WALNUT VALLEY WATER DISTRICT

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

AGENDA

REGULAR BOARD MEETING
MONDAY, OCTOBER 20, 2025
5:00 P.M.

MEETING LOCATION

DIAMOND BAR CENTER, SYCAMORE ROOM:
1600 Grand Avenue
Diamond Bar, CA 91765

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 Kwong

   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 Kwong

   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 Kwong

   A. Discussion — B. Action Taken

6. WVWD Team Milestones & Achievements — Ms. Shaw
   A. Congratulations to Alex Cortez for making Employee of the Quarter.
   B. Congratulations to Matt Rosa for making Employee of the Quarter.

7. Special Recognition — Ms. Shaw
   A. Congratulations to Matt Rosa, for reclaiming the safe driver award in September with a safety score of 98.
   B. Introduction of Ms. Monique Fitchett, Administrative Assistant I on the Occasion of Completing the Probationary Period for New Employees.
   C. Plaque recognizing Walnut Valley Water District as Charter Member of the Foundation for Cross-Connection Control and Hydraulic Research at the University of Southern California.

8. Consider Approval of Consent Calendar (Items A - E)

   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 Regular Board Meeting held September 15, 2025
   B. Minutes of the Special Board Meeting held September 18, 2025
   C. Check Register
   D. Employee Expense Reimbursement Report
   E. Community Outreach Update (Information Only)
   (1) Discussion (2) Action Taken

9. 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

10. Treasurer's Report — Mr. Ning
    A. Financial Dashboard as of August 31, 2025
    B. District Statement of Revenues, Expenses, and Change in Net Positions as of August 31, 2025
    C. District Statement of Net Positions as of August 31, 2025
    D. Summary of Cash and Investments as of August 31, 2025
    (1) Discussion (2) Action Taken

11. Authorize the General Manager to Execute a Letter of Agreement with SitelogIQ for an Energy Services Feasibility Project — Mr. Macias
    (1) Discussion (2) Action Taken

COMMITTEE REPORTS

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

12. Public Information/Community Relations/Legislative Action Committee — Director Tang
    - There are no items to come to the Board at this time

13. Finance Committee — Director Lee

    A. Fund Status of Facility Use Charges
    (1) Discussion (2) Action Taken

    B. Fiscal Year 2024-25 Source and Application of Funds
    (1) Discussion (2) Action Taken

    C. Investment Transaction Report
    (1) Discussion (2) Action Taken

    D. Revenue Bond- US Bank (Information Only)

14. Engineering and Special Projects — Director Woo

    A. Receive and File the Puente Basin Watermaster Thirty-Ninth Annual Report for Fiscal Year 2024-25
    (1) Discussion (2) Action Taken

    B. Approve Additional Service Request No.12 with La Cañada Design Group for the Operations and Maintenance Building Remodel Project (PN 19-3569-2)
    (1) Discussion (2) Action Taken

    C. Project Status Report (Information Only)

    D. Operations Report (Information Only)

15. Personnel Committee — President Kwong

    A. Annual Review and Consideration of Revisions of Board Policies for Ethical Conduct Regarding Board of Directors Compensations and Expenses
    (1) Discussion (2) Action Taken

    B. Employee Reimbursement of Expenses Policy Amendments
    (1) Discussion (2) Action Taken

    C. Annual Review of Standing Committee Selection Process
    (1) Discussion (2) Action Taken

    D. Records Management Program Update
    (1) Discussion (2) Action Taken

OTHER ITEMS

16. TVMWD/MWD — Director Hilden

17. P-W-R Joint Water Line Commission — Mr. Monk
    A. P-W-R JWL Report for Water Purchases for July, August & September 2025
    B. Other Items

18. Puente Basin Water Agency — Director Lee

19. Spadra Basin Groundwater Sustainability Agency — Director Tang

20. General Manager's Report — Ms. Shaw
    A. District Activities Calendars for November, December 2025, and January 2026
    B. Electronic Signature
    C. 4/10 On Call Update
    D. Small GSA's MOU
    E. Golden Mussel Update
    F. Other Items

21. Water Supply and Conservation — Ms. Shaw
    A. District Water Supply and Conservation Update
    B. Statewide Water Supply Conditions

22. Directors' Oral Reports — All Directors

23. Legal Reports — Mr. Ciampa

24. Board members and staff will be given an opportunity to request and suggest subjects for discussion at a future meeting

25. Board of Directors Business — President Kwong
    - A. 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 16, 2025 — Lucie Cazares, MMC, Executive Services Administrator

TEAM MILESTONES & ACHIEVEMENTS

Congratulations to Alex Cortez for making Employee of the Quarter

Congratulations to Matt Rosa for making Employee of the Quarter

SPECIAL RECOGNITION

Congratulations to Matt Rosa for earning the safe driver award last month with a safety score of 98!

INTRODUCTION OF MONIQUE FITCHETT

MONIQUE FITCHETT

Administrative Assistant I

Monique Fitchett has who has successfully completed her probationary period in the role of Administrative Assistant I. Monique holds a Bachelor's degree in Business Administration from California State University, Fullerton, and brings six years of public service experience with the City of Ontario. Her background reflects a strong foundation in administrative operations and a commitment to public service.

Monique is eager to continue growing in her role, with a goal of developing her management skills and eventually leading a small team within the next five years. Her proactive approach and dedication to professional development make her a valuable member of our organization.

Outside of work, Monique and her partner are proud new homeowners, spending much of their free time on home renovation projects. She also enjoys playing tennis as a personal hobby. Please congratulate Monique on this milestone and welcoming her continued contributions to the team.

SPECIAL RECOGNITION

Plaque recognizing Walnut Valley Water District as Charter Member of the Foundation for Cross-Connection Control and Hydraulic Research

USC University of Southern California

FOUNDATION FOR CROSS-CONNECTION CONTROL AND HYDRAULIC RESEARCH

September 4, 2025

Walnut Valley Water District
Carmen Fleming
271 S Brea Canyon Rd.
Walnut, CA 91789

Dear Carmen,

Last year the USC Foundation celebrated its 80th anniversary at the Town and Gown of the University of Southern California. At this event a special group of members were recognized and presented with plaques that honored their continuous membership in the USC Foundation.

Since a representative of your organization was not present at this event, we are excited to send you the enclosed plaque, which recognizes your support through the last few decades. Without your ongoing support, the USC Foundation would not have become the leading authority in backflow prevention and cross-connection control.

Thank you and Fight On!

Sincerely,

Victor Barreda
Marketing Coordinator

University of Southern California
1150 South Olive Street, Suite 1700, Los Angeles, CA 90015 • Tel: 213 740 2032 • fccchr@usc.edu • fccchr.usc.edu

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

September 15, 2025
At Diamond Bar Center, Sycamore Room
1600 Grand Ave, Diamond Bar, CA 91765

DIRECTORS PRESENT:
Edwin Hilden
Scarlett Kwong
Theresa Lee

DIRECTORS ABSENT:
Jerry Tang
Henry Woo

STAFF PRESENT:
Sherry Shaw, General Manager/Chief Engineer
Jared Macias, Assistant General Manager
Lily Lopez, Director of External Affairs & Sustainability
Tom Monk, Director of Operations
Lucie Cazares, Executive Services Administrator
Bertha Perez, Director of Engineering
James Ning, Director of Finance
Reid Miller, Legal Counsel

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

Guests and others in attendance: WVWD employees Greg Galindo and Monique Fitchett. Three Valleys Municipal Water District (TVMWD) Directors Mike Ti, David De Jesus and Jody Roberto, and Chief Operating Officer Steve Lang. Also present was Jordan Chriss of SitelogIQ.

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: WVWD Team Milestones & Achievements
- Ms. Shaw recognized James Ning for his promotion to Finance Director. In addition, Jennifer Man was also congratulated for her title change to Financial Systems Analyst (Item 6)

Item 7: Special Recognition
- Ms. Shaw recognized the following staff for their accomplishments:
  - Jodi Johnson as the top safety driver for August with a safety score of 99 on 1,108 miles driven.

Item 8: Consider Approval of Consent Calendar
- The Board was asked to approve the Consent Calendar, consisting of the minutes of the Special Board Meeting held August 7, 2025, Regular Board meeting held August 18, 2025, Special Board Meeting held August 21, 2025, Special Board Meeting held August 27, 2025, the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D, E, F, G)

  Motion No. 25-09-2210: ***Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 3-0 to approve the Consent Calendar, consisting of the minutes of the Special Board Meeting held August 7, 2025, Regular Board meeting held August 18, 2025, Special Board Meeting held August 21, 2025, Special Board Meeting held August 27, 2025 the Check Register, the Employee Expense Reimbursement Report, and the Community Outreach Report. (Item 8 – A, B, C, D, E, F, G)***

President Kwong indicated Motion No. 25-09-2210 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

Item 9: Consider Approval of 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 2025. (Item 9)

  Motion No. 25-09-2211: ***Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 3-0 to receive, approve, and file the Board member expense reports for meeting attendance and additional expenses incurred by the District on behalf of each Director for events occurring during August 2025. (Item 9)***

President Kwong indicated Motion No. 25-09-2211 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

Committee Chair Reports

Item 10: Public Information/Community Relations/Legislative Action Committee – Director Tang

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

Item 11: Finance Committee- Director Lee

- As a matter of information only, the Board reviewed the Annual Identity Theft Program (Item 11-A)

- Mr. Ning reviewed the District's investment transaction report for the period ending August 31, 2025. The Board was then asked to receive, approve, and file the investment transaction report (Item 11-B)

  Motion No. 25-09-2212: ***Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 3-0 to receive, approve, and file the investment transactions report for the period ending August 31, 2025. (Item 11-B)***

President Kwong indicated Motion No. 25-09-2212 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

- As a matter of information only, the Board received Revenue Bond Funds Held in Trust Report. (Item 11-C)

Item 12: Engineering Committee – Director Woo

- The Board was asked to approve revisions to the District's Rules and Regulations to incorporate changes to the District's cross-connection control requirements. (Item 12-A)

  Motion No. 25-09-2213: ***Upon consideration thereof, it was moved by Director Lee, seconded by Director Hilden, and carried 3-0 to approve revisions to the District's Rules and Regulations to incorporate changes to the District's cross-connection control requirements. (Item 12-A)***

President Kwong indicated Motion No. 25-09-2213 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

- The Board was asked to approve the amendment to the FY 2025-26 Capital Improvement Program (CIP) Budget. (Item 12-B)

  Motion No. 25-09-2214: ***Upon consideration thereof, it was moved by Director Lee, seconded by Director Kwong, and carried 3-0 to approve the amendment to the FY 2025-26 Capital Improvement Program (CIP) Budget. (Item 12-B)***

President Kwong indicated Motion No. 25-09-2214 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

- Ms. Perez reviewed the Project Status Report included in the Board Packet. No action was taken by the Board. (Item 12-C)

- Mr. Monk reviewed the Operations Report included in the Board Packet. No action was taken by the Board. (Item 12-D)

Item 13: Personnel Committee – Director Kwong

- As a matter of information only, the Board received the ACWA JPIA medical, dental, and vision insurance premium rates for calendar year 2026.

Item 14: TVMWD/MWD

- Updates on TVMWD/MWD business matters were provided by TVMWD and MWD Board member David De Jesus and TVMWD Chief Operating Officer Steve Lang. (Item 14)

Item 15: The P-W-R Joint Water Line Commission

- There are no items to come to the Board this time. (Item 15)

Item 16: Puente Basin Water Agency (PBWA)

- Director Lee reported that there was no meeting for PBWA and the next meeting will be October 2, 2025.

Item 17: Spadra Basin Groundwater Sustainability Agency

- The Groundwater Sustainability Plan (GSP) submitted to the Department of Water Resources was deemed incomplete due to a technical issue involving the delineation of the Spadra Basin boundary in relation to the Main San Gabriel Basin. Ms. Shaw clarified that the GSP did not sufficiently demonstrate how all non-adjudicated and fringe areas surrounding the San Gabriel Basin are being managed. Specifically, the boundary description lacked clarity on how these peripheral zones are incorporated into the overall sustainability strategy.

  The GSA's engineer, West Yost is preparing a Technical Memorandum with updated maps to demonstrate to the State DWR that fringe areas cannot be pumped and therefore, management is not needed in these areas. This TM will be issued back to the State in October.

Item 18 General Manager's Report

- The Board received the District's activities calendar for October, November, and December 2025. (Item 18-A)
- Director Lee informed the Board that she will be absent at the November 10, 2025 Board Meeting due to a scheduling conflict.

Item 19 Water Supply and Conservation

- The Board received reports and graphs of the following items: District potable and recycled water use, Calendar Year 2025 purchased water estimate, conservation goal summary, climate summary, and 2025 monthly water consumption versus the 2013 and 2020 baseline years. The report noted that the District's water usage for August 2025 was 21.44% lower than usage in August 2020 and 34.93% lower than usage in July 2013. (Item 19-A)

- The Board viewed reports on California's water supply and reservoir conditions as of August 27, 2025. (Item 19-B)

Item 20: 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 20)

- Director Hilden reported the following on his activities for August: Special Board Meeting, August 7; Public information Meeting, Finance Meeting, WVWD Board Meeting, Special Board Meeting, August 21; and Special Board Meeting, August 27.

- Director Kwong reported on the following activities for August: President's Duty, Special Board Meeting, August 7; WVWD Board Meeting, Special Board Meeting, August 21; and Special Board Meeting, August 27.

- Director Lee reported on the following activities for August: Building Ad Hoc Committee Meeting, PBWA Board Meeting, WVWD Special Board Meeting, August 7; WVWD Finance Meeting, Assembly member Lisa Calderon Wildfire Safety Information Session, IBC Helio Hydrant Demonstration, Diamond Bar Foundation & City of Diamond Bar Beer Fest & Restaurant Week, WVWD Board Meeting, WVWD Special Board Meeting, August 21; and WVWD Special Board Meeting, August 27.

- Director Tang was not in attendance to report on his activities for August, his expense report notes his attendance at the following meeting/events: WVWD Special Board Meeting, Public Information Meeting, Engineering Committee Meeting, Personnel Committee Meeting, Assembly member Lisa Calderon Wildfire Safety Information Session, WVWD IBC Heli Hydrant Demonstration, City of Diamond Bar Beerfest Event, WVWD Board Meeting, WVWD Special Board Meeting

- Director Woo was not in attendance to report on his activities for August, his expense report notes his attendance at the following meeting/events: Building Ad Hoc Committee Meeting, Special Board Meeting, Public Info Committee Meeting, Finance Committee Meeting, Engineering Committee Meeting, WVWD Board Meeting, Anti-Harassment Training, Special Board Meeting, August 21 and Special Board Meeting, August 27.

