WEF, etc.)	All relevant meetings, functions, and tours, sponsored or conducted by those entities	X	
Cities and unincorporated areas served by the District (Includes Walnut, Diamond Bar, Industry, Pomona, Rowland Heights, and West Covina)	All relevant meetings and functions sponsored or conducted by these cities dealing with substantive issues of importance to the District.	X	
Los Angeles County Local Agency Formation Commission Fourth District Consolidated Oversight Board	All relevant meetings and functions sponsored or conducted by this organization.	X	
Association of California Water Agencies (ACWA) and ACWA/Joint Powers Insurance Authority	Committee meetings, educational functions, and ACWA and ACWA/JPIA sponsored seminars and conferences	X	
American Water Works Association (AWWA)	Committee meetings, educational functions, and AWWA-sponsored seminars and conferences	X	
California Special Districts' Association and Special Districts Institute	All relevant meetings, educational functions and CSDA-sponsored seminars and conferences	X	
Urban Water Institute	All relevant meetings and functions sponsored or conducted by this organization	X	
San Gabriel Valley Water Association	All relevant meetings and functions sponsored or conducted by this organization	X	
Regional Chamber of Commerce, San Gabriel Valley	All relevant meetings and functions sponsored or conducted by this organization dealing with substantive issues of importance to the District, i.e., Installation Programs, Governmental Affairs Committee meetings, quarterly business meetings, and meetings at which water-related presentations are made.	X	
Regional Chamber of Commerce, San Gabriel Valley	Mixers and other events sponsored by these organizations that are attended on a social basis.		X
Other Community Organizations within District Boundaries	All relevant meetings and functions sponsored or conducted by community organizations within District boundaries at which water-related presentations are made.	X	
Other Community and Governance Affiliations	All relevant meetings and functions sponsored or conducted by community and governance organizations dealing with substantive issues of importance to the District		X

**JPIA COVERAGE GUIDELINES  
FOR DIRECTORS DRIVING WHILE ON DISTRICT BUSINESS**

**Exhibit "D"**

**JPIA Coverage**

If the Accident is the Fault of the District Director:		
Driving Own Personal Vehicle		Driving a Rented Vehicle
Generally, for business use of a personal automobile, the insurance follows the vehicle; therefore, the Director's personal automobile insurance is primary and the JPIA coverage is secondary. The Director is also covered by the District's workers' compensation insurance.		Since JPIA has requested that the vehicle be rented in the Director's name, the Director's own auto liability insurance will serve as the primary coverage for all costs associated with the accident, including injuries to any of the passengers. The JPIA coverage will serve as excess coverage in the event the amount of the accident exceeds the Director's personal liability coverage.
If the Accident is NOT the Fault of the District Director:		
Driving Own Personal Vehicle		Driving a Rented Vehicle
The Director's insurance carrier is the primary agency for seeking payment of expenses from the responsible party's insurance. If the responsible party is an uninsured motorist, the Director is covered by the District's workers' compensation insurance. <b>There is no medical, uninsured motorist, or other coverage provided by the JPIA for any non-employee passengers in the vehicle.</b>		Since JPIA has requested that the vehicle be rented in the Director's name, the Director's auto insurance carrier will serve as the primary company responsible for seeking expenses from the responsible party's insurance. If the responsible party is an uninsured motorist, the Director is covered by the District's workers' compensation coverage. <b>There is no medical, uninsured motorist, or other coverage provided by the JPIA for any non-employee passengers in the vehicle.</b>

**JPIA/District Requirements**

JPIA/District Requirements		
Driving Own Personal Vehicle		Driving a Rented Vehicle
Prior to using his/her personal vehicle, the Director is required to provide the following to the District: <ul style="list-style-type: none"> <li>. A copy of his/her current CA Driver's License</li> <li>. A copy of the automobile insurance policy for the personal vehicle being driven as proof of insurance coverage and policy limitations for automobile liability and property insurance.</li> </ul>		Prior to renting a vehicle for use on District business, the Director is required to provide the following to the District: . <ul style="list-style-type: none"> <li>. A copy of his/her CA Driver's License</li> </ul> Per JPIA's request, the vehicle should be reserved and the rental contract issued in the name of the Director. Payment can still be made using the District credit card.

**Meal Expense Reimbursement Schedule/Guidelines**

Board members and District employees shall be reimbursed for actual meal and incidental expenses incurred up to the following respective maximum amounts:

	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Incidentals**</b>
Directors*	\$25	\$25	\$40	\$10
Employees*	\$25	\$25	\$40	\$10

\*Meals purchased in conjunction with a conference registration package are exempt from the limits.

When meals are included as part of a meeting registration fee, no additional meal allowance is permitted.

Following are additional guidelines applicable to Directors and employees for business-related dining expense:

Individual Dining

1. District Credit Card – The Director or employee shall submit the original credit card receipt (with detail) within sixty (60) days of incurring the charge or may forfeit any related reimbursement entitlement, noting the business event. Should the charge exceed the authorized reimbursement entitlement, the District shall invoice the Director or employee for the excess balance.
2. Personal Credit Card/Cash/Check – The Director or employee shall submit the original credit card or cash/check receipt (with detail) within sixty (60) days of incurring the charge or may forfeit any related reimbursement entitlement, noting the business event when requesting reimbursement. Should the amount exceed the authorized reimbursement entitlement, the Director and/or employee will be reimbursed only for the authorized amount.

Two-Party Dining

1. District Credit Card – A Director or employee dining with a spouse or personal guest shall submit the original credit card receipt (with detail) within sixty (60) days of incurring the charge or may forfeit any related reimbursement entitlement, noting the Director’s or employee’s portion of the meal expense, including appropriate tax and tip allocation. The Director or employee will subsequently be invoiced for the spouse’s or personal guest’s portion of the meal as well as for any amount exceeding the authorized reimbursement entitlement.
2. Personal Credit Card/Cash/Check – A Director or employee dining with a spouse or personal guest who pays the charges by personal credit card or cash/check shall submit the original credit card or original cash/check receipt (with detail) for reimbursement within sixty (60) days of incurring the charge or may forfeit any related reimbursement entitlement, noting the business event, the names of the attendees, and the Director’s or employee’s portion of the meal expense for which reimbursement is requested. Should the amount exceed the authorized reimbursement entitlement, the Director or employee will be reimbursed only for the authorized amount.