Item 21: Legal Reports

- There were no legal reports to come before the Board at this time. (Item 21)

Item 22: Items for Future Discussion

- There was no request for future discussion items. (Item 22)

Item 23: Board of Directors Business

- The Board was asked to authorize the General Manager to execute a Letter of Agreement with SitelogIQ for the implementation of energy generation, electric, vehicle charging, and energy management services. (Item 23-A)

- By consensus, the Board agreed to table the item and defer consideration to the October 20, 2025, meeting.

Adjournment at 6:00 p.m.

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

September 18, 2025
At the Diamond Bar Center, Maple Room
1600 Grand Avenue, Diamond Bar, CA 91765

DIRECTORS PRESENT:
Edwin Hilden
Scarlett Kwong
Theresa Lee

DIRECTORS ABSENT:
Jerry Tang
Henry Woo

STAFF PRESENT:
Sherry Shaw, General Manager/Chief Engineer
Lily Lopez, Director of External Affairs
Lucie Cazares, Executive Services Administrator
Alanna Diaz, Director of Administrative Services
Tom Monk, Director of Operations
Bertha Perez, Director of Engineering
James Ning, Director of Finance
Reid Miller, Legal Counsel

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

Guests and others in attendance: WVWD Employee Monique Fitchett. Also, in attendance were Brett Ivey, Searock Stafford and Josh Byerrum, Platinum Strategies, Inc.

Item 3: Public Comment

- There were no requests. (Item 3)

Item 4: DPR Construction Change Order No. 8

- The Board was asked to approve Owner Change Order No. OCO 008 with DPR Construction in the amount of $235,945 for the subject project.

  Motion No. 25-09-2215*: *Upon consideration thereof, it was moved by Director Kwong, seconded by Director Hilden, and carried (2-1) with the votes specified below, to approve Owner Change Order No. OCO 008 with DPR Construction in the amount of $235,945 for the subject project. (Item 4)

  Ayes: **Hilden, Kwong**
  Noes: **Lee**
  Absent: **Woo, Tang**
  Abstain: **None**

President Kwong indicated Motion No. 25-09-2215 was approved by a 2-1 (with Director Tang and Director Woo absent) vote

Item 5: Determination of Allocation: FY 2025-26 Puente Basin Collective Import Return Flow Credit.

- 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.

  Motion No. 25-09-2216*: *Upon consideration thereof, t was moved by Director Lee, second by Director Hilden, and unanimously carried 3-0 to approve the authorization of staff to forward letter to the Puente Basin Watermaster indicating the District's preference that "Option3" be used to calculate the collective import return flow chart.

President Kwong indicated Motion No. 25-09-2216 was approved by a 3-0 (with Director Tang and Director Woo absent) vote

Adjournment at 4:28 p.m.

Walnut Valley Water District
Check Register For the Month of September 2025

CHECK NUMBER	DATE	PAYEE	AMOUNT
12774	9/9/2025	Leadership Development Network LLC-Voided	
12870	9/23/2025	Xiaoguang Chen-Voided	
12719	9/2/2025	Graybar Electric Company, Inc.	$ 580.65
12720	9/2/2025	Industrial Shoeworks	$ 250.00
12721	9/2/2025	Tucker Tire Company, Inc.	$ 343.00
12722	9/2/2025	Grainger	$ 699.38
12723	9/2/2025	Cintas Corporation #150	$ 202.36
12724	9/2/2025	Ewing Irrigation Products Inc.	$ 774.85
12725	9/2/2025	G M Sager Construction Co., Inc.	$ 18,200.00
12726	9/2/2025	Industry Public Utility Commission	$ 2,313.22
12727	9/2/2025	West Coast Sand and Gravel, Inc.	$ 725.00
12728	9/2/2025	HQ Enterprises Inc.	$ 362.87
12729	9/2/2025	Via Promotionals, Inc.	$ 917.84
12730	9/2/2025	Macias, Jared	$ 2,740.00
12731	9/4/2025	Equitable Financial Life Insurance Company of America	$ 7,024.47
12732	9/9/2025	Azteca Landscape	$ 15,675.00
12733	9/9/2025	City of Industry	$ 1,669.34
12734	9/9/2025	City of Walnut	$ 40.00
12735	9/9/2025	Civiltec Engineering, Inc.	$ 5,262.50
12736	9/9/2025	Graybar Electric Company, Inc.	$ 3,051.82
12737	9/9/2025	Hach Company	$ 55.17
12738	9/9/2025	Core & Main LP	$ 3,306.77
12739	9/9/2025	IDEXX Laboratories Inc.	$ 367.63
12740	9/9/2025	Ken's Ace Hardware	$ 21.94
12741	9/9/2025	Los Angeles County Fire Dept.	$ 5,262.00
12742	9/9/2025	South Coast A.Q.M.D.	$ 1,473.14
12743	9/9/2025	WaterWise Consulting, Inc.	$ 1,145.15
12744	9/9/2025	Grainger	$ 175.55
12745	9/9/2025	Cintas Corporation #150	$ 225.29
12746	9/9/2025	Rowland Water District	$ 305.60
12747	9/9/2025	Verizon Connect Fleet USA LLC	$ 771.24
12748	9/9/2025	Online Information Services, Inc.	$ 331.30
12749	9/9/2025	EcoTech Services, Inc.	$ 8,070.00
12750	9/9/2025	Western Exterminator Company	$ 88.00
12751	9/9/2025	Sequoia Financial Services	$ 32.28
12752	9/9/2025	J. De Sigio Construction, Inc.	$ 6,723.06
12753	9/9/2025	Cintas First Aid & Safety LOC#168	$ 217.31
12754	9/9/2025	State Water Resources Ctrl Bd - Cert Rnw	$ 80.00
12755	9/9/2025	Hill Brothers Chemical Company	$ 1,531.05

Walnut Valley Water District
Check Register For the Month of September 2025

CHECK NUMBER	DATE	PAYEE	AMOUNT
12756	9/9/2025	Patton, Christian	$ 20.68
12757	9/9/2025	4Imprint, Inc.	$ 2,452.26
12758	9/9/2025	Wienhoff and Associates, Inc.	$ 260.00
12759	9/9/2025	Fu, Stephanie	$ 124.78
12760	9/9/2025	HASA, Inc.	$ 6,068.78
12761	9/9/2025	A & J Tree Care, Inc.	$ 2,800.00
12762	9/9/2025	Martinez, Pablo	$ 22.75
12763	9/9/2025	Green Media Creations, Inc.	$ 85.00
12764	9/9/2025	Knight Industrial Supply	$ 330.03
12765	9/9/2025	Healthequity, Inc.	$ 17.70
12766	9/9/2025	GNA - Brook Fire Protection, Inc.	$ 272.00
12767	9/9/2025	Autonovation Mobile Auto Repair	$ 970.12
12768	9/9/2025	Public Water Agencies Group	$ 2,637.81
12769	9/9/2025	Environmental Contractors Transportation Inc.	$ 2,554.70
12770	9/9/2025	Central Communications	$ 718.26
12771	9/9/2025	West Yost & Associates, Inc.	$ 37,483.75
12772	9/9/2025	Backgrounds Online	$ 216.42
12773	9/9/2025	GovInvest, Inc.	$ 2,800.00
12775	9/9/2025	Axelliant LLC	$ 5,560.00
12776	9/9/2025	Smith-Emery Laboratories, Inc	$ 8,373.61
12777	9/9/2025	11:11 Systems, Inc.	$ 423.95
12778	9/9/2025	Kiwanis Club of Diamond Bar Young Professionals	$ 249.00
12779	9/9/2025	Searock Stafford CM, Inc.	$ 28,170.00
12780	9/9/2025	D 7 Consulting Inc.	$ 2,825.00
12781	9/9/2025	Resource Computer Solutions, Inc.	$ 54,682.03
12782	9/9/2025	SureFire CPR, LLC	$ 4,606.00
12783	9/9/2025	Eurofins Eaton Analytical, LLC	$ 2,420.00
12784	9/9/2025	American Business Bank	$ 9,722.00
12785	9/16/2025	Federal Express	$ 10.82
12786	9/16/2025	Geiger West Monrovia	$ 2,569.63
12787	9/16/2025	Graybar Electric Company, Inc.	$ 367.49
12788	9/16/2025	Core & Main LP	$ 5,600.55
12789	9/16/2025	Ken's Ace Hardware	$ 66.77
12790	9/16/2025	Liebert, Cassidy, & Whitmore	$ 3,139.50
12791	9/16/2025	McMaster-Carr Supply Company	$ 1,014.53
12792	9/16/2025	Pomona City Clerk	$ 2,168.80
12793	9/16/2025	Underground Service Alert	$ 512.00
12794	9/16/2025	Grainger	$ 943.30
12795	9/16/2025	Cintas Corporation #150	$ 1,165.51

Walnut Valley Water District
Check Register For the Month of September 2025

CHECK NUMBER	DATE	PAYEE	AMOUNT
12796	9/16/2025	Fuel Pros, Inc.	$ 2,747.50
12797	9/16/2025	InfoSend, Inc.	$ 16,610.55
12798	9/16/2025	Applied Technology Group, Inc.	$ 340.00
12799	9/16/2025	Genesis Computer Systems, Inc.	$ 12,188.30
12800	9/16/2025	EcoTech Services, Inc.	$ 570.00
12801	9/16/2025	Associated Soils Engineering, Inc.	$ 2,710.00
12802	9/16/2025	Harrington Industrial Plastics, LLC	$ 13,934.89
12803	9/16/2025	West Coast Sand and Gravel, Inc.	$ 1,450.00
12804	9/16/2025	Paramount Safety Supply	$ 1,671.88
12805	9/16/2025	Velosa, Donna	$ 69.21
12806	9/16/2025	OPARC, Inc.	$ 4,541.01
12807	9/16/2025	HASA, Inc.	$ 2,693.00
12808	9/16/2025	Spadra Basin Groundwater Sustainability Agency	$ 8,030.88
12809	9/16/2025	Bay Alarm Company	$ 820.68
12810	9/16/2025	Canon Solutions America, Inc.	$ 6,664.37
12811	9/16/2025	SoCal SCADA Solutions, LLC	$ 6,276.00
12812	9/16/2025	GNA - Brook Fire Protection, Inc.	$ 158.00
12813	9/16/2025	Lagerlof, LLP	$ 7,462.50
12814	9/16/2025	Environmental Contractors Transportation Inc.	$ 472.00
12815	9/16/2025	Aqua Backflow, Inc	$ 2,042.50
12816	9/16/2025	West Yost & Associates, Inc.	$ 3,213.00
12817	9/16/2025	Valley Vista Services, Inc.	$ 1,695.02
12818	9/16/2025	La Canada Design Group, Inc.	$ 23,371.64
12819	9/16/2025	Audiochecks Mobile Hearing and Respiratory Testing, LLC	$ 2,025.00
12820	9/16/2025	Via Promotionals, Inc.	$ 93.17
12821	9/16/2025	Corelogic Solutions, LLC	$ 265.23
12822	9/16/2025	Merrimac Energy Group	$ 4,140.38
12823	9/16/2025	DLT Solutions LLC	$ 6,271.99
12824	9/16/2025	Purchase Power	$ 500.00
12825	9/16/2025	CPI	$ 162.60
12826	9/16/2025	Henschel Pump Test LLC	$ 2,250.00
12827	9/16/2025	CRP III 4200 W Valley Blvd, LLC	$ 66,644.53
12828	9/23/2025	ACWA Services Corporation	$ 154,186.71
12829	9/23/2025	AT&T Mobility II, LLC	$ 650.10
12830	9/23/2025	Badger Meter, Inc.	$ 16.10
12831	9/23/2025	Department of Motor Vehicles	$ 10.00
12832	9/23/2025	Federal Express	$ 185.70
12833	9/23/2025	Graybar Electric Company, Inc.	$ 1,170.63
12834	9/23/2025	Hach Company	$ 161.99
12835	9/23/2025	Core & Main LP	$ 4,737.04
12836	9/23/2025	Industrial Shoeworks	$ 327.05

Walnut Valley Water District
Check Register For the Month of September 2025

CHECK NUMBER	DATE	PAYEE	AMOUNT
12837	9/23/2025	McMaster-Carr Supply Company	$ 574.43
12838	9/23/2025	Mission Paving and Sealing, Inc.	$ 4,200.00
12839	9/23/2025	Southern Calif Gas Company	$ 49.78
12840	9/23/2025	Verizon Wireless	$ 1,059.48
12841	9/23/2025	Western Water Works	$ 167.26
12842	9/23/2025	Cintas Corporation #150	$ 234.85
12843	9/23/2025	Chandler Asset Management, Inc.	$ 2,653.14
12844	9/23/2025	Industry Public Utility Commission	$ 1,921.74
12845	9/23/2025	Morrow-Meadows Corporation	$ 4,244.88
12846	9/23/2025	D & H Water Systems, Inc.	$ 551.91
12847	9/23/2025	AES Water, Inc.	$ 27,869.05
12848	9/23/2025	West Coast Sand and Gravel, Inc.	$ 1,947.73
12849	9/23/2025	Veritiv Operating Company	$ 226.24
12850	9/23/2025	Frontier Communications	$ 2,210.98
12851	9/23/2025	Managed Mobile, Inc.	$ 2,435.82
12852	9/23/2025	Holliday Rock Co. Inc.	$ 3,594.90
12853	9/23/2025	Premier Family Medicine Associates, Inc.	$ 30.00
12854	9/23/2025	HASA, Inc.	$ 1,390.02
12855	9/23/2025	GNA - Brook Fire Protection, Inc.	$ 131.00
12856	9/23/2025	Interstate Battery System of Inland Valley	$ 658.08
12857	9/23/2025	Right of Way, Inc.	$ 624.92
12858	9/23/2025	Via Promotionals, Inc.	$ 243.83
12859	9/23/2025	SmartSights, LLC	$ 5,900.00
12860	9/23/2025	Merrimac Energy Group	$ 4,268.27
12861	9/23/2025	Cortez, Alexandra	$ 2,965.00
12862	9/23/2025	Nextiva, Inc.	$ 2,874.32
12863	9/23/2025	Resource Computer Solutions, Inc.	$ 37,960.68
12864	9/23/2025	San Dimas Rotary Foundation	$ 250.00
12865	9/23/2025	Southern Tire Mart, LLC	$ 1,393.05
12866	9/23/2025	Platinum Strategies Inc.	$ 580.00
12867	9/23/2025	Eurofins Eaton Analytical, LLC	$ 1,598.00
12868	9/23/2025	Walnut Pony Baseball	$ 1,000.00
12869	9/23/2025	Mt. San Antonio College Foundation	$ 2,000.00
12871	9/30/2025	Graybar Electric Company, Inc.	$ 2,482.81
12872	9/30/2025	Core & Main LP	$ 2,918.80
12873	9/30/2025	Ken's Ace Hardware	$ 35.94
12874	9/30/2025	McMaster-Carr Supply Company	$ 294.77
12875	9/30/2025	Quinn Company	$ 2,513.35
12876	9/30/2025	Western Water Works	$ 3,903.59
12877	9/30/2025	Cintas Corporation #150	$ 234.85
12878	9/30/2025	Dunn Edwards Corporation	$ 1,147.15
12879	9/30/2025	Genesis Computer Systems, Inc.	$ 135.00
12880	9/30/2025	Ferguson Waterworks - Santa Ana	$ 867.15
12881	9/30/2025	D & H Water Systems, Inc.	$ 1,988.14
12882	9/30/2025	Fast Eddie's Trucking	$ 2,651.15