Three-Party (or more) Dining – Multiple Business, Family, and/or Personal Guests

1. District Credit Card – When dining in a party of three or more with a spouse, personal, and/or business guest(s), the Director or employee shall submit the original credit card receipt (*with detail*) within sixty (60) days of incurring the charge or may forfeit any related reimbursement entitlement, noting the attendees’ names and the business event. The Director or employee will be invoiced for the spouse’s and/or personal guest’s portion of the meal as well as any charges exceeding the authorized reimbursement entitlement.
2. Personal Credit Card/Cash/Check – When dining in a party of three or more with a spouse, personal, and/or business guest(s), and the Director or employee pays the charges by personal credit card or cash/check, they shall submit the original credit card or cash/check receipt (with detail) within sixty (60) days of incurring the charge or may forfeit any related reimbursement entitlement, noting the attendees, business event, the names of the Directors and/or employees for whom reimbursement is being requested, and the amount. Should the amount exceed the authorized reimbursement entitlement, the Director or employee will be reimbursed only for the authorized amount.



In-Room Dining

Generally no receipts are available; therefore, the Director or employee shall note on the hotel bill who the charges were for and the type of meal, i.e., breakfast, lunch, or dinner. The Director or employee will be invoiced for all spouse and/or guest related charges, as well as any amount exceeding the authorized reimbursement entitlement.

Shared Meals

Any shared meal between a Director or employee and a spouse or guest will normally be treated as a single business meal unless otherwise noted. If the shared food item (meal, salad, etc.) is designated on the dining menu as serving “2” people, then the cost/reimbursement is subject to the two-party dining guidelines.

\*\*Incidentals

A Director or employee shall submit a receipt, if available, for incidentals. Should the amount exceed the authorized reimbursement entitlement (currently \$10.00), the Director or employee will be reimbursed only for the authorized amount.

Missing Receipt

In the event a Board member is not provided with a receipt or invoice from a vendor, or loses the receipt or invoice relating to such expenses, the Board member shall complete and submit to District staff the “Missing Receipt Affidavit Form,” as set forth in Exhibit F.

These Meal Expense Reimbursement Schedule/Guidelines shall be reviewed on an annual basis in the fourth quarter of each calendar year.



## WALNUT VALLEY WATER DISTRICT

### Missing Receipt Affidavit Form

*Please retain this form with the District's financial records in case of an audit.*

Name (printed): \_\_\_\_\_

I certify that I made the purchase shown below for District purposes but do not have a receipt due to: (check all that apply)

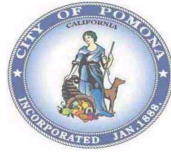
	Vendor did not provide a detailed receipt.
	I had a receipt but cannot locate it.
	I have a receipt, but it is not readable (e.g. not in English and/or not legible). This document is provided in order to describe the items purchased.
	Order was placed via telephone, fax, or internet, and vendor has not supplied an invoice.

Vendor Name		
City		
Date of Purchase		
Detailed Description of Purchase (Attach additional sheets if necessary.)		Item Amount
	<b>Total Purchase Amount</b>	<b>\$</b>

This document is in lieu of an invoice or receipt for this transaction. I certify that all items listed above (and on the attached, if applicable) were purchased and received for District business.

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: All information is required and must be typed or printed in ink. Use one affidavit per receipt.



## POMONA-WALNUT-ROWLAND JOINT WATER LINE COMMISSION

### WATER USE DISTRIBUTION & BILLING

AUGUST 2024

CONSUMPTION PER AGENCY (Per PWR Meter Reads)		
	Water Consumption (Acre-feet)	Allocation %
Pomona	371.993	21.100%
Walnut	827.629	46.945%
Rowland	563.368	31.955%
LaVerne	-	0.000%
<b>TOTAL</b>	<b>1,762.990</b>	<b>100.000%</b>


WATER PRODUCTION (ACTUAL)		
	Water Consumption (Acre-feet)	Allocation %
MWD	845.90	47.557%
TVMWD	932.80	52.443%
LaVerne	-	0.000%
Total	1,778.700	100.000%
PWR	1,762.990	
Difference	15.710	

CALCULATION OF AGENCY WATER CONSUMPTION (Water consumption billed to each agency based on amount of water purchased from MWD & TVMWD)							
Connection / Description	Billing Difference Allocation (Acre-feet)	Adj. Agency Consumption (Acre-Feet)	Adj. Agency Consumption for Billing (Rounded)	Water Purchased - MWD	Water Purchased - TVMWD	Water Purchased - LaVERNE WELL	Total Water Purchased (Acre-feet)
				47.557%	52.443%	0.000%	100.000%
Pomona	371.993	3.315	375.308	375.3	178.5	196.8	375.3
Walnut	827.629	7.375	835.004	835.0	397.1	437.9	835.0
Rowland	563.368	5.020	568.388	568.4	270.3	298.1	568.4
LaVerne	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>1,762.990</b>	<b>15.710</b>	<b>1,778.700</b>	<b>1,778.7</b>	<b>845.9</b>	<b>932.8</b>	<b>1,778.7</b>

BILLING CHARGES PER AGENCY											
		MWD PM-15	TVMWD PM-21	MWD Capacity Reservation	TVMWD Connected Capacity	TVMWD Water Use Charge	Depreciation	Replacement	Admin Budget Assessment	MWD LRP Rebate Program	Billing Total
City of Pomona	Cons. (AF)	178.5	196.8							206.7	
	Allocation %			30.43%	52.00%	22.40%	25.00%	25.00%	33.33%		
	Billing Rate	\$ 1,264.00	\$ 1,264.00	\$ 24,546.82	\$ 7,594.59	\$ 7,466.75	\$ -	\$ -	\$ -	\$ (100.00)	
	<b>Total</b>	\$ 225,606.19	\$ 248,782.90	\$ 7,469.60	\$ 3,949.19	\$ 1,672.55	\$ -	\$ -	\$ -	\$ (20,670.00)	\$ 466,810.43
Walnut Valley Water District	Cons. (AF)	397.1	437.9							-	
	Allocation %			43.48%	28.00%	47.69%	25.00%	25.00%	33.33%		
	Billing Rate	\$ 1,264.00	\$ 1,264.00	\$ 24,546.82	\$ 7,594.59	\$ 7,466.75	\$ -	\$ -	\$ -	\$ (100.00)	
	<b>Total</b>	\$ 501,940.17	\$ 553,504.89	\$ 10,672.96	\$ 2,126.49	\$ 3,560.89	\$ -	\$ -	\$ -	\$ -	\$ 1,071,805.40
Rowland Water District	Cons. (AF)	270.3	298.1							-	
	Allocation %			26.09%	20.00%	29.91%	25.00%	25.00%	33.33%		
	Billing Rate	\$ 1,264.00	\$ 1,264.00	\$ 24,546.82	\$ 7,594.59	\$ 7,466.75	\$ -	\$ -	\$ -	\$ (100.00)	
	<b>Total</b>	\$ 341,671.24	\$ 376,771.40	\$ 6,404.27	\$ 1,518.92	\$ 2,233.30	\$ -	\$ -	\$ -	\$ -	\$ 728,599.13
City of LaVerne	Cons. (AF)	-	-							-	
	Allocation %			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	Billing Rate	\$ 1,264.00	\$ 1,264.00	\$ 24,546.82	\$ 7,594.59	\$ 7,466.75	\$ -	\$ -	\$ -	\$ (100.00)	
	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total (A.F.)</b>		<b>845.9</b>	<b>932.8</b>								<b>1,778.7</b>
<b>Total (\$)</b>		<b>\$ 1,069,217.60</b>	<b>\$ 1,179,059.19</b>	<b>\$ 24,546.83</b>	<b>\$ 7,594.60</b>	<b>\$ 7,466.74</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (20,670.00)</b>	<b>\$ 2,267,214.96</b>



# November 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	3:30PM SPADRA Executive Committee 4PM Public Info Committee 4:30 PM Finance Committee	4PM Engineering Committee 4:30 PM Personnel Committee 6:30PM Diamond Bar City Council	8AM TVMWD Board Meeting	7	8	9
10	 <b>Veteran's Day Observed-District Closed</b>	5PM WVWD Board Meeting	7PM Walnut City Council Meeting	14	15	16
17		6:30PM Diamond Bar City Council Meeting	8AM TVMWD Board Meeting	21	22	23
24			7PM Walnut City Council Meeting	 <b>Thanksgiving Day-District Closed</b>	 <b>District Closed</b>	30
1	2	Notes				

# December 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 6:30PM Diamond Bar City Council Meeting	4 8AM TVMWD Board Meeting	5	6	7
8	9 4PM Public Info Committee 4:30 PM Finance Committee	10 4PM Engineering Committee 4:30 PM Personnel Committee	11 7PM Walnut City Council Meeting	12 8AM PBWA Meeting	13	14
15	16 5PM WVWD Board Meeting	17 6:30PM Diamond Bar City Council Meeting	18 8AM TVMWD Board Meeting	19	20	21
22	23	24  Christmas Eve- District Closed	25  Christmas Day- District Closed	26	27	28
29	30	31	1	2	3	4
5	6	Notes				

# January 2025



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	 1 New Year's Day <b>New Year's Day- District Closed</b>	2	3	4
5	6	7	8	9	10	11
		6:30 PM Diamond Bar City Council Meeting	7PM Walnut City Council Meeting			
12	13	14	15	16	17	18
	4PM Public Info Committee 4:30 PM Finance Committee	4PM Engineering Committee 4:30 PM Personnel Committee	8AM TVMWD Board Meeting			
19	20	21	22	23	24	25
	 <b>Martin Luther King Jr. Day- District Closed</b>	5PM WVWD Board Meeting 6:30 PM Diamond Bar City Council Meeting	7PM Walnut City Council Meeting	4PM WVWD Workshop Meeting		
26	27	28	29	30	31	1
2	3	Notes				