Walnut Valley Water District

Check Register For the Month of September 2025

CHECK NUMBER	DATE	PAYEE		AMOUNT
12883	9/30/2025	DSK Landscape Architects, Inc.	$	2,200.00
12884	9/30/2025	Harrington Industrial Plastics, LLC	$	1,145.86
12885	9/30/2025	West Coast Sand and Gravel, Inc.	$	9,315.16
12886	9/30/2025	Walnut Valley Educational Foundation, Inc	$	2,500.00
12887	9/30/2025	Iga Printing	$	1,032.02
12888	9/30/2025	HQ Enterprises Inc.	$	1,509.72
12889	9/30/2025	HASA, Inc.	$	1,169.69
12890	9/30/2025	A & J Tree Care, Inc.	$	2,500.00
12891	9/30/2025	Green Media Creations, Inc.	$	292.50
12892	9/30/2025	Right of Way, Inc.	$	1,028.91
12893	9/30/2025	West Yost & Associates, Inc.	$	16,600.25
12894	9/30/2025	La Verne Power Equipment, Inc.	$	1,285.99
12895	9/30/2025	Automationdirect.com Inc	$	1,858.06
12896	9/30/2025	Resource One Low Voltage Security Inc.	$	995.76
12897	9/30/2025	American Business Bank	$	7,524.40
12898	9/30/2025	Diamond Bar Country Estates Association	$	500.00
12899	9/30/2025	Shoeteria	$	203.40
EFT000000001470	9/3/2025	DPR Construction, A General Partnership	$	1,141,538.61
EFT000000001471	9/3/2025	Puente Basin Water Agency	$	171,245.99
EFT000000001472	9/10/2025	Puente Basin Water Agency	$	1,642,183.47
EFT000000001473	9/10/2025	Pomona-Walnut-Rowland JWL Commission	$	1,309,599.43
EFT000000001474	9/10/2025	Quest Building Services	$	2,595.00
EFT000000001475	9/10/2025	1Password	$	4,970.97
EFT000000001476	9/10/2025	Pacific Hydrotech Corporation	$	184,718.00
EFT000000001477	9/16/2025	Southern California Edison Company	$	143,393.13
EFT000000001478	9/16/2025	Home Depot Credit Services	$	1,039.31
EFT000000001479	9/17/2025	Boostlingo, LLC	$	95.00
EFT000000001480	9/19/2025	M3 Office Inc	$	201,696.00
EFT000000001481	9/23/2025	Bill Operations LLC	$	18,902.37
EFT000000001482	9/24/2025	Doty Bros Equipment Co, Inc.	$	13,061.84
EFT000000001483	9/24/2025	California Public Employees' Retirement System	$	420.00
EFT000000001484	9/24/2025	Amazon Capital Services, Inc.	$	3,385.85
EFT000000001485	9/24/2025	U.S. Bank National Association	$	2,800.00
XFR000008814	9/23/2025	WATER REFUND	$	23,088.26
XFR000008815	9/24/2025	LAIF	$	600,000.00
		TOTAL	$	6,302,348.47

Reviewed by: Director of Finance 10-8-2025 Date

Reviewed by: General Manager 10/9/2025 Date

Walnut Valley Water District
Monthly Employee Expense Reimbursements
Exceeding the Amount of $100.00
For the Month of Septembe 30, 2025

Date	Check Number	Employee Name	Description	Amount
9/2/2025	9/2/2025	Macias, Jared	Education Reimbursement	$ 2,740.00
9/9/2025	9/9/2025	Fu, Stephanie	Expense Reimbursement	$ 124.78
9/23/2025	9/23/2025	Cortez, Alexandra	Education Reimbursement	$ 2,965.00

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: External Affairs & Sustainability
DATE: October 20, 2025
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 Inserts
   District customers received the inserts noted below (front/back) with their monthly bill statement.

Insert Front

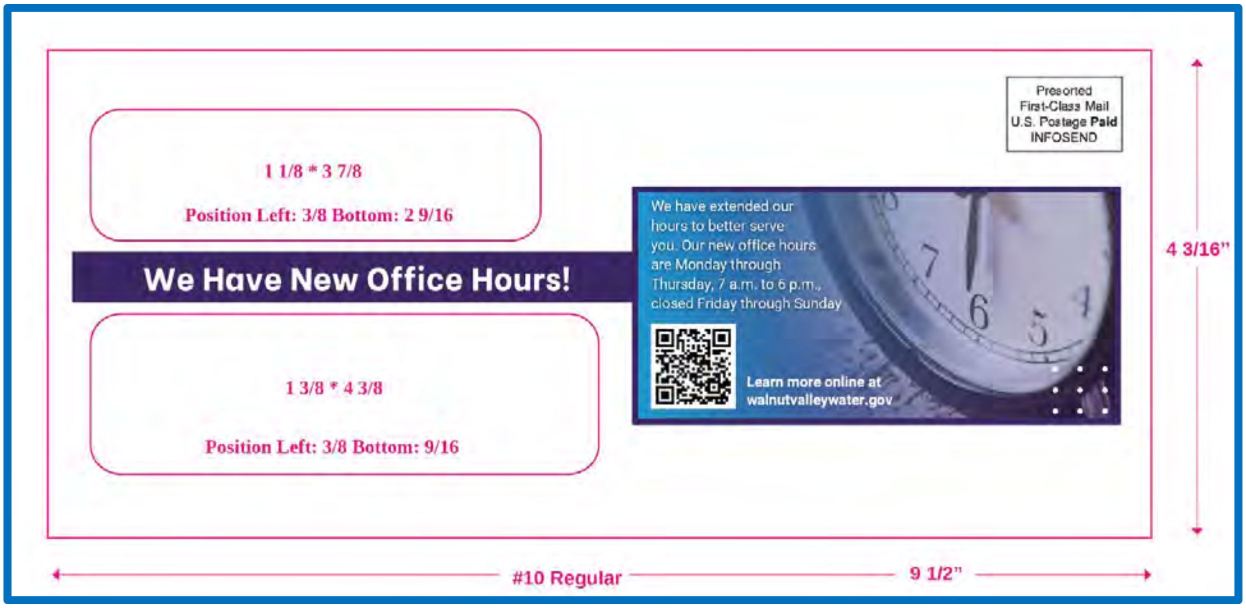
Insert Back

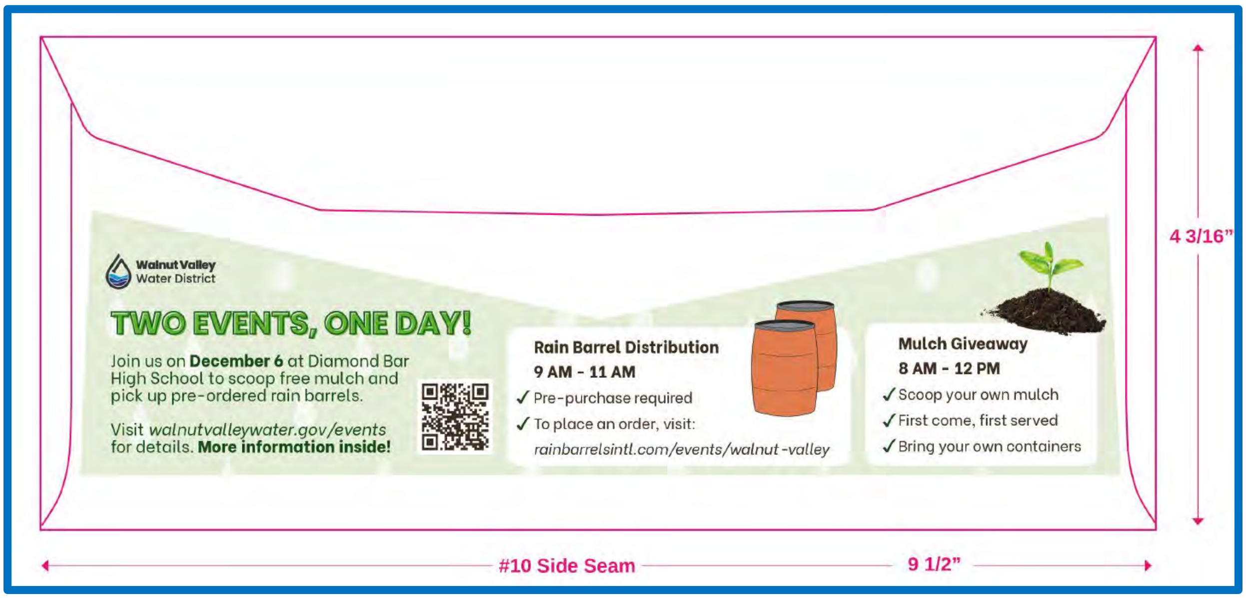
Insert Front

Insert Back

October Bill Snipe

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





2. <u>Facebook, Instagram, X, and YouTube</u>

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

During September, the District shared the following:

- Reminder: New Office Hours
- “September” Music & Dance Video
- Splash Cash Teacher Grant Program
- Live Repair Notice
- Job Post: Accounting Manager
- Heli-Hydrant Demo

3. <u>Customer Portal Campaign</u>
The District utilizes the Customer Portal to send customers alerts, emails, and text messages.

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

- Commercial Customer Program Spotlight
- Customer Monthly Newsletter

Walnut Valley Water District

Monthly Newsletter

October 2025

Rain Barrels On Sale Now!

Turn rain into resources! Start collecting rainwater for your garden, lawn, or outdoor plants. Prices start at $85.

Barrels will be available for pick-up at this special distribution event. Advance purchase is required.

- **Date:** Saturday, December 6th
- **Time:** 9:00 AM – 11:00 AM
- **Location:** Diamond Bar High School Parking Lot, 21400 Pathfinder Rd., Diamond Bar

Rebates Available

$35 mail-in rebate per barrel for up to two barrels per household available for most local residents. For more information, visit **www.socalwatersmart.com.**

Place My Order

You Asked, We Listened... Mulch Giveaway Returns!

Back by popular demand, our self-serve mulch giveaway is here to help you finish the year strong! Mulch is available on a first-come, first-served basis. Bring your own sturdy bins, buckets, or reusable containers and scoop your own mulch.

- **Date:** Saturday, December 6th
- **Time:** 8:00 AM – 12:00 PM (while supplies last)
- **Location:** Diamond Bar High School Parking Lot, 21400 Pathfinder Rd., Diamond Bar

More About This Event

One Week Only! Special Promotion For WVWD Customers

Our Rachio Smart Controller sale runs October 1st through 8th. Take advantage of these special sale prices and save big:

- 8-Zone: **$149.99** *(reg. $199.99)*
- 16-Zone: **$187.49** *(reg. $249.99)*

Save water and simplify your watering with a smart controller that adjusts automatically for weather, soil, and plants. Get yours before the sale ends!

Shop Now

Let's Dive Into Frequently Asked Questions (FAQ)

What Are Your Office Hours?

Our extended hours began September 2nd.

- Open: Mon–Thu, 7AM – 6PM
- Closed: Fri–Sun

Need assistance after hours? Emergency services and online tools are just a call or click away. Call us at (909) 595-7554 or visit walnutvalleywater.gov.

Check out our online resources:

- Pay your bills
- Enroll in AutoPay and paperless billing
- Complete start or stop service requests
- Monitor water usage and detect leaks
- Apply for water bill assistance programs
- Submit applications for residential and commercial rebates

Learn More

Planning to Build an ADU or Need New Water Service?

You might need to upgrade your water service if your project includes:

✅ Building a **new home** or adding an **Accessory Dwelling Unit (ADU)**

✅ Installing a **fire sprinkler system**

✅ Adding **plumbing fixtures** beyond your current water meter capacity

Avoid delays—plan ahead! Contact our Engineering team. We're here to help.

Monday through Thursday, 7:00 am to 5:00 pm by appointment only:

Email: engineering@walnutvalleywater.gov
Phone: (909) 595-7554 ext. 275

For more information about construction-related services, visit our Developer Resources page.

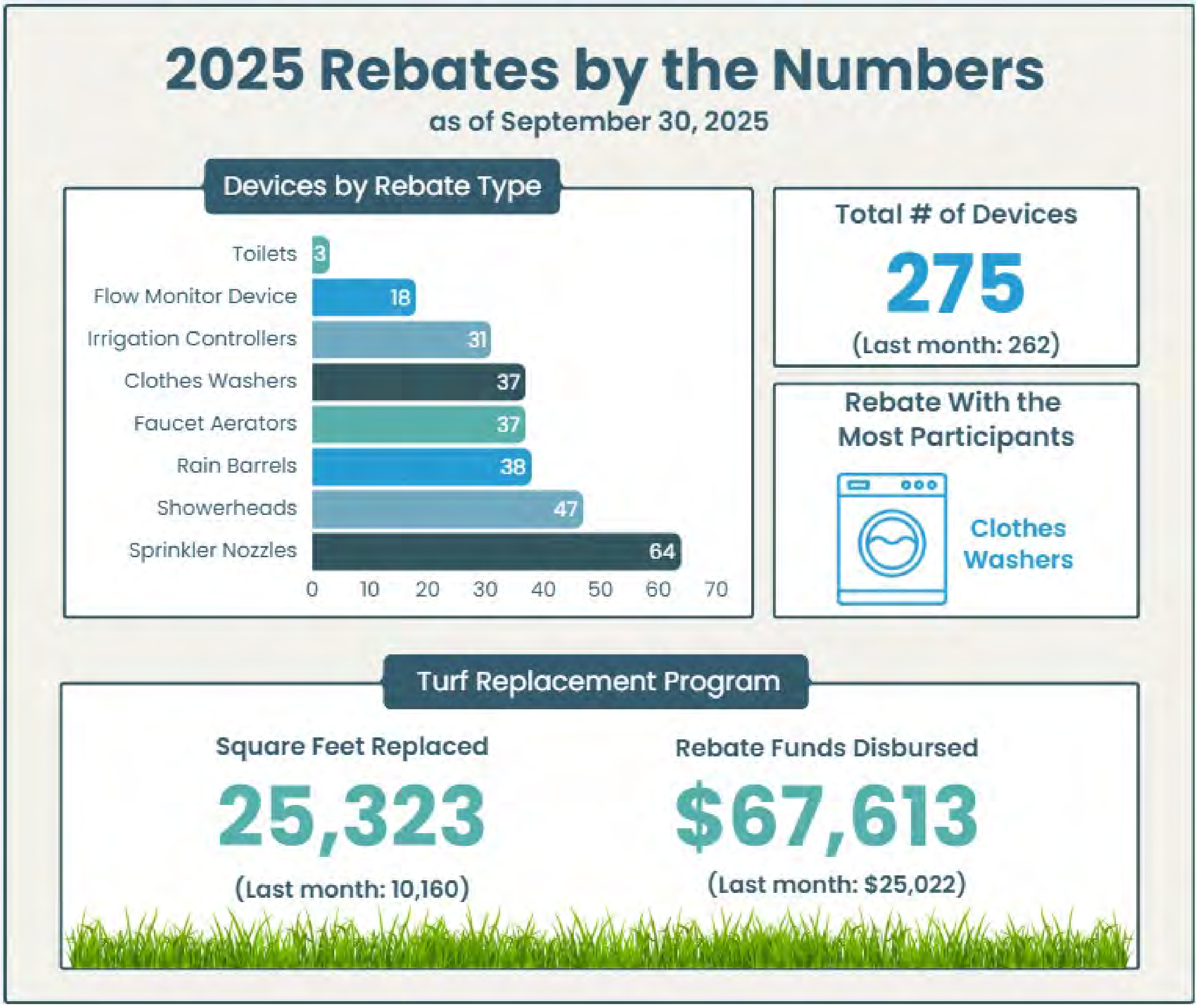
Save with WaterSense

Ready for change? Look for the WaterSense logo on products to ensure you're using water-efficient options that help save both water and money!

Search Products

4. Residential and Commercial Rebates

The District, in partnership with MWD, offers various rebate programs. Below is a summary of rebates successfully paid year-to-date in 2025; pending or in-process applications are not included.



5. <u>CAPIO Star Awards</u>
The District received honors at the California Association of Public Information Officials (CAPIO) Star Awards in the Social Media Campaign (1st Place) and Water (3rd Place) categories on October 2.

6. <u>Metropolitan Water District 2026 Calendar</u>
Metropolitan Water District (MWD) has chosen one student, Jeremy Han from South Pointe Middle School, to showcase their artwork in the "Being Waterwise Is" 2026 calendar. The student has been invited to a special luncheon at MWD's office on December 11 to celebrate this achievement.

External Affairs & Sustainability Activities

1. Mid-Autumn Festival Walnut
   WVWD participated in the Mid-Autumn Festival at Mt. San Antonio College on October 4. The District hosted a booth at the event and handed out giveaways and conservation-related flyers. Additionally, the District promoted customer portal sign-ups and our new extended office hours.

2. 57th Assembly District College & Career Fair
   The District participated in the 57th Assembly District College & Career Fair, hosted by Assemblywoman Lisa Calderon, at Rio Hondo College on October 11. The District hosted a booth at the event to educate attendees about careers in the water industry and distribute giveaways.

3. MWD Traveling Art Gallery for Student Art
   The District will host MWD's Traveling Art Gallery from October 21 to November 4. Artworks from the 2025 Student Art Calendar will be displayed in the District's Customer Service Lobby and Administration Building.

4. H2O for HOAs
   WVWD will host an H2O for HOAs event on October 30 at the Diamond Bar Center. This event will host representatives from various homeowner associations to provide an overview of the District's programs and services, as well as upcoming laws and regulations impacting water use and conservation.

5. Rain Barrel Distribution and Mulch Giveaway
   The District is hosting a Rain Barrel Distribution and Mulch Giveaway Event on December 6 at the Diamond Bar High School. Customers who pre-order rain barrels through our partnership with Rain Barrels International will collect them at this event. The mulch giveaway, in collaboration with the City of Diamond Bar, will be distributed on a first-come, first-served basis.

6. Leak Repair Programs
   Through MWD's MAAP funding program, WVWD has secured $75,000 to support its Leak Repair Program for qualifying customers. Eligible customers may participate through an invitation, which is extended following an assessment of water usage and need. To date, all available funding has been allocated to assist over 150 customers. The District is allocating additional funds to continue supporting additional repairs under this program. In addition, a separate program is available specifically for customers enrolled in the Affordable Rate Program. EcoTech Services is responsible for conducting all leak assessments and performing repairs for both indoor and outdoor leaks.

Local Sponsorships

1. Vision 2030 at Mt. San Antonio College
   WVWD is sponsoring the Vision 2030 Noncredit Summit held at Mt. San Antonio College on October 16 -17. The sponsorship includes a quarter-page ad in the program and recognition at the event. This event hosts statewide community college leadership to discuss specialized programs such as water technology and education.

2. Rowland Heights Buckboard Days Parade
   The District is sponsoring the Rowland Heights Buckboard Days Parade on October 18. The sponsorship includes a quarter-page ad in the program, recognition in the parade, and a booth at the festival.

3. Kiwanis Club Young Professionals STEAM Fair
   The District is sponsoring the Kiwanis Club of Diamond Bar Young Professionals' 3rd Annual STEAM Fair on September 20 at Diamond Bar High School. The sponsorship includes recognition in the program and on social media.

4. Diamond Bar Women's Club Casino Night
   WVWD is sponsoring the Diamond Bar Women's Club Annual Casino Night on October 25. The sponsorship includes a full-page ad in the program and a table at the event.

5. Diamond Bar Country Estates Spooktacular
   The District is sponsoring the Diamond Bar Country Estates Annual Halloween Spooktacular on October 31. The sponsorship includes an ad in the newsletter and a booth at the event.

6. Diamond Bar Evergreen Club Journal Ads
   The District is sponsoring the Diamond Bar Evergreen Club's Quarterly Journal Ads. The sponsorship includes a whole-page ad that is distributed to their members.

7. City of Walnut Recreation Guide
   The District is sponsoring an ad in the fall edition of the City of Walnut's "Life In Walnut" recreation guide. The sponsorship includes a whole-page ad that is distributed to the community.

8. Regional Chamber Annual Guide
   The District is sponsoring an ad in the Chamber's Business Horizons Annual Guide & Directory. The sponsorship includes a whole-page ad that is distributed to the community.

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 PWAG CET programs and services, including the Splash Cash program, Scholar Dollar program, and more.

DIRECTOR EXPENSE FORM

NAME: Edwin Hilden **DATE: September 2025**

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles $
1	9/3/2025	TVMWD Board Meeting	☑				$ -
2	9/8/2025	Public Info Committee	☐				$ -
3	9/8/2025	Finance Committee	☑				$ -
4	9/9/2025	Engineering Committee	☐				$ -
5	9/9/2025	Personnel Committee	☑				$ -
6	9/15/2025	WVWD Board Meeting	☑				$ -
7	9/17/2025	TVMWD Board Meeting	☑				$ -
8	9/18/2025	Board Workshop	☑				$ -
9			☐				$ -
10			☐				$ -
11			☐				$ -
12			☐				$ -
13			☐				$ -

Total Number of Miles: 0 X $0.655	$ -
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

9-27-2025
Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate $0.655

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

DIRECTOR EXPENSE FORM

NAME: Scarlet Kwong **DATE: September 2025**

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles $
1	9/8/2025	Public Info committee	☑				$ -
2	9/9/2025	Personnel Committee	☑				$ -
3	9/15/2025	Board meeting	☑				$ -
4	9/18/2025	Board Wokshop	☑				$ -
5			☐				$ -
6			☐				$ -
7			☐				$ -
8			☐				$ -
9			☐				$ -
10			☐				$ -
11			☐				$ -
12			☐				$ -
13			☐				$ -

Total Number of Miles: 0 X $0.70	$ -
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

Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate $0.70

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

DIRECTOR EXPENSE FORM

NAME: Theresa Lee **DATE:** September 2025

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles $
1	9/2/2025	Diamond Bar Evergreen Club Birthday Party & Recognize Fathers of the Year	☐				$ -
2	9/2/2025	Spedra Basin Executive Committee Meeting	☑				$ -
3	9/8/2025	WVWD Finance Committee Meeting	☑				$ -
4	9/9/2025	WVWD Engineering Committee	☑				$ -
5	9/12/2025	Dimaond Bar Breakfast Lions Club Fund Raiser at Tasty Buffet & Grill	☐				$ -
6	9/15/2025	WVWD Board Meeting	☑				$ -
7	9/18/2025	WVWD Board Workshop	☑				$ -
8	9/20/2025	Kiwanis Steam Event at Diamond Bar High School	☐				$ -
9	9/21/2025	Taiwan Vision of the Future at Rosemead High School	☑				$ -
10	9/27/2025	Diamond Bar Chinese American Association Mid-Autumn Festival at Diamond Bar High School	☑				$ -
11			☐				$ -
12			☐				$ -
13			☐				$ -

Total Number of Miles: 0 X $0.70	$ -
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 $0.70

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

DIRECTOR EXPENSE FORM

NAME: Jerry C. Tang **DATE: September 2025**

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles $
1	9/2/2025	Spadra Basin Executive Committee Meeting	☑				$ -
2	9/3/2025	Harassment Prevention for Supervisors - California (SB1343/AB1825)	☑				$ -
3	9/8/2025	WVWD Public Information/Community Relations/Legislative Action Committee Meeting	☑				$ -
4	9/9/2025	WVWD Engineering Committee Meeting	☑				$ -
5			☐				$ -
6			☐				$ -
7			☐				$ -
8			☐				$ -
9			☐				$ -
10			☐				$ -
11			☐				$ -
12			☐				$ -
13			☐				$ -

Total Number of Miles: 0 X $0.70	$ -
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

Date

* Mileage is reimbursed at IRS Standard Business Mileage Rate $0.70

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

DIRECTOR EXPENSE FORM

NAME: Henry Woo **DATE: September 2025**

No	Date	Title of Meeting / Description	Per Diem Request	Mileage (assumed as round trip unless noted)			
				From Location	To Location	Miles	Miles $
1	9/3/2025	TVMWD Board Meeting	☑				$ -
2			☐				$ -
3			☐				$ -
4			☐				$ -
5			☐				$ -
6			☐				$ -
7			☐				$ -
8			☐				$ -
9			☐				$ -
10			☐				$ -
11			☐				$ -
12			☐				$ -
13			☐				$ -

Total Number of Miles: 0 X $0.70	$ -
Total Reimbursable Expenses	$ -
Total Meeting Compensation 1 X $150.00 per day	$ 150.00
TOTAL	$ 150.00

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 $0.70

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

Monthly Board Expense Detail
Edwin Hilden
September 30, 2025

Payment Date/Charge Date	Type	Description	Conference/Meeting	Payment Type	Check Number	Payment	Reimbursed By Director	District Expense	GL Acct.
		No Activity							
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
								-	
Total Districts Charges						-	-	0.00	

Edwin Hilden — Date

Director of Finance — Date: 10-8-2025

Executive Services Administrator — Date: 10/15/2025

General Manager — Date: 10/8/2025

Monthly Board Expense Detail
Theresa Lee
September 30, 2025

Payment Date/Charge Date	Type	Description	Conference/Meeting	Payment Type	Check Number	Payment	Reimbursed By Director	District Expense	GL Acct.
		No Activity							
								-	
								-	
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								-	
								-	
Total Districts Charges						-	-	0.00	

Theresa Lee   Date

10-8-2025
Director of Finance   Date

10/15/2025
Executive Services Administrator   Date

10/8/2025
General Manager   Date

Monthly Board Expense Detail
Scarlett Kwong
September 30, 2025

Payment Date/Charge Date	Type	Description	Conference/Meeting	Payment Type	Check Number	Payment	Reimbursed By Director	District Expense	GL Acct.
		No Activity							
								-	
								-	
								-	
								-	
								-	
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								-	
								-	
								-	
Total Districts Charges						-	-	0.00	

Scarlett Kwong — Date

[signature] 10-8-2025
Director of Finance — Date

[signature] 10/15/2025
Executive Services Administrator — Date

[signature] 10/8/2025
General Manager — Date

Monthly Board Expense Detail
Jerry Tang
September 30, 2025

Payment Date/Charge Date	Type	Description	Conference/Meeting	Payment Type	Check Number	Payment	Reimbursed By Director	District Expense	GL Acct.
		No Activity						-	
								-	
								-	
								-	
								-	
								-	
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								-	
								-	
								-	
Total Districts Charges						-	-	0.00	

Jerry Tang ____________ Date ____________

Director of Finance ____________ Date 10-8-2025

Executive Services Administrator ____________ Date 10/15/2025

General Manager ____________ Date 10/8/2025

Monthly Board Expense Detail
Henry Woo
September 30, 2025

Payment Date/Charge Date	Type	Description	Conference/Meeting	Payment Type	Check Number	Payment	Reimbursed By Director	District Expense	GL Acct.
		No Activity						-	
								-	
								-	
								-	
								-	
								-	
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								-	
								-	
								-	
Total Districts Charges						-	-	0.00	

Henry Woo — Date

Director of Finance — Date 10-8-2025

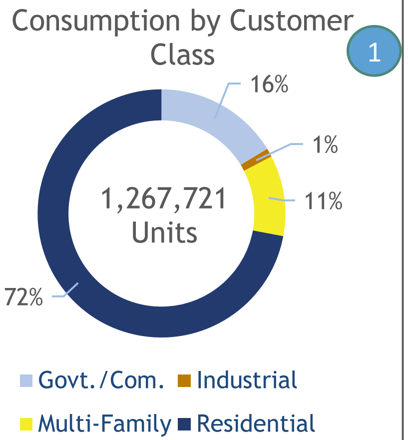
Executive Services Administrator — Date 10/5/2025

General Manager — Date 10/8/2025

Walnut Valley Water District Financial Dashboard

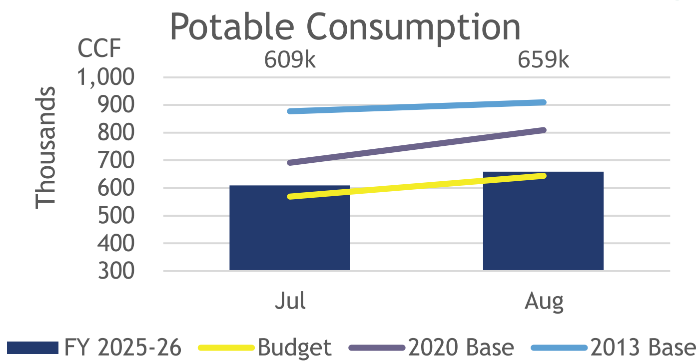
August 31, 2025

1



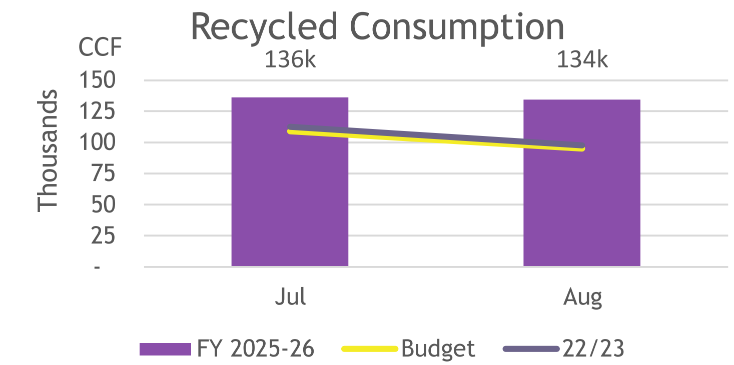
2

71% of 2013 Baseline	104% of Budget	84% of 2020 Baseline



3

132% of Budget	129% of Prior Year



4

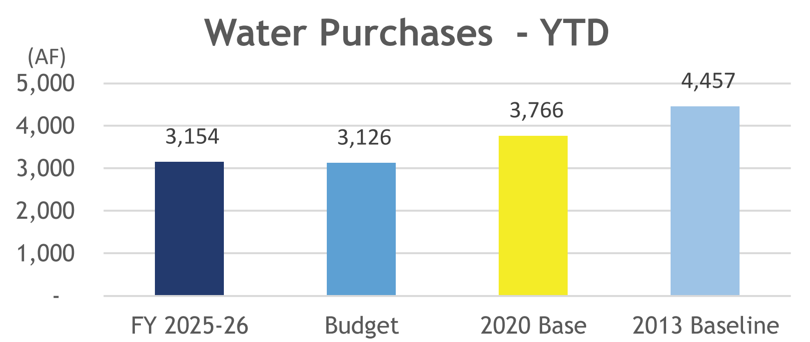
YTD Revenue	$9,121,134	105%
YTD Budget	$8,709,700	