**WALNUT VALLEY WATER DISTRICT  
WATER SUPPLY AND CONSERVATION UPDATE  
October 21, 2024**



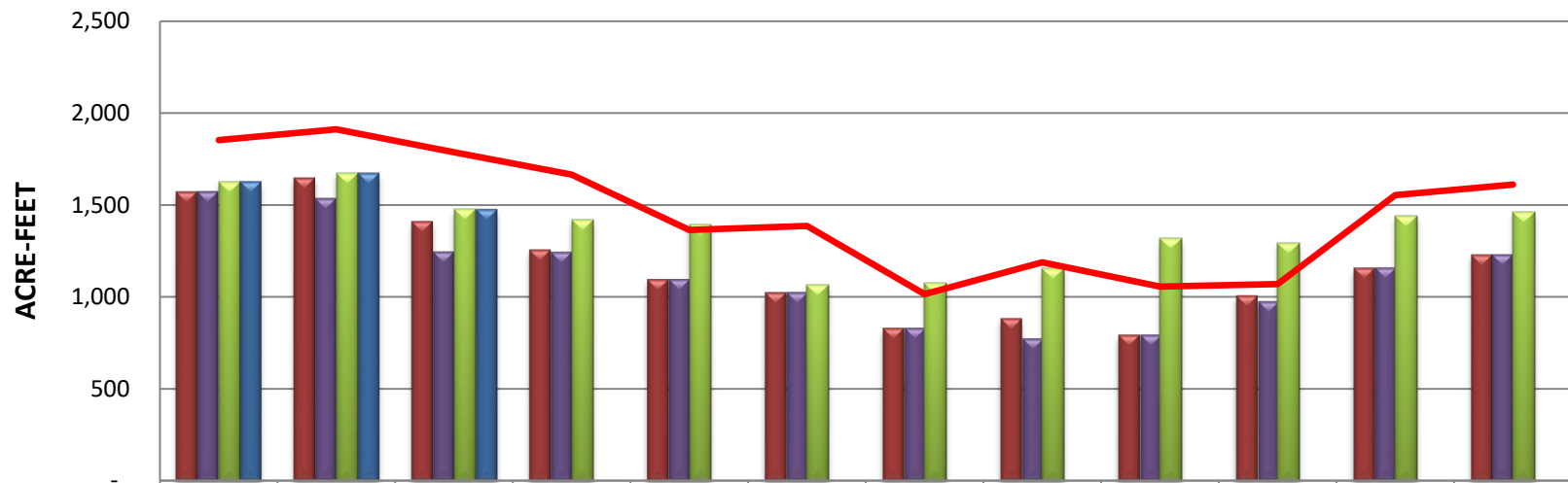
A	<p><b><u>Water Use</u></b> – Water usage for September 2024 was 1,474.69 acre-feet, a <b>decrease of 17.46%</b> compared to September 2020 and a <b>decrease of 28.54%</b> from September 2013. The average inflow into the system during the month was approximately 24.03 <b>cfs</b> (10,784.09 gallons per minute).</p>	Exhibits
B	<p><b><u>Recycled Water Use</u></b> – During the month of September the recycled water system delivered 3,020,349.20 <b>G.P.D.</b>, a increase of <b>43.83%</b> compared to the use in September 2023. Of the recycled water delivered, 49.91% was from the District wells and no potable make-up water was used.</p>	
C	<p><b><u>Production Report</u></b> – attached are:</p> <ul style="list-style-type: none"> <li>▪ Purchased Water Projections (Two total)</li> <li>▪ Climate Summary</li> <li>▪ Monthly Consumption Versus the 2013 and 2020 Baseline Years (Two total)</li> </ul>	

**WALNUT VALLEY WATER DISTRICT**  
**Fiscal Year 2024-2025 Purchased Water Estimate**

Actual Purchases (AF)		Projected Purchases (AF)				Baseline Year Purchases	
Month	Total	Budget	Low	High	Average	2013	2020
July	1,624	1,573	1,573	1,624	1,596	2,149	1,854
August	1,671	1,647	1,535	1,671	1,618	2,309	1,912
September	1,475	1,412	1,245	1,475	1,377	2,064	1,787
October	-	1,258	1,245	1,420	1,308	1,858	1,665
November	-	1,097	1,097	1,394	1,211	1,569	1,364
December	-	1,025	1,025	1,066	1,043	1,401	1,387
January	-	832	832	1,077	946	1,156	1,015
February	-	886	776	1,156	939	1,123	1,188
March	-	795	795	1,316	985	1,496	1,056
April	-	1,008	976	1,293	1,092	1,700	1,070
May	-	1,159	1,159	1,442	1,266	1,904	1,554
June	-	1,230	1,230	1,463	1,349	2,082	1,611
<b>Total</b>	<b>4,770</b>	<b>13,921</b>	<b>13,488</b>	<b>16,395</b>	<b>14,730</b>	<b>20,810</b>	<b>17,461</b>
<b>Remaining Projected Purchases</b>		<b>9,290</b>	<b>9,135</b>	<b>11,625</b>	<b>10,139</b>		
<b>Total Projected Purchases</b>		<b>14,060</b>	<b>13,905</b>	<b>16,395</b>	<b>14,910</b>		