5

YTD Expense	$7,531,589	93%
YTD Budget	$8,118,340	

6

71% of 2013 Baseline	101% of Budget	84% of 2020 Baseline



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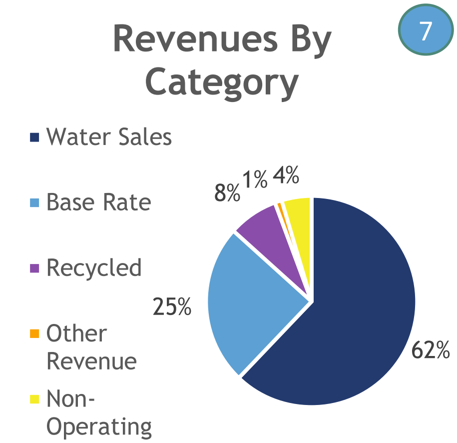

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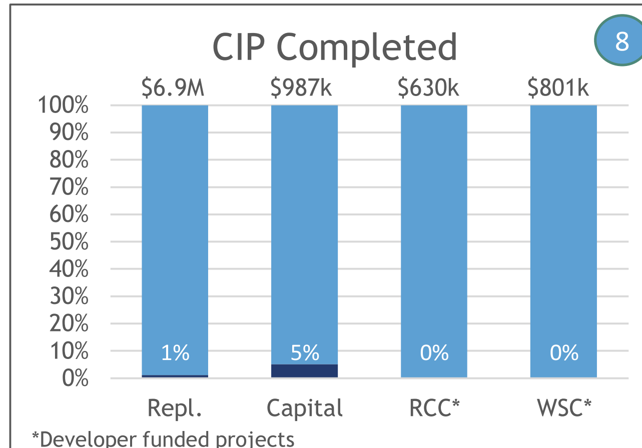


9

Overdue Notice	Turn-Offs	E-Bills - Customers	Afford. Rate - Customers	Phone Calls - Monthly
1,094 (-65 ↓)	76 (-40 ↓)	7,223 (14 ↑)	906 (25 ↑)	1,170 (-246 ↓)

* 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 Sunday, August 31, 2025

	August			YTD	Annual	
	Actual	Budget	% of Budget	Actual	Budget	% of Budget
Operating Revenues						
Water Sales	$4,333,502.33	$4,255,000.00	101.84%	$9,143,980.55	$42,665,763.00	21.43%
Water Sales - Recycled	365,255.78	260,200.00	140.38%	730,844.72	2,107,600.00	34.68%
Hydroelectric Sales	4,076.27	2,500.00	163.05%	8,503.48	30,000.00	28.34%
Stand-by Charges	5,423.12	4,900.00	110.68%	10,236.39	825,000.00	1.24%
Total Operating Revenues	4,708,257.50	4,522,600.00	104.11%	9,893,565.14	45,628,363.00	21.68%
Operating Expenses						
Operations	619,846.18	683,480.00	90.69%	1,054,610.00	8,517,750.00	12.38%
Engineering	127,359.05	141,560.00	89.97%	236,340.50	1,854,750.00	12.74%
Finance	179,355.36	211,400.00	84.84%	314,257.33	2,721,450.00	11.55%
Board of Directors/GM Office	126,098.95	142,600.00	88.43%	227,072.09	1,910,000.00	11.89%
Administrative Services	315,413.76	353,550.00	89.21%	617,032.52	4,519,550.00	13.65%
General Administration	123,574.69	142,080.00	86.98%	297,369.76	1,721,845.00	17.27%
Total Operating Expenses	1,491,647.99	1,674,670.00	89.07%	2,746,682.20	21,245,345.00	12.93%
Purchased Water & Related	2,497,843.29	2,294,700.00	108.85%	5,563,850.04	22,281,550.00	24.97%
Total Expenses	3,989,491.28	3,969,370.00	100.51%	8,310,532.24	43,526,895.00	19.09%
Income (Loss) From Operations	**718,766.22**	**553,230.00**	**129.92%**	**1,583,032.90**	**2,101,468.00**	**75.33%**
Nonoperating Revenues/(Expenses)	178,770.87	82,400.00	216.95%	442,459.54	410,900.00	107.68%
Income (Loss) Before Res. Rev & Deprec.	**897,537.09**	**635,630.00**	**141.20%**	**2,025,492.44**	**2,512,368.00**	**80.62%**
Restricted/Desig Rev & Other Exp.	78,590.63	0.00	0.00%	125,568.95	0.00	0.00%
Income (Loss) Before Depreciation	**976,127.72**	**635,630.00**	**153.57%**	**2,151,061.39**	**2,512,368.00**	**85.62%**
Depreciation & Amortization	476,228.92	0.00	0.00%	962,920.44	0.00	0.00%
Income Before Capital Contributions	**499,898.80**	**635,630.00**	**78.65%**	**1,188,140.95**	**2,512,368.00**	**47.29%**
Capital Contributions	15,506.05	0.00	0.00%	32,087.65	0.00	0.00%
Net Increase (Decrease) in Net Position	**515,404.85**	**635,630.00**	**81.09%**	**1,220,228.60**	**2,512,368.00**	**48.57%**

Walnut Valley Water District
Unaudited Statement of Net Position
Sunday, August 31, 2025

ASSETS

CURRENT ASSETS:

Cash & Investments - Unrestricted	$34,736,228.62	
Accounts Receivable:		
Water	5,728,904.97	
Taxes	80,846.14	
Accrued Interest	121,728.71	
Other	791,361.17	
Standby Charges	36,137.85	
Materials Inventory	1,491,767.49	
Prepaid Expenses	414,830.65	
TOTAL CURRENT ASSETS		43,401,805.60

RESTRICTED ASSETS

Cash & Investments - Restricted	5,895,081.67	
Cash & Investments - Fiscal Agent	20,725,631.18	
Investment in Joint Venture	23,413,627.28	
TOTAL RESTRICTED ASSETS		50,034,340.13

OTHER ASSETS

CAPITAL ASSETS

Capital Assets	247,886,356.94	
Construction in Progress	30,511,854.95	
Less: Accumulated Depreciation	(142,652,491.43)	
NET CAPITAL ASSETS		135,745,720.46
TOTAL ASSETS		229,181,866.19

Walnut Valley Water District
Unaudited Statement of Net Position
Sunday, August 31, 2025

DEFERRED OUTFLOW OF RESOURCES

Deferred Pension Contributions		1,884,602.00
Deferred Outflow - Actuarial		3,787,663.00
Deferred Outflow - OPEB		3,547,347.00
TOTAL DEFERRED OUTFLOW OF RESOURCES		9,219,612.00

LIABILITIES & FUND EQUITY

CURRENT LIABILITIES

Accounts Payable	(11,193,446.87)	
Other Current Liabilities	1,093,590.57	
Current Portion of Long Term Debt	(1,460,000.00)	
Interest Payable	(143,132.00)	
TOTAL CURRENT LIABILITES		(11,702,988.30)

RESTRICTED LIABILITIES

Accounts Payable	(39,440.28)	
Deposits	(2,723,431.20)	
Construction Advances	(706,643.44)	
TOTAL RESTRICTED LIABILITIES		(3,469,514.92)

LONG TERM DEBT & RELATED

Revenue Bonds	(43,075,000.00)	
Deferred Bond Preimum	(2,442,331.00)	
Net Pension Liability	(15,836,594.00)	
Other Long-term Debt	(3,005,741.36)	
TOTAL LONG TERM DEBT & RELATED		(64,359,666.36)
TOTAL LIABILITIES		(79,532,169.58)

Walnut Valley Water District
Unaudited Statement of Net Position
Sunday, August 31, 2025

DEFERRED INFLOW OF RESOURCES

Deferred Inflow of Resources - Actuarial		(1,367,420.00)
Deferred Inflow of Resources - OPEB		(1,668,541.00)
TOTAL DEFERRED INFLOW OF RESOURCES		(3,035,961.00)

NET POSITION

Invested in Capital Assets, Net of Related Debt	135,745,720.46	
Restricted	(412,505.79)	
Unrestricted	20,500,132.94	
TOTAL NET POSITION	155,833,347.61	
TOTAL NET POSITION		155,833,347.61

Walnut Valley Water District
Unaudited Summary of Cash and Investments
8/31/2025

CASH & CASH EQUIVALENTS			
Cash on Hand		$3,000.00	
Cash in Bank			
East West Bank - General	$5,515,330.31		
East West Bank - Payroll	750,000.00		
East West Bank - Water Refund	11,911.74		
East West Bank - Revolving	20,350.47		
East West Bank - Credit Card	782,543.79		
East West Bank - Badillo Grand	318,876.05		
East West Bank - Payroll Reimbursement	39,055.91		
Total Cash in Bank		7,438,068.27	
TOTAL CASH			$7,441,068.27
INVESTMENTS			
Certificates of Deposit		248,000.00	
Corporate Notes		7,575,000.00	
Supranational		1,100,000.00	
Local Agency Investment Fund (LAIF)		2,329,430.02	
BNY Mellon - Money Market (Sweep)		671,370.86	
US Agency		3,150,000.00	
US Treasury		16,265,000.00	
CA Class		2,057,139.71	
TOTAL INVESTMENTS			33,395,940.59
TOTAL CASH & INVESTMENTS			**$40,837,008.86**

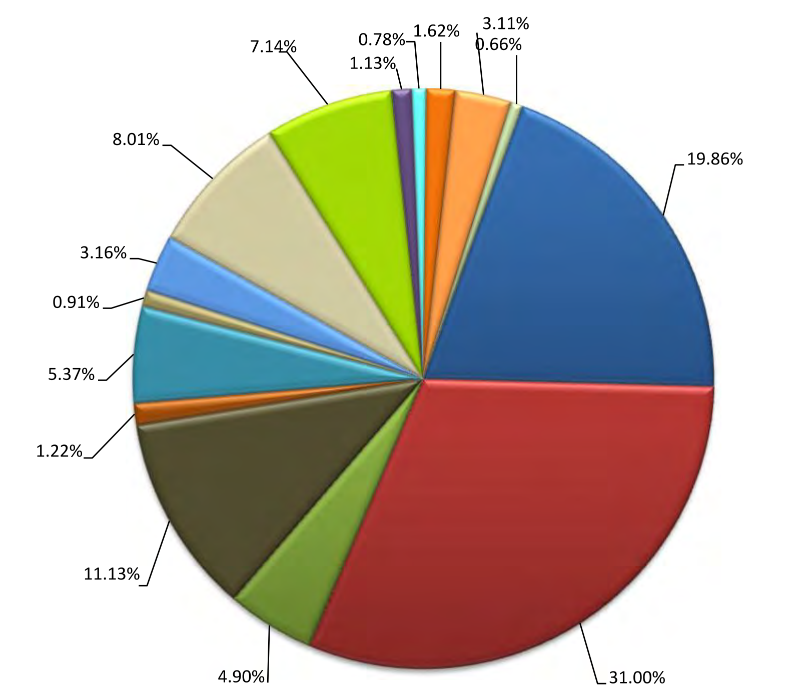
I certify that this report accurately reflects all investments of the Walnut Valley Water District and that all investments are in full compliance with State law and District's Investment Policy.

James Ning

James Ning

Director of Finance

Walnut Valley Water District
Summary of Cash and Investments
by Reserve Fund
August 31, 2025



ALLOCATION OF CASH AND INVESTMENTS

Unrestricted

Category 1			
General Account	$	8,112,126.37	19.86%
	$	**8,112,126.37**	**19.86%**

Designated

Category 2			
Operating Reserve	$	3,272,600.00	8.01%
Replacement	$	12,652,224.62	31.00%
Capital Improvement	$	2,002,946.50	4.90%
Rate Stabilization	$	4,543,125.39	11.13%
B/G Catastrophic Ins	$	500,000.00	1.22%
Employee Liabilities	$	2,193,294.04	5.37%
Stored Water	$	373,300.00	0.91%
Project Reserve	$	1,292,310.27	3.16%
	$	**26,829,800.82**	**65.70%**

Restricted Reserves

Category 3			
Customer/Developer Deposits	$	2,915,787.19	7.14%
	$	**2,915,787.19**	**7.14%**
Category 4			
ASC	$	459,536.87	1.13%
Badillo/Grand-Maintenance	$	318,876.05	0.78%
RCC	$	660,999.72	1.62%
WSC	$	1,271,812.30	3.11%
Capacity Charge	$	268,069.54	0.66%
	$	**2,979,294.48**	**7.30%**
Total	**$**	**40,837,008.86**	**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.

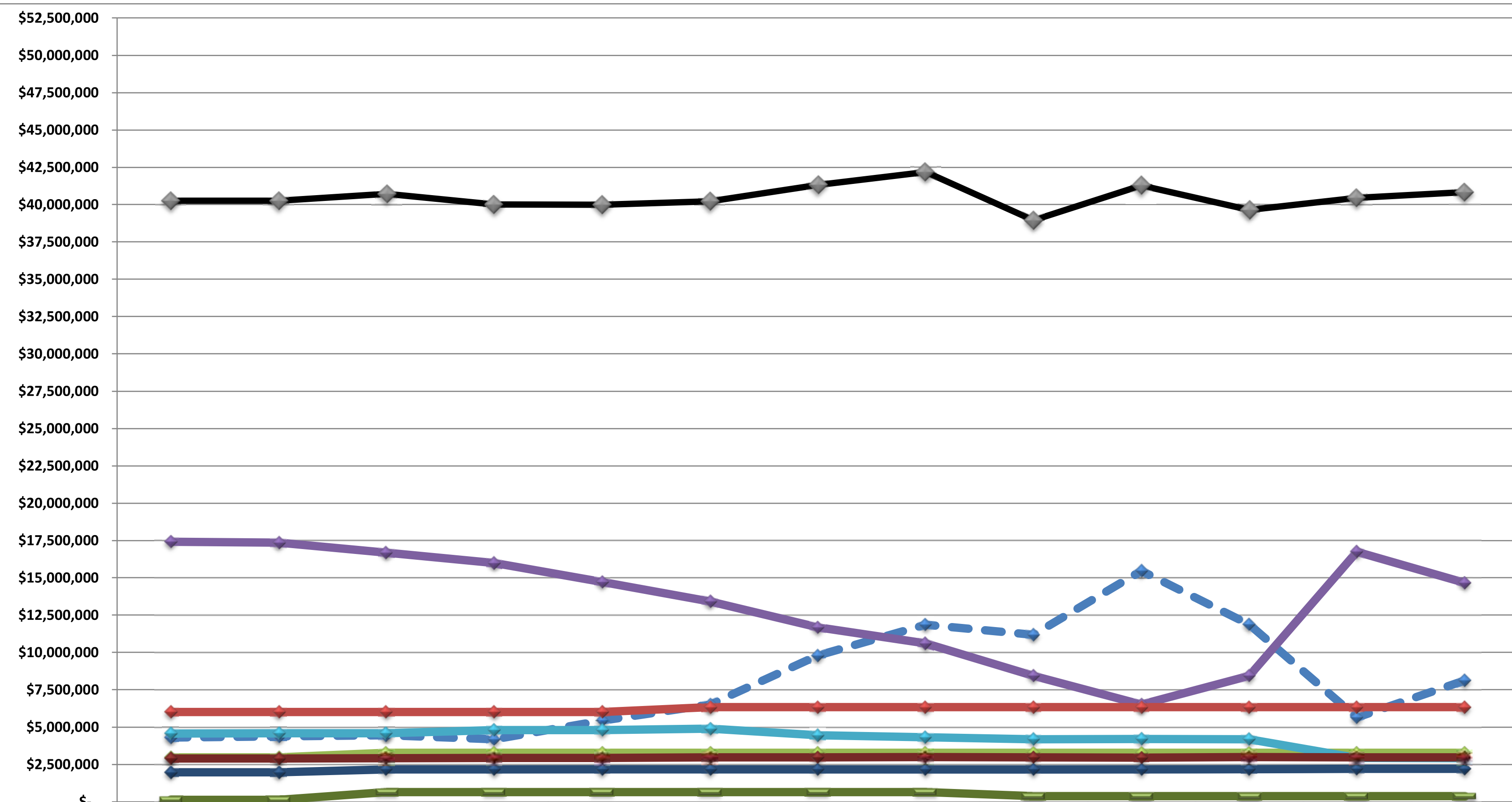
Category 2 - These funds, although not legally or externally restricted, have been reserved pursuant to the Board's desire to provide a stable and equitable rate structure. All interest earned related to these funds is retained by each designated fund.

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.

Note: Effective 6/30/12, the Badillo Grand Catastrophic Insurance Fund was reclassified from a Restricted Fund to a Designated Fund.

Walnut Valley Water District
Cash Balances
August 2024 - August 2025



	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025
General Account	$4,300,170	$4,364,256	$4,445,104	$4,184,252	$5,436,974	$6,514,350	$9,801,732	$11,862,056	$11,178,231	$15,470,841	$11,881,599	$5,638,935	$8,112,126
Operating Reserve	$2,962,100	$2,962,100	$3,272,600	$3,272,600	$3,272,600	$3,272,600	$3,272,600	$3,272,600	$3,272,600	$3,272,600	$3,272,600	$3,272,600	$3,272,600
Capital/Replacement Reserve	$17,421,447	$17,347,374	$16,680,226	$15,985,806	$14,723,126	$13,416,472	$11,677,002	$10,602,340	$8,441,217	$6,508,211	$8,441,217	$16,742,066	$14,655,171
Employee Liabilities Reserve	$1,964,500	$1,964,500	$2,164,500	$2,164,500	$2,164,500	$2,164,500	$2,164,500	$2,164,500	$2,164,500	$2,164,500	$2,164,500	$2,193,294	$2,193,294
Stored Water Reserve	$125,500	$125,500	$646,900	$646,900	$646,900	$646,900	$646,900	$646,900	$373,300	$373,300	$373,300	$373,300	$373,300
Other Designated Reserves	$6,010,357	$6,010,357	$6,010,357	$6,010,357	$6,010,357	$6,335,436	$6,335,436	$6,335,436	$6,335,436	$6,335,436	$6,335,436	$6,335,436	$6,335,436
Customer/Dev. Deposits	$4,571,499	$4,589,785	$4,587,197	$4,807,169	$4,807,060	$4,895,771	$4,448,233	$4,317,319	$4,190,433	$4,204,071	$4,190,433	$2,933,474	$2,915,787
Developer & Other Restricted	$2,898,151	$2,894,511	$2,909,901	$2,931,201	$2,927,451	$2,971,102	$2,975,867	$2,988,191	$2,986,006	$2,953,302	$2,986,987	$2,975,327	$2,979,294
Grand Total	$40,253,724	$40,258,383	$40,716,785	$40,002,785	$39,988,967	$40,217,131	$41,322,270	$42,189,341	$38,941,723	$41,282,261	$39,646,072	$40,464,433	$40,837,009

WVWD – Staff Report

TO:	Board of Directors
FROM:	General Manager
DATE:	October 20, 2025
SUBJECT:	Authorize the General Manager to Execute a Letter of Agreement with SitelogIQ for an Energy Services Feasibility Project

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

Recommendation

The Board of Directors authorize the General Manager to execute a Letter of Agreement (LOA) with SitelogIQ for the implementation of energy generation, electric vehicle charging, and energy management services.

Background

Walnut Valley Water District (District) has been approached by an energy solutions provider, SitelogIQ, for a potential energy savings project related to the new District headquarters. SitelogIQ has reviewed the District's current electrical usage and costs and proposed a 159kW solar photovoltaic system that would be installed on two shade structures; one in the new employee parking lot and one in the new public parking lot. These shade structures would cover approximately 42 parking spaces for the benefit of employees and the public. In addition, the project would install (6) Level 2 electric vehicle charging stations to be placed in both the employee and public parking lots. SitelogIQ provides a 30-year warranty on the solar panels and will provide design, installation, and maintenance.

The LOA is a commitment by the District to cover SitelogIQ's related engineering services. If SitelogIQ develops a viable energy services project and the District decides not to go forward, a development fee of $12,000 would be owed. Conversely, if SitelogIQ is unable to succeed in developing a project in which the energy savings exceed the cost, there will be no amount owed by the District. If the District decides to move forward with SitelogIQ's project, the $12,000 would be applied to the overall cost of the project. The total obligation resulting from this LOA is $12,000.

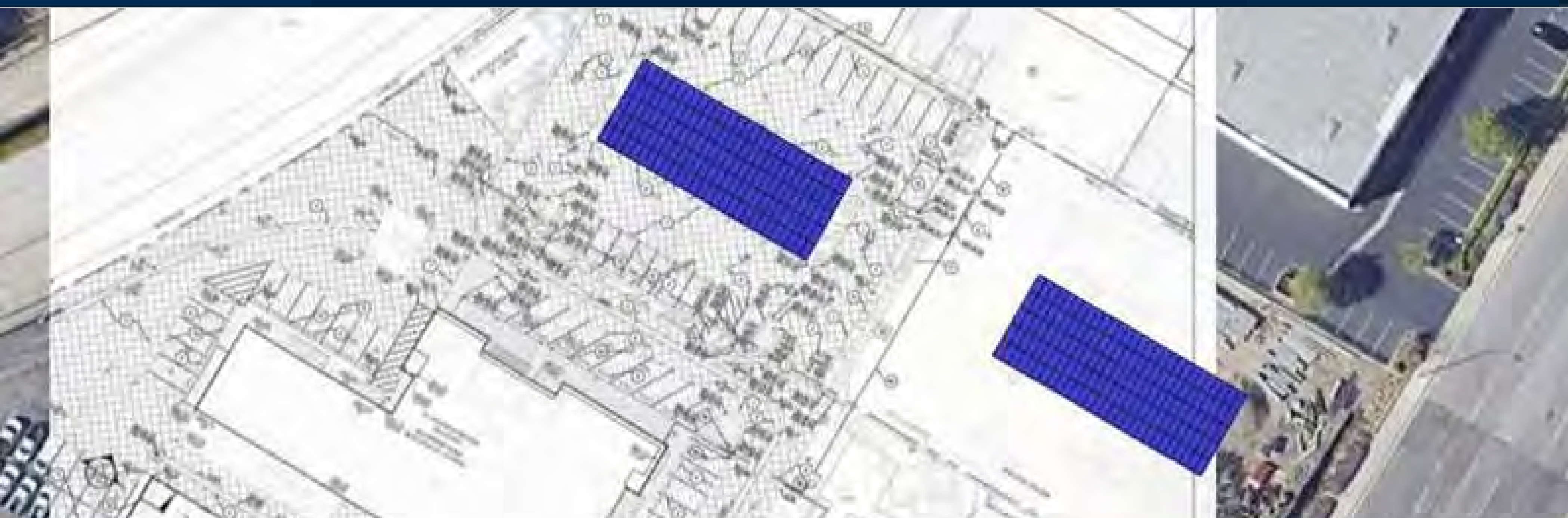
Based on the initial assessment, the annual energy consumption for the District headquarters is 286,386 kWh and the annual cost is currently $79,065. It is anticipated that the new Administration Building will lead to an energy usage multiplier of 1.3, totaling $102,784. It is also anticipated that these costs will increase by a rate of 6% each of the following years, based on forecasted Southern California Edison rate increases. SitelogIQ has performed preliminary estimates and believes the project cost will be $1,100,442. It is anticipated the District will cash fund this project in lieu of financing. This amount will be paid up front using available Capital Funds within the FY2026 budget. The Inflation Reduction Act (IRA) provides a 50% direct pay tax credit for these types of projects, which are currently estimated at $550,221, bringing the District's final project cost to $550,221. This project will need the design completed by the end of the 2025 calendar year, start construction by July 2026 and complete the work by December 2027 to be eligible for these funds.

After the project is designed, a final proposal will be brought to the Board for consideration, including funding options. It is anticipated that the project could be paid for by deferring other capital and/or replacement projects in FY2026 or through financing over 20 years. This item was tabled at the Board meeting of September 15, 2025, to allow for further review and discussion prior to any formal commitment.

Attachments:
SitelogIQ - WVWD Presentation and Datasheet
SitelogIQ LOA - Walnut Valley Water District 8.14.25 (WVWD revisions by J Ciampa)

Walnut Valley Water District

Solar Parking Shade & EV Charging



sitelogiQ
Efficiency Powered by Intelligence

September 15, 2025

SITELOGIQ OVERVIEW

WHY DO AN ENERGY PROJECT

PROJECT DETAILS

TIMELINE & NEXT STEPS

AGENDA

SITELOGIQ

Accredited *Energy Services Company*, delivering industry-leading energy efficiency, distributed power generation, mobility and infrastructure solutions for ***State and Local Governments***.

400+ Employees

$5 Billion Constructed

11,000 Customer Sites

$1 Billion Saved in Energy & Ops

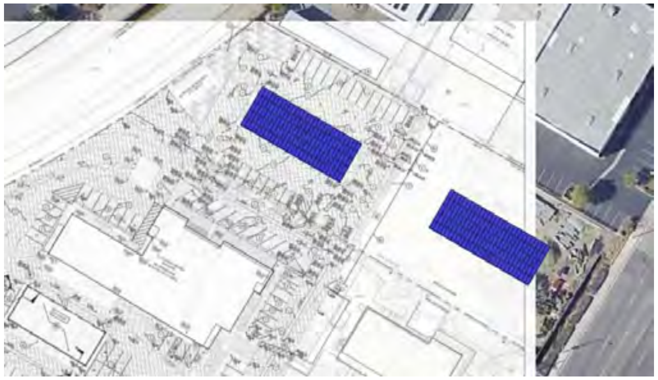
We specialize in the complete lifecycle of programs:

- Team alignment and collaboration
- Comprehensive design and engineering
- Integrated construction and implementation
- Continuous monitoring and reporting
- On-going operation and maintenance

WHY SPECIAL DISTRICTS IMPLEMENT ENERGY PROJECTS?

PROJECT DETAILS

~ 160 kW of Solar PV (2 80kW structures)



~6 EV Chargers (2 public, 2 staff, 2 fleet)

TABLE 5.106.5.6.1

TOTAL NUMBER OF PARKING SPACES	NUMBER OF REQUIRED EV CAPABLE SPACES	NUMBER OF REQUIRED EVCS[2]
0–9	0	0
10–25	4	1
26–50	8	2
51–75	13	3
76–100	17	4
101–150	25	6
151–200	35	9
201 and over	20 percent of total[1]	25 percent of EV capable spaces[1]

1. Calculation for spaces shall be rounded up to the nearest whole number.
2. Each EVCS shall reduce the number of required EV capable spaces by the same number.