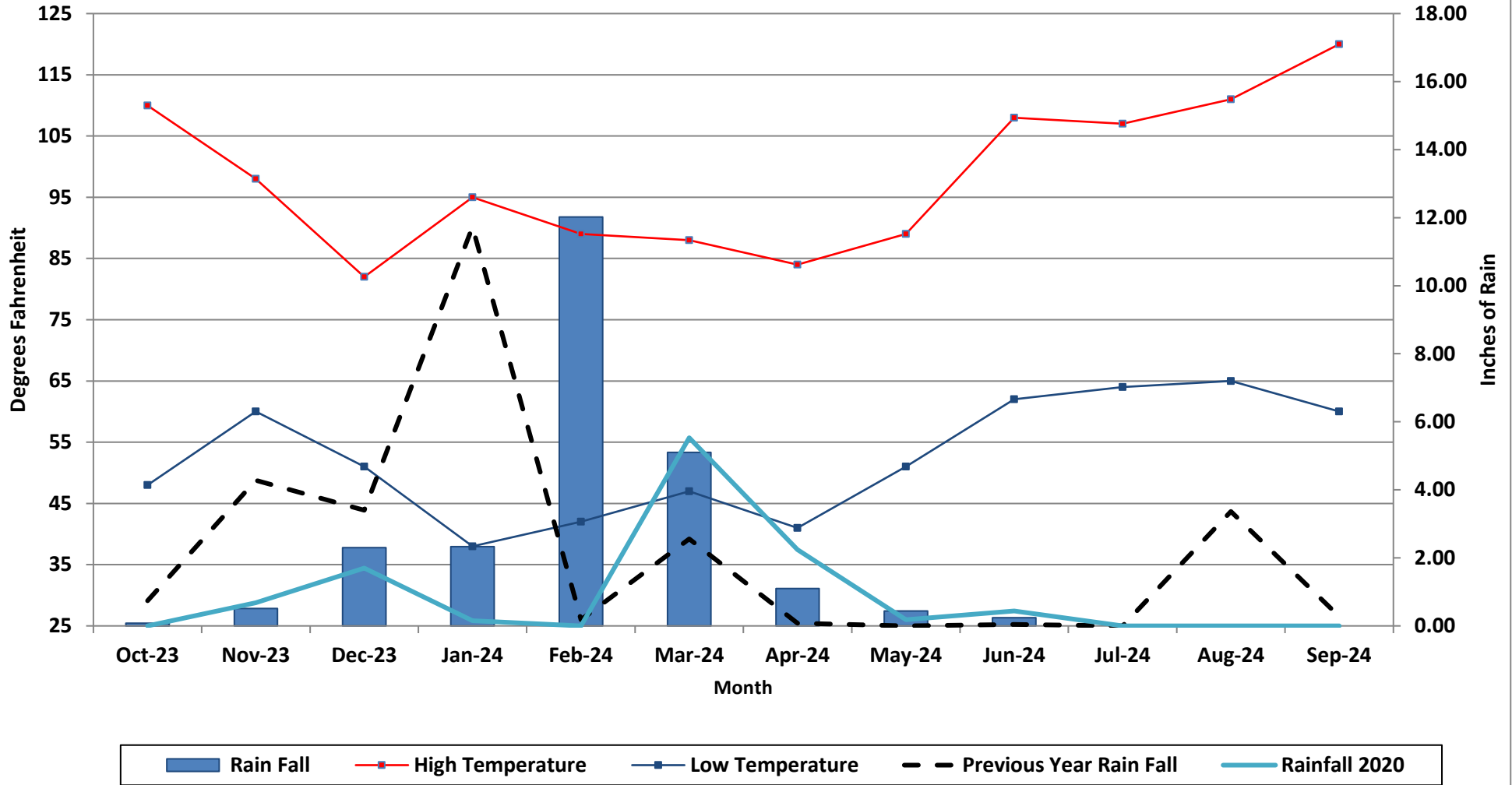


### Fiscal Year 2024-2025 Purchased Water



	July	August	September	October	November	December	January	February	March	April	May	June
<span style="color: red;">■</span> Budget	1,573	1,647	1,412	1,258	1,097	1,025	832	886	795	1,008	1,159	1,230
<span style="color: purple;">■</span> Low	1,573	1,535	1,245	1,245	1,097	1,025	832	776	795	976	1,159	1,230
<span style="color: green;">■</span> High	1,624	1,671	1,475	1,420	1,394	1,066	1,077	1,156	1,316	1,293	1,442	1,463
<span style="color: blue;">■</span> FY 24-25	1,624	1,671	1,475	-	-	-	-	-	-	-	-	-
<span style="color: red;">—</span> 2020	1,854	1,912	1,787	1,665	1,364	1,387	1,015	1,188	1,056	1,070	1,554	1,611

# Walnut Valley Water District Climate Summary



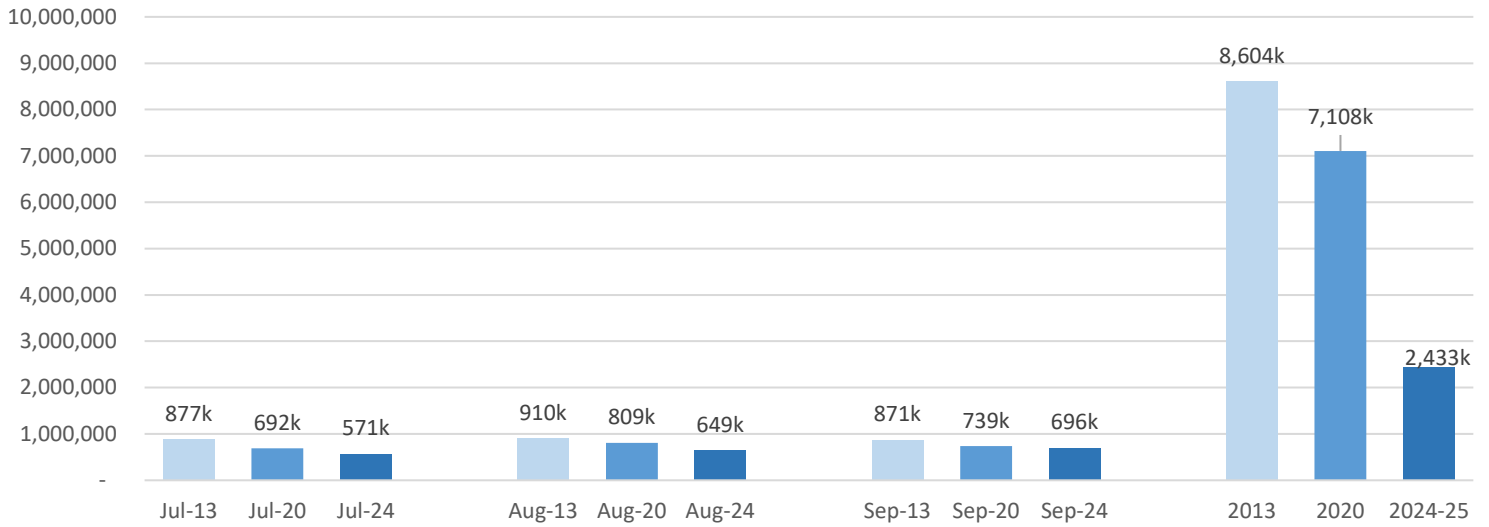
Walnut Valley Water District  
 Monthly Consumption Versus 2013 and 2020 Baseline Years

Consumption/Water Sales																				
User Class	July					August					September					YTD (FY 23-24)				
	Jul-13	Jul-20	Jul-24	% Change 2013	% Change 2020	Aug-13	Aug-20	Aug-24	% Change 2013	% Change 2020	Sep-13	Sep-20	Sep-24	% Change 2013	% Change 2020	2013 YTD	2020 YTD	FY 23-24	% Change 2013	% Change 2020
COG	49,565	33,898	27,686	-44%	-18%	53,435	39,559	40,303	-25%	2%	50,686	43,268	45,168	-11%	4%	153,686	116,725	113,157	-26%	-3%
COM	95,283	63,924	61,511	-35%	-4%	99,903	72,723	70,500	-29%	-3%	90,136	72,076	77,071	-14%	7%	285,322	208,723	209,082	-27%	0%
IND	13,038	9,433	6,850	-47%	-27%	13,123	10,277	8,402	-36%	-18%	12,479	10,304	8,151	-35%	-21%	38,640	30,014	23,403	-39%	-22%
MUL	82,038	71,993	62,388	-24%	-13%	81,050	79,211	69,775	-14%	-12%	76,841	74,435	73,019	-5%	-2%	239,929	225,639	205,182	-14%	-9%
RES	637,352	512,618	412,797	-35%	-19%	662,005	607,146	460,028	-31%	-24%	640,601	538,828	492,724	-23%	-9%	1,939,958	1,658,592	1,365,549	-30%	-18%
	877,276	691,866	571,232	-35%	-17%	909,516	808,916	649,008	-29%	-20%	870,743	738,911	696,133	-20%	-6%	2,657,535	2,239,693	1,916,373	-28%	-14%
IRRIGATION																				
User Class	July					August					September					YTD IRRIGATION				
	Jul-13	Jul-20	Jul-24	% Change 2013	% Change 2020	Aug-13	Aug-20	Aug-24	% Change 2013	% Change 2020	Sep-13	Sep-20	Sep-24	% Change 2013	% Change 2020	2013 YTD	2020 YTD	FY 23-24	% Change 2013	% Change 2020
COG	32,727	25,224	18,680	-43%	-26%	35,845	28,580	26,673	-26%	-7%	32,995	31,574	29,811	-10%	-6%	101,567	85,378	75,164	-26%	-12%
COM	30,288	25,447	18,659	-38%	-27%	31,470	30,663	23,052	-27%	-25%	30,298	29,340	26,778	-12%	-9%	92,056	85,450	68,489	-26%	-20%
IND	2,001	1,283	1,080	-46%	-16%	2,318	1,689	1,034	-55%	-39%	2,089	1,962	1,142	-45%	-42%	6,408	4,934	3,256	-49%	-34%
RES	281	171	73	-74%	-57%	322	166	103	-68%	-38%	324	152	252	-22%	66%	927	489	428	-54%	-12%
	65,297	52,125	38,492	-41%	-26%	69,955	61,098	50,862	-27%	-17%	65,706	63,028	57,983	-12%	-8%	200,958	176,251	147,337	-27%	-16%
RESIDENTIAL																				
Residential	July				August				September				YTD RESIDENTIAL							
	Tier I	Tier II	Tier III	Total	Tier I	Tier II	Tier III	Total	Tier I	Tier II	Tier III	Total	Tier I	Tier II	Tier III	Total	Tier I	Tier II	Tier III	Total
2013	277,522	274,324	85,506	637,352	278,209	284,325	99,471	662,005	277,208	275,700	87,693	640,601	832,939	834,349	272,670	1,939,958				
2020	209,156	255,409	48,053	512,618	213,223	316,022	77,901	607,146	209,651	270,505	58,672	538,828	632,030	841,936	184,626	1,658,592				
FY 24-25	197,007	185,949	29,841	412,797	201,090	216,082	42,856	460,028	204,552	237,719	50,453	492,724	602,649	639,750	123,150	1,365,549				
% Change 2013	-29%	-32%	-65%	-35%	-28%	-24%	-57%	-31%	-26%	-14%	-42%	-23%	-28%	-23%	-55%	-30%				
% Change 2020	-6%	-27%	-38%	-19%	-6%	-32%	-45%	-24%	-2%	-12%	-14%	-9%	-5%	-24%	-33%	-18%				

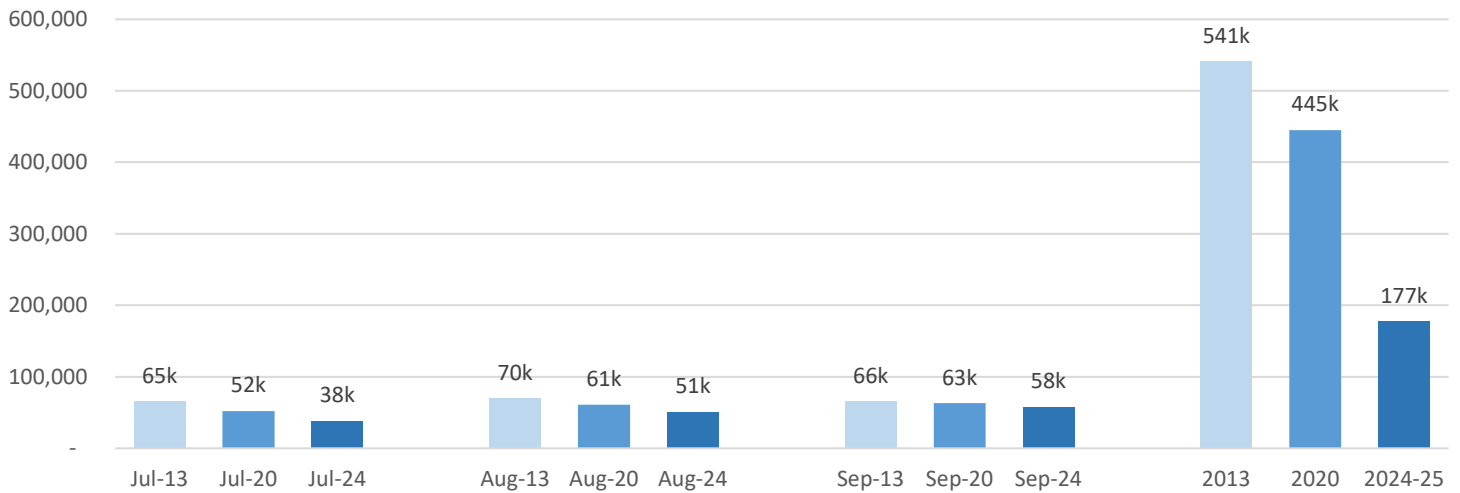
Water Purchases				
	July	August	September	Total
2013	2,148.67	2,308.73	2,063.59	6,520.99
2020	1,853.69	1,912.15	1,786.74	5,552.58
FY 24-25	1,624.37	1,525.67	1,474.69	4,624.73
% Change 2013	-24%	-34%	-29%	(0.87)
% Change 2020	-12%	-20%	-17%	-50%