<u>Estimated Project Budget: $1,100,442</u>

Cash:
- 50% IRA Direct Pay Rebate
- Net District Contribution = $550,221
- Program Net Savings = $2,148,400
- Approx. Payback = 9.7 years

Financed:
- 42.5% IRA Rebate
- Program Net Savings = $1,362,000
- Annual energy savings exceed lease payment ~ $1,000/year for 20 years

ROADMAP TO IMPLEMENTATION

Discovery Meeting

- Infrastructure challenges / trends
- District profile
- Identify objectives
- Action plan goals
- Understand sustainability initiatives
- Future operating plans

Preliminary Condition Assessment

- Identify scope & scale
- Collect and analyze utility data
- Review as-builts, plans, drawings
- Review CIPs
- Site visits
- Develop Preliminary Model
  - Est. Savings
  - Est. Costs
  - Est. GHG

Present Preliminary Model

- Present preliminary model to Staff
- Present model to Board of Directors
- Letter of Agreement (LOA) executed

Final Program Development

(1 month)

- Confirm scope of work
- Confirm schedule
- Finalize funding solutions
- Guaranteed price & savings
- Draft program contract review

Contract & Implementation

(TBD)

- Public hearing during regularly scheduled Board meeting
- Execute contract
- Implementation
- Energy management services (EIQ)
- Community outreach & engagement

Thank You

CASH

Program Implementation Cost: **$1,100,442**
IRA Contribution: **($550,221)**
Net District Contribution: **$550,221**

Total Program Gross Savings: **$3,248,810**
Total Program Net Savings: **$2,148,368**
Approximate Payback Period: **9 years, 7 months**

Utility Escalation:
5.00%

Solar Degradation:
-0.45%

	Program Savings, Contributions and On-going Services						
1	2	3	4	5	6	**7**	**8**
Year	Utility Cost Avoidance (Solar-PV)	Fuel vs. EV Savings (Fleet)	EV Charging Revenue (Non-Fleet)	Inflation Reduction Act (IRA - ITC)	Solar & EV Maintenance Budget	**Net Savings**	**Cumulative Savings**
0	-	-	-	-	-	$0	-
1	$44,036	$2,430	$4,672		($3,511)	$47,626	$47,626
2	$46,029	$2,527	$4,859	$550,221	($3,652)	$599,985	$647,611
3	$48,113	$2,628	$5,053		($3,798)	$51,997	$699,608
4	$50,292	$2,733	$5,255		($3,950)	$54,331	$753,939
5	$52,569	$2,843	$5,466		($4,108)	$56,769	$810,708
6	$54,949	$2,956	$5,684		($4,272)	$59,317	$870,025
7	$57,436	$3,075	$5,912		($4,443)	$61,980	$932,005
8	$60,037	$3,198	$6,148		($4,620)	$64,762	$996,767
9	$62,755	$3,326	$6,394		($4,805)	$67,669	$1,064,436
10	$65,596	$3,459	$6,650		($10,998)	$64,707	$1,129,143
11	$68,566	$3,597	$6,916		($5,197)	$73,881	$1,203,025
12	$71,670	$3,741	$7,192		($5,405)	$77,198	$1,280,223
13	$74,915	$3,891	$7,480		($5,622)	$80,664	$1,360,887
14	$78,307	$4,046	$7,779		($5,846)	$84,286	$1,445,173
15	$81,852	$4,208	$8,090		($6,080)	$88,070	$1,533,244
16	$85,558	$4,376	$8,414		($6,323)	$92,025	$1,625,269
17	$89,432	$4,551	$8,751		($6,576)	$96,157	$1,721,426
18	$93,481	$4,733	$9,101		($6,839)	$100,475	$1,821,901
19	$97,713	$4,923	$9,465		($7,113)	$104,988	$1,926,889
20	$102,137	$5,120	$9,843		($16,398)	$100,703	$2,027,592
21	$106,761				($7,693)	$99,068	$2,126,660
22	$111,595				($8,001)	$103,594	$2,230,254
23	$116,648				($8,321)	$108,326	$2,338,580
24	$121,929				($8,654)	$113,275	$2,451,855
25	$127,449				($9,000)	$118,449	$2,570,303
26	$133,219				($9,360)	$123,859	$2,694,163
27	$139,251				($9,735)	$129,516	$2,823,679
28	$145,555				($10,124)	$135,431	$2,959,110
29	$152,146				($10,529)	$141,616	$3,100,727
30	$159,034				($10,950)	$148,084	$3,248,810
Totals	$2,699,031	$72,361	$139,123	$550,221	($211,925)	$3,248,810	-

FINANCED

Implementation Cost: **$1,100,442**
District Contribution: **$0**
Lease Transaction Costs: $70,216
Capitalized Interest (CAPI): $95,342

Total amount financed: $1,266,000

Utility Escalation:
5.00%

Solar Degradation:
-0.45%

Interest Rate:
4.85%

	Program Savings, Contributions and On-going Services								
1	2	3	4	5	6	**7**	**8**	**9**	**10**
Year	Utility Cost Avoidance (Solar-PV)	Fuel vs. EV Savings (Fleet)	EV Charging Revenue (Non-Fleet)	Inflation Reduction Act (IRA - ITC)	Solar & EV Maintenance Budget	**Total Program Savings**	Lease Payment	**Net Savings**	**Cumulative Savings**
0	-	-	-	-	-	$0		$0	-
1	$44,036	$2,430	$4,672		($3,511)	$47,626	($30,701)	$16,926	$16,926
2	$46,029	$2,527	$4,859	$467,688	($3,652)	$517,452	($510,896)	$6,555	$23,481
3	$48,113	$2,628	$5,053		($3,798)	$51,997	($51,188)	$809	$24,290
4	$50,292	$2,733	$5,255		($3,950)	$54,331	($53,582)	$749	$25,039
5	$52,569	$2,843	$5,466		($4,108)	$56,769	($55,806)	$963	$26,003
6	$54,949	$2,956	$5,684		($4,272)	$59,317	($58,884)	$433	$26,436
7	$57,436	$3,075	$5,912		($4,443)	$61,980	($60,793)	$1,187	$27,623
8	$60,037	$3,198	$6,148		($4,620)	$64,762	($63,532)	$1,230	$28,853
9	$62,755	$3,326	$6,394		($4,805)	$67,669	($67,077)	$592	$29,445
10	$65,596	$3,459	$6,650		($10,998)	$64,707	($63,428)	$1,279	$30,724
11	$68,566	$3,597	$6,916		($5,197)	$73,881	($72,755)	$1,127	$31,850
12	$71,670	$3,741	$7,192		($5,405)	$77,198	($76,572)	$626	$32,476
13	$74,915	$3,891	$7,480		($5,622)	$80,664	($79,147)	$1,517	$33,993
14	$78,307	$4,046	$7,779		($5,846)	$84,286	($83,431)	$855	$34,848
15	$81,852	$4,208	$8,090		($6,080)	$88,070	($87,400)	$670	$35,519
16	$85,558	$4,376	$8,414		($6,323)	$92,025	($91,005)	$1,020	$36,539
17	$89,432	$4,551	$8,751		($6,576)	$96,157	($95,271)	$887	$37,426
18	$93,481	$4,733	$9,101		($6,839)	$100,475	($99,172)	$1,303	$38,729
19	$97,713	$4,923	$9,465		($7,113)	$104,988	($103,638)	$1,350	$40,079
20	$102,137	$5,120	$9,843		($16,398)	$100,703		$100,703	$140,781
21	$106,761				($7,693)	$99,068		$99,068	$239,849
22	$111,595				($8,001)	$103,594		$103,594	$343,443
23	$116,648				($8,321)	$108,326		$108,326	$451,770
24	$121,929				($8,654)	$113,275		$113,275	$565,044
25	$127,449				($9,000)	$118,449		$118,449	$683,493
26	$133,219				($9,360)	$123,859		$123,859	$807,352
27	$139,251				($9,735)	$129,516		$129,516	$936,869
28	$145,555				($10,124)	$135,431		$135,431	$1,072,300
29	$152,146				($10,529)	$141,616		$141,616	$1,213,916
30	$159,034				($10,950)	$148,084		$148,084	$1,362,000
Totals	$2,699,031	$72,361	$139,123	$467,688	($211,925)	$3,166,277	($1,804,277)	$1,362,000	-

September 24, 2025

Deleted: September 10, 2025

Ms. Sherry Shaw
General Manager
Walnut Valley Water District
271 S Brea Canyon Road
Walnut, CA, 91789

RE: Energy Services Project Feasibility and Letter of Agreement (LOA)

Dear Ms. Shaw:

This Letter of Agreement (LOA) is intended to briefly describe the manner in which SitelogIQ and Walnut Valley Water District (Client) will work together during the project development process, as well as the obligations of each party with respect to the development process.

Client Identification: Walnut Valley Water District

Facility Location(s):

- O&M Building – 271 S Brea Canyon Road
- District HQ – 235 S Brea Canyon Road

Area of Focus:
SitelogIQ will provide a proposal and Energy Services agreement for the implementation of facility improvements, energy conservation, energy generation, or energy management services.

Scope of Services:

A. SitelogIQ will conduct a site visit to the Facility(ies) to perform a physical audit and collect data. The Client will cooperate and collaborate with SitelogIQ during this phase by providing copies of requested data, including (if available): Site and system drawings, historical operating data produced or recorded by existing controls or meters, manual logs, and any other data that may be pertinent to this evaluation.

B. Client will also make operational personnel available at reasonable times for in-person and telephone interviews with SitelogIQ to answer questions about existing facilities conditions, operating profile and existing equipment operation.

C. Where operational data is not available to support the analysis, SitelogIQ will utilize standard engineering practices and assumptions to provide a conservative analysis on the potential energy savings from installing the energy conservation measures.

D. SitelogIQ will analyze the potential for energy generation measures.

E. SitelogIQ will recommend energy management and on-going monitoring services.

F. For each of the targeted Energy Conservation Measures (ECMs), estimated (projected) operating costs will be calculated and then compared to existing operating costs. Existing conditions will be evaluated using data-logged or stipulated and mutually agreed operational schedules.

G. SitelogIQ will prepare a return on investment analysis (consistent with the client's preferred evaluation methods based on agreed upon Economic Criteria noted below).

H. SitelogIQ will provide budgetary construction costs estimates and a summary Scope of Work for all recommended ECMs. Cost estimates will represent a "turnkey" solution. Refer to Attachment A for the list of discussed potential ECM's to be evaluated.

I. The results will be presented to client as a recommended Scope of Work and a financial proforma (such as a Cash Flow) which will include costs and energy savings for the next 25 years with escalation of no more than 6% and including future maintenance & repair costs. As a result, *True Cost of Ownership* is presented to the client for their review and consideration.

Clarification on SitelogIQ's Obligations:
Consistent with California Government Code Section 1097.6, SitelogIQ's duties and services under this LOA shall not include preparing or assisting the Client with any portion of the Client's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the Client. As such, SitelogIQ shall not be disqualified from presenting any subsequent proposal or entering into a subsequent agreement with the Client relating to these matters. The Client shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of the project(s) proposed under this LOA. SitelogIQ's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. SitelogIQ shall cooperate with the Client to ensure that all potential participants in a future project proposed under this LOA have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by SitelogIQ pursuant to this LOA.

Deleted: enters this LOA

Deleted: public entity

Client Responsibilities:
In order for SitelogIQ to provide the services described in this LOA, the Client agrees to provide (or cause its energy suppliers to provide) SitelogIQ with the data requested in Attachment B.

Development Efforts:
Client acknowledges that SitelogIQ will incur considerable expense in developing the Project. This expense includes the cost incurred by SitelogIQ's development team, the cost to visit the Site, and the cost to prepare the financial proforma. SitelogIQ is acting hereunder as an independent contractor and not as an agent or employee of the Client. SitelogIQ shall not represent or otherwise hold out itself or any of its directors, officers, partners, employees, or agents to be an agent or employee of the Client.

Deleted: to

Ownership of Work:
All work products, including all proforma's, schedules, and scope of work documentation provided by SitelogIQ, will only become the property of the Client upon execution of a binding, irrevocable contract between the Client and SitelogIQ for the implementation of the ECMs proposed by SitelogIQ. Notwithstanding the foregoing, to the extent that any tangible work documentation produced by SitelogIQ contains SitelogIQ's pre-existing materials (including but not limited to templates, forms, and other SitelogIQ -created materials), SitelogIQ will remain the sole and exclusive owner of all such pre-existing materials.

Interconnection Application:
If applicable, SitelogIQ may request important Distribution System information from the local utility regarding planned solar interconnection points, **prior** to submitting an Interconnection Application during construction of a Solar Generation PV Array. The purpose is to avoid or address early in the design phase any existing utility infrastructure that may prohibit or delay the construction of a Solar Generation PV Array at any of the listed locations above.

Development Fee:
SitelogIQ will develop the Project for the firm, fixed fee/rate as listed below:

1. Fee/Rate of: $12,000 Fixed Fee.

If applicable, Fee assumes one interconnection submittal and one review with the utility. New NEM 3.0 interconnection guidelines and available grid capacity may require additional submittals and interconnection Fees up to $3,500 per site (not included in the Service Fee). Any additional fees will be passed through to client.

In the event that the Client enters into a contract with SitelogIQ for the implementation of the ECMs within 60 days after presenting the Proposal, then SitelogIQ's cost to develop the Proposal will be waived. If the Client enters into a contract with SitelogIQ at a later date, the Development Fee paid by the Client will be credited toward the project's total implementation cost.

If SitelogIQ cannot meet the Economic Criteria Client will not compensate SitelogIQ for its LOA fee.

Economic Criteria:
The Client has represented to SitelogIQ that Client agrees to move forward with the project if the project is shown to reduce the operational expenses at the site over the useful life of the project. The main financial objectives of the project are as follows:

Provide a self-funded program, which pays for itself through expense reductions and minimizes the Client's contribution and meets the requirements of California Government Code 4217.10 et seq.

Terms & Conditions:

This LOA shall be construed and enforced in accordance with the laws of the State of California without regard to principles of conflicts of law.

If you agree with the provisions set forth in this LOA, kindly sign and date the LOA below and return one fully-executed copy to my attention. Thank you again for providing SitelogIQ with the opportunity to work on this important initiative.

<u>Acceptance of Letter of Agreement</u>

This agreement is between Walnut Valley Water District and SitelogIQ, Inc.

Walnut Valley Water District	SitelogIQ
Name: Sherry Shaw	Name: Jonathan Brown
Title: General Manager	Title: Vice President
Date:	Date:

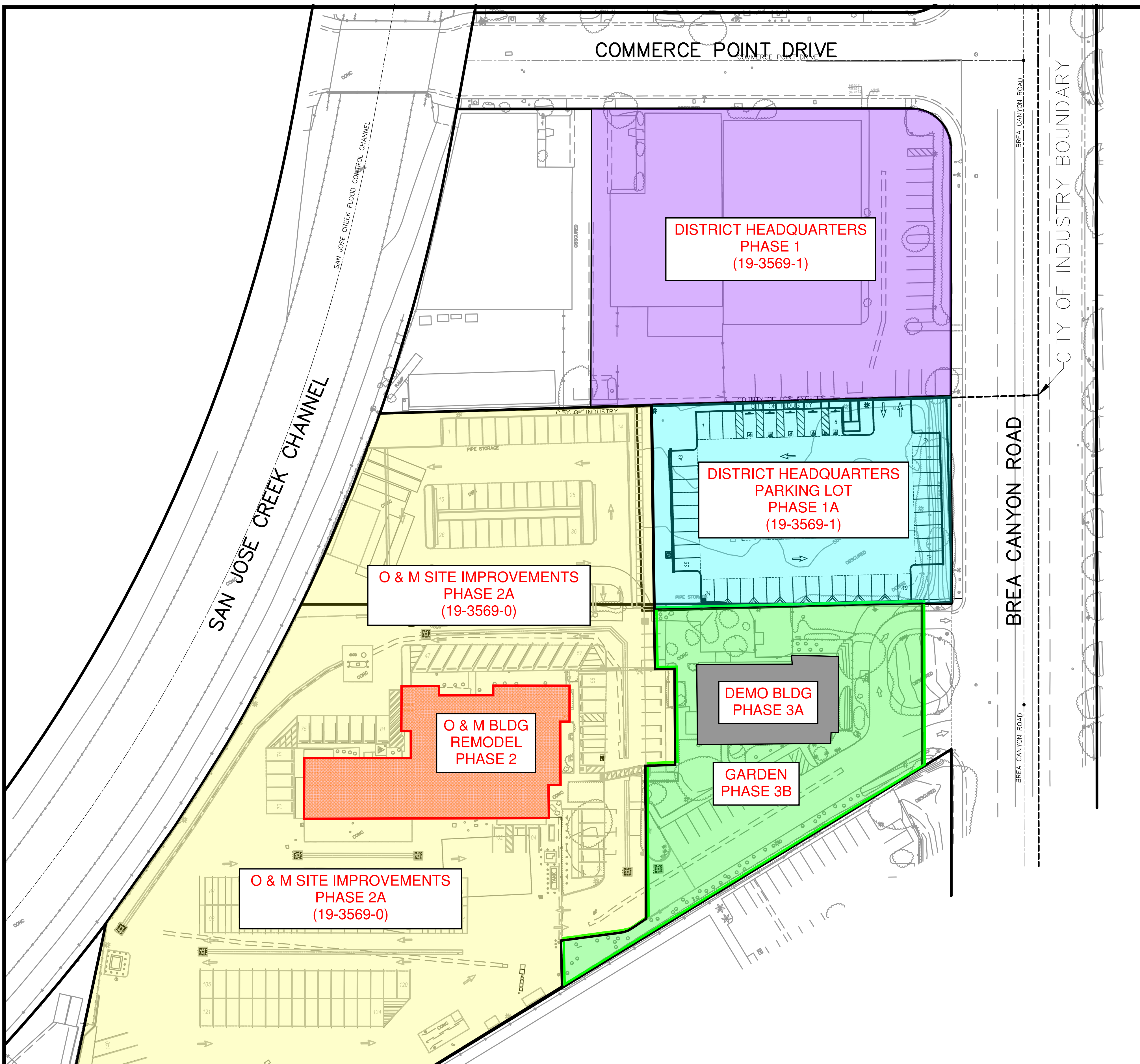
Attachment A:
Potential Facility Improvement, Energy Conservation, Energy Generation, and Energy Management Measures to be considered