WALNUT VALLEY WATER DISTRICT  
CONSUMPTION DATA - CURRENT YEAR VERSUS 2013 & 2020 BASELINE

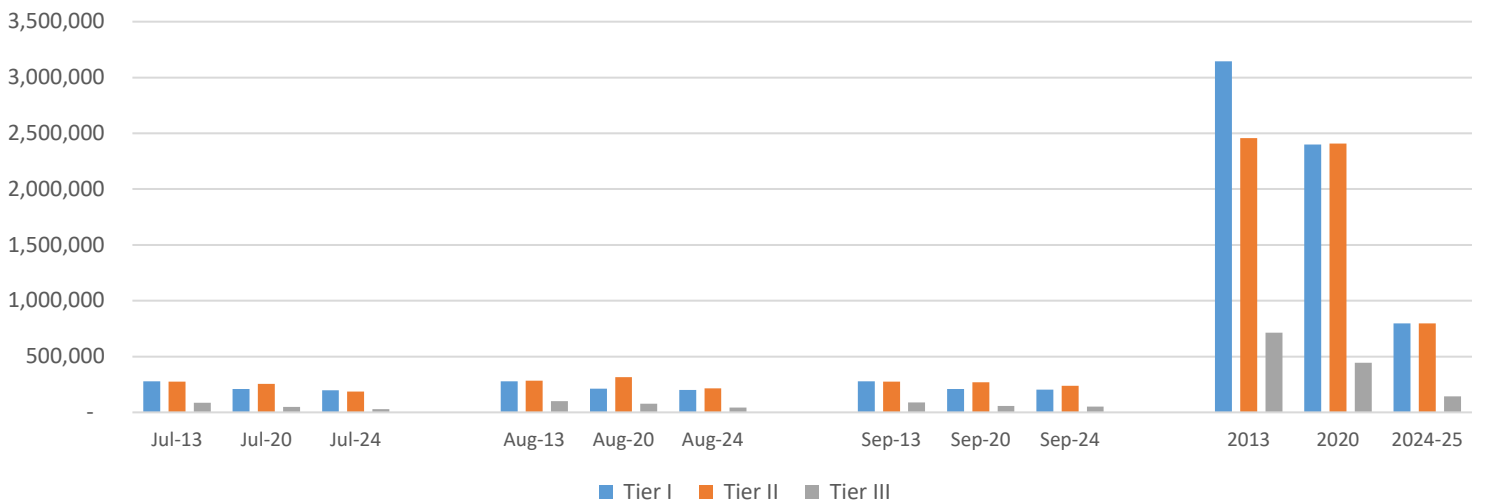
### YTD Consumption Versus 2013 & 2020 Baseline



### Irrigation Consumption Versus 2013 & 2020 Baseline



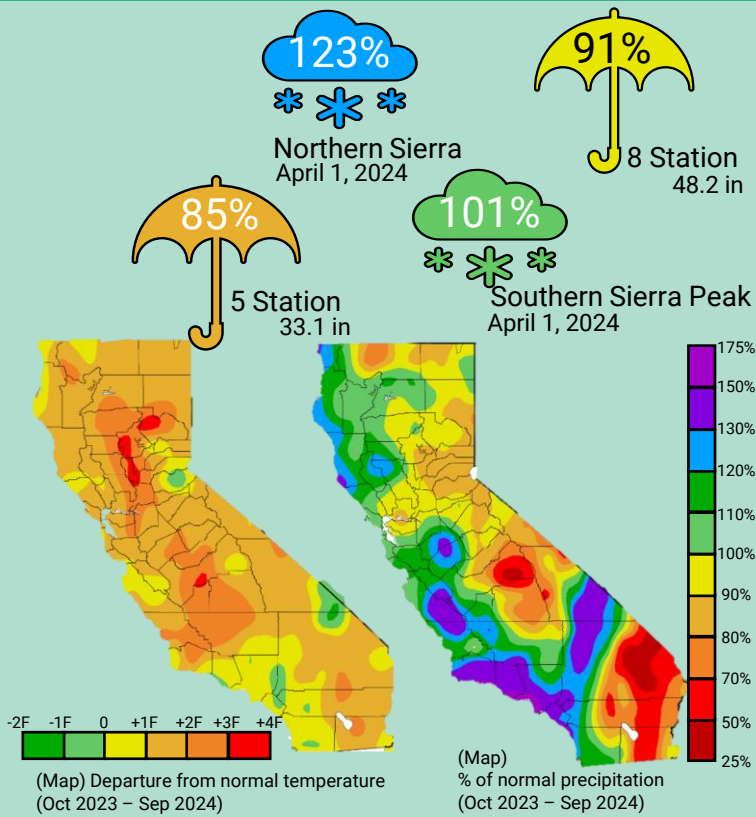
### Residential Tiers Versus 2013 & 2020 Baseline





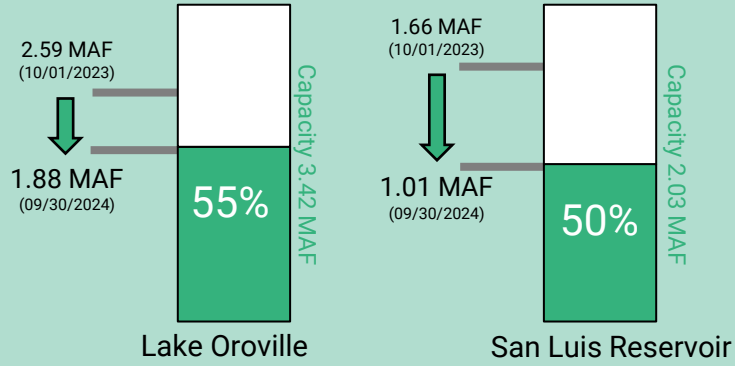
### State Water Project

- DEC 2023**
  - Dry fall
  - Initial SWP allocation is 10% Table A
- JAN 2024**
  - 4 atmospheric rivers reach the West Coast
  - Highest 10-day precipitation totals over Northern Sierra
- FEB 2024**
  - SWP allocation increases to 15%
- MAR 2024**
  - 43 atmospheric rivers reached California from Oct to Mar – only 2 strong
  - SWP allocation increases to 30%
- APR 2024**
  - Endangered fish impacted SWP exports in spring
  - SWP allocation increases to 40%
- AUG 2024**
  - 2<sup>nd</sup> wettest Aug at 8 Station since 2004
- OCT 2024**
  - Fish & Wildlife approved amendment to off-ramp X2 requirement for Oct 2024



(Map) Departure from normal temperature (Oct 2023 - Sep 2024)

(Map) % of normal precipitation (Oct 2023 - Sep 2024)



Sacramento River Index Runoff (MAF)  
Average (1991-2020) - 17.7 MAF

<b>17.6</b>	<b>2023-2024</b>
24.1	2022-2023
10.8	2021-2022
6.4	2020-2021
9.7	2019-2020

San Joaquin Valley Runoff (MAF)  
Average (1991-2020) - 5.9 MAF

<b>5.5</b>	<b>2023-2024</b>
13.8	2022-2023
3.2	2021-2022
1.8	2020-2021
3.0	2019-2020



### Colorado River

**DEC 2023**

- Dry fall
- 17.5 million acre-feet stored in Powell and Mead – same as May 2021

**JAN 2024**

- Precipitation as rain and snow above normal for the first time this water year

**MAY 2024**

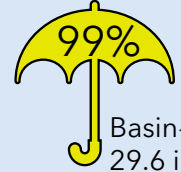
- Secretary of Interior signed the Record of Decision for the Colorado River Interim Guidelines covering 2023-2026
- Reclamation indicates creation of 1.18 million acre-feet of reservoir protection volume in 2023

**AUG 2024**

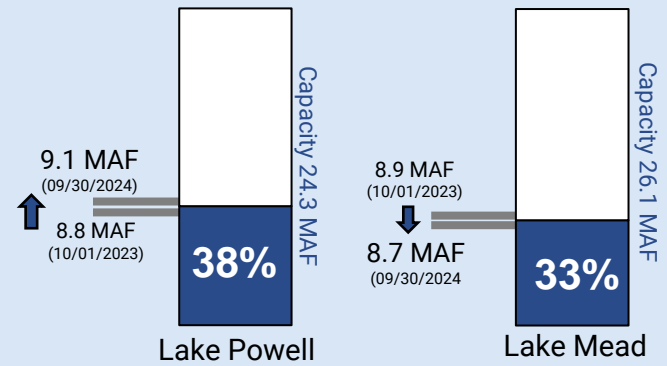
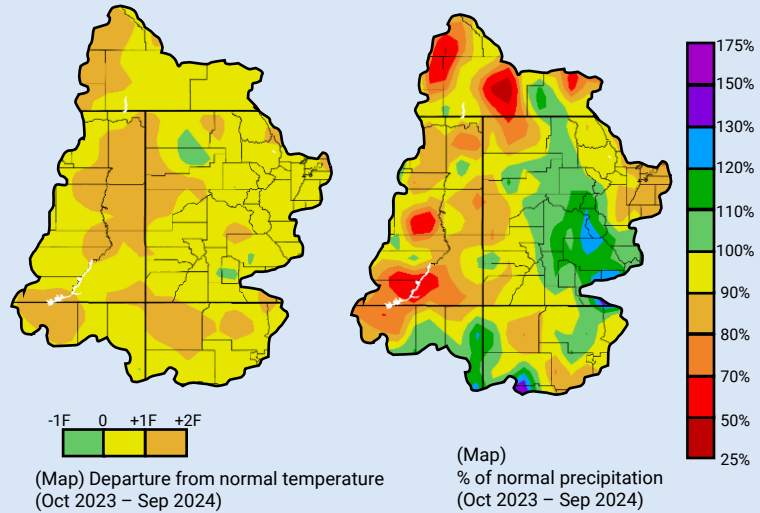
- Level 1 shortage for Arizona, Nevada and Mexico set for calendar year 2025
- Imperial Irrigation District implemented a new Deficit Irrigation Program to conserve additional water for system conservation in California



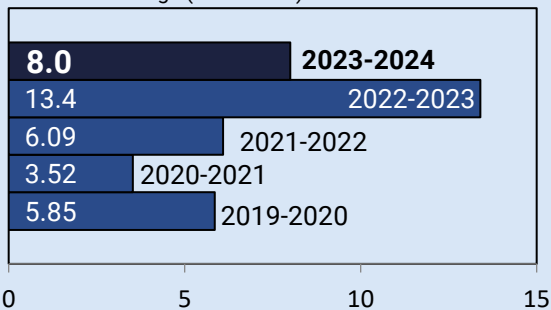
Basin-wide  
April 1, 2024



Basin-wide  
29.6 in



**Powell Unregulated Inflow (MAF)**  
Average (1991-2020) – 9.6 MAF



**Lake Mead – Operating Condition**  
(August 2024 CRMSS ESP Projections)

	2025	2026	2027*	2028*	2029*
Surplus	0%	0%	0%	0%	3%
	(above 1,145 ft)				
	0%	7%	17%	20%	23%
Shortage	100%	93%	57%	53%	50%
	(between 1,050 and 1,075 ft)				
	0%	0%	27%	13%	13%
(between 1,025 and 1,050 ft)					
(below 1,025 ft)					
0%	0%	0%	13%	10%	



# CURRENT RESERVOIR CONDITIONS

## CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - September 23, 2024

### CURRENT CONDITIONS