1. Solar PV Generation
2. Electric Vehicle Charging Infrastructure
3. Battery Energy Storage Systems

Attachment B:

Pre-audit Information Request

#	Must Have	Nice to Have
Utility Information		
1	Electric, Gas, Water, Oil, Other: Utility supplier and contact	all data in excel format; 3 to 5 years. Customer Access through Utility API.
2	Summary of monthly usage and cost (1 year minimum, 3 years preferred)	Utility Rate structures
3	Copies of actual Utility bills for one year	Kilo Watt (kW) and Kilo Volt Amp (kVA) Data: Monthly Peaks & 15-minute interval
4	What are the interconnection or other major electrical codes that we need to be aware of, e.g., for islanding from the utility, for connecting to a substation, etc.	Utility Meters: main & sub-meters- layout drawing, locations, areas they feed
5	What is the power rating of equipment (Volts, Amps, Hz)?	
Facility Information		
1	Age, Total building area (sq. feet.), Conditioned Area, window area, number of rooms, common facilities	Roof type & age, window type & age, any window films, etc?
2	Operation schedule, monthly occupancy data	
3	Complete set of building plans (original & as-builts); at a minimum, overall architectural plan, main mechanical schedule, electrical single-line diagram;	Please scan & pdf all the building as-built drawings.
4	Any problems regarding guest comfort (humidity, hot/cold areas, mold, etc.)	Equipment Maintenance logs & schedule (indicate recurring problems)
5	Any major renovation projects in the last 3 years? Or plans to renovate	Air balance report, Facility Assessment Plan



PROJECT NO.	PROJECT PHASE	PROJET NAME	CONTRACTED SERVICES	EXECUTED AGREEMENT	AGREEMENT AMOUNT	BOARD APPROVED AMMENDMENT/ CHANGE ORDER	AMMENDMENT/ CHANGE ORDER	TOTAL AGREEMENT AMOUNT
19-3569-1	1	DISTRICT HEADQUARTERS	LCDG - Architect	1/18/2022	$442,100.00	8/21/2025	$190,807.12	$632,907.12
			CIVILTEC- Engr	10/14/2020	$77,995.00	8/21/2025	$43,870.00	$121,865.00
			SEAROCK - Constr Mgt	9/21/2023	$426,700.00	8/7/2025	$304,107.00	$730,807.00
			DPR - Contractor	6/21/2024	$19,612,768.00	8/28/2025	$3,049,127.61	$23,123,378.61
						8/27/2025	$225,538.00	
						9/18/2025	$235,945.00	
			DSK - Landscape Architect	7/26/2021	$33,750.00	8/21/2025	$10,050.00	$43,800.00
			M3 Offices, Inc.[2]	8/21/2025	$403,391.89	N/A		$403,391.89
19-3569-1	1A	DISTRICT HEADQUARTERS PARKING LOT[1]	CIVILTEC - Engr	5/22/2025	$56,280.00	N/A		$56,280.00
			DPR - Contractor	9/2/2025	$976,087.00	N/A		$976,087.00
19-3569-2	2	O & M BUILDING REMODEL	LCDG-Architect	1/18/2022	$256,530.00	8/21/2025	$22,115.83	$278,645.83
			SEAROCK - Constr Mgt	8/18/2025	$305,200.00	N/A		$305,200.00
19-3569-0	2A	O & M SITE IMPROVEMENTS	CIVILTEC - Engr	10/14/2020	$77,995.00	8/21/2025	$113,108.00	$191,103.00
			DSK-Landscape Architect	7/26/2021	$33,750.00	8/21/2025	$10,050.00	$43,800.00
			PACIFIC HYDROTECH-Contractor	5/1/2025	$4,085,333.00	N/A		$4,085,333.00
	3A	DEMO FRONT BUILDING	N/A					
	3B	GARDEN	N/A					

[1] **The Board of Directors approved a $1.5M budget for the project on 8/7/2025**

[2] **The Board of Directors approved a $550k budget for the FF&E on 8/21/2025**

WALNUT VALLEY WATER DISTRICT

DISTRICT HEADQUARTERS OVERALL EXHIBIT

REVISED 9/9/25

WVWD – Staff Report

TO: Board of Directors
FROM: General Manager
DATE: October 20, 2025
SUBJECT: Fund Status of Facilities Use Charges

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

Recommendation

That 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, 2025

ACREAGE SUPPLY CHARGE (ASC)	TOTAL
June 30, 2024 Balance	**$ 448,016**
Revenue: Developers	-
Revenue: Interest Income	9,969
Expenses (See Detail)	-
Due To/From ASC	-
June 30, 2025 ASC Balance	**$ 457,985**

RESERVOIR CAPACITY CHARGE (RCC)	TOTAL
June 30, 2024 Balance	**$ 754,939**
Revenue: Developers	-
Revenue: Interest Income	15,363
Expenses (See Detail)	(111,535)
Due To/From RCC	-
June 30, 2025 RCC Balance	**$ 658,767**

WATER SUPPLY CHARGE (WSC)	TOTAL
June 30, 2024 Balance	**$ 1,239,313**
Revenue: Developers	-
Revenue: Interest Income	28,204
Expenses (See Detail)	-
Due To/From WSC	-
June 30, 2025 WSC Balance	**$ 1,267,517**

CAPACITY FEES	TOTAL
June 30, 2024 Balance	**$ 187,372**
Revenue: Developers	74,832
Revenue: Interest Income	4,961
Expenses (See Detail)	-
Due To/From WSC	-
June 30, 2025 Capacity Balance	**$ 267,165**

WALNUT VALLEY WATER DISTRICT
Review of Capital Improvement Fees
Acreage Supply Charge/ Reservoir Capacity Charge/Water Supply Charge/Capacity Fees
June 30, 2025

Fiscal Year 2024-25 Expenses	**ASC**	**RCC**	**WSC**	**Capacity Fees**
22-3740 Generator				
20-3664 Analyzers, Mixing System 20-21				
21-3717 RCS/Mixing System Terminal Storage				
22-3723 Pump Additon Program		98,037		
22-3724 Portable Chemical				
25-3852RCC		13,498		
Pomona Basin				
19-3625WSC Minor Recycled System Improvement				
Total Expenses	**$ -**	**$ 111,535**	**$ -**	**$ -**

July 1, 2025 Balances	**$ 457,985**	**$ 658,767**	**$ 1,267,517**	**$ 267,165**
Future Projects	**ASC**	**RCC**	**WSC**	**Capacity Fees**
1050 Main Extension (also funded through ASC)	460,000			
24-3845 RCS/Mixing System Terminal Storage		250,000		
25-3852RCC Spadra Recycled Reservoir (also funded through Capital & WSC)		380,000		
19-3625WSC Minor Recycled System Improvement				
Pomona Basin			462,341	
Royal Vista Purchase & repair (also funded through Capital)			50,000	
Spadra Recycled system improvements			751,000	
Total Budgeted Expenses	**$ 460,000**	**$ 630,000**	**$ 1,263,341**	**$ -**
June 30, 2026 Projected Balances	**$ (2,015)**	**$ 28,767**	**$ 4,176**	**$ 267,165**

WVWD – Staff Report

TO:	Board of Directors
FROM:	General Manager
DATE:	October 20, 2025
SUBJECT:	Approval of the FY 2024-25 Source and Application of Funds

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

Recommendation

Request the Board of Directors approve staff's recommendation for the FY 2024-25 Source and Application of Funds, to transfer the following from the General Account:

A. $270,000: To the Operating Reserve
B. $2,915,249: To the Reserve for Replacement
C. $661,500: To the Stored Water Reserves

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 2024-25 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 $3,846,749. Based on the current reserve policy and target funding levels, staff is recommending:

   A. $270,000 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. $2,915,249 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.

   C. $661,500 be transferred to the Stored Water Reserve to fund future purchases of untreated imported water necessary to operate the Water Supply Reliability Projects.

Attached is a summary of the reserves balances as of June 30, 2025, including the recommended transfers.

Attachment:
Cash Reserves Summary

Walnut Valley Water District
Cash Reserves Summary
June 30, 2025

Reserve	Balance 6/30/2025	Recommend Transfers	Balance after Transfer	Minimum Funding Level*	Maximum Funding level*
Designated Funds (Category 2):					
Operating Reserve	3,272,600	270,000	3,542,600	3,542,600	
Capital Improvement	2,046,013	-	2,046,013	500,000	2,500,000
Replacement (Includes Building)	16,273,930	2,915,249	19,189,179	10,740,300	21,550,200
Stored Water	373,300	661,500	1,034,800	1,034,800	
Rate Stabilization	4,543,125	-	4,543,125	4,543,125	4,543,125
Project Reserve	1,292,310	-	1,292,310	NA	
Employee Liabilities:	-				
OPEB & PERS Obligation	300,000	-	300,000		
Sick/Vacation	935,748	-	935,748	935,748	935,748
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)

CHANDLER ASSET MANAGEMENT

MONTHLY ACCOUNT STATEMENT

Walnut Valley Water District Cons | Account #10076 | As of September 30, 2025

CHANDLER ASSET MANAGEMENT | chandlerasset.com

Chandler Team:

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

Custodian:

Walnut Valley Water District Cons | Account #10076 | As of September 30, 2025

Portfolio Characteristics

Average Modified Duration	1.22
Average Coupon	2.10%
Average Purchase YTM	2.24%
Average Market YTM	2.83%
Average Credit Quality*	AA
Average Final Maturity	1.32
Average Life	1.24

Account Summary

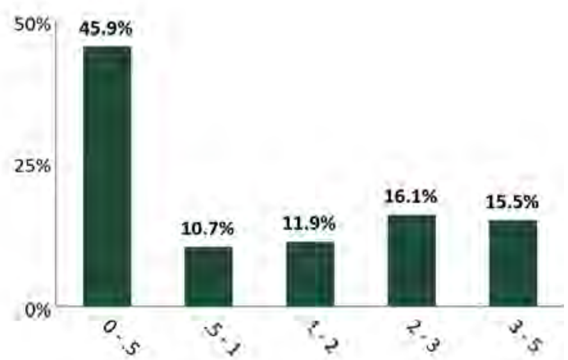
	End Values as of 08/31/2025	End Values as of 09/30/2025
Market Value	40,750,207.20	43,614,338.91
Accrued Interest	170,552.76	185,613.33
Total Market Value	**40,920,759.97**	**43,799,952.25**
Income Earned	50,570.07	94,961.81
Cont/WD	283,955.25	2,782,396.30
Par	40,837,008.86	43,712,062.21
Book Value	40,776,498.61	43,620,397.71
Cost Value	40,619,366.95	43,463,611.52

Top Issuers

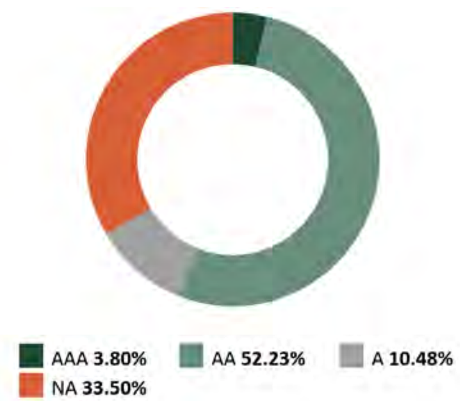
United States	39.01%
Cash	22.05%
LAIF	6.72%
CA CLASS	4.73%
Federal Home Loan Banks	4.22%
FNMA	1.43%
International Bank for Recon and Dev	1.37%
Federated Hermes, Inc.	1.23%

Sector Allocation

Maturity Distribution



Credit Quality*



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

PORTFOLIO SUMMARY

Walnut Valley Water District | Account #10074 | As of September 30, 2025

Portfolio Characteristics

Average Modified Duration	1.84
Average Coupon	2.76%
Average Purchase YTM	2.95%
Average Market YTM	3.83%
Average Credit Quality*	AA
Average Final Maturity	2.00
Average Life	1.88

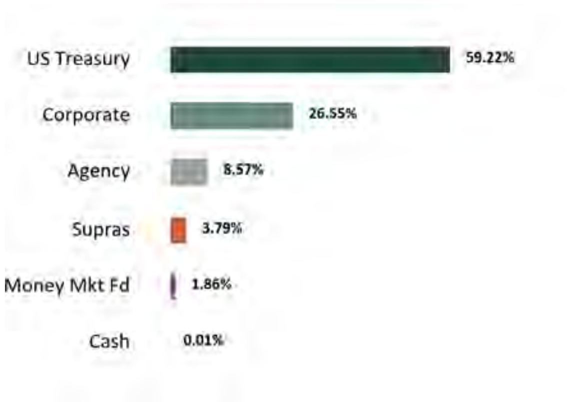
Account Summary

	End Values as of 08/31/2025	End Values as of 09/30/2025
Market Value	28,662,828.59	28,735,516.59
Accrued Interest	169,290.00	185,449.25
Total Market Value	**28,832,118.59**	**28,920,965.84**
Income Earned	40,833.65	96,060.49
Cont/WD	0.00	1,312.70
Par	28,742,479.81	28,826,999.69
Book Value	28,681,969.56	28,735,335.18
Cost Value	28,524,837.90	28,578,549.00

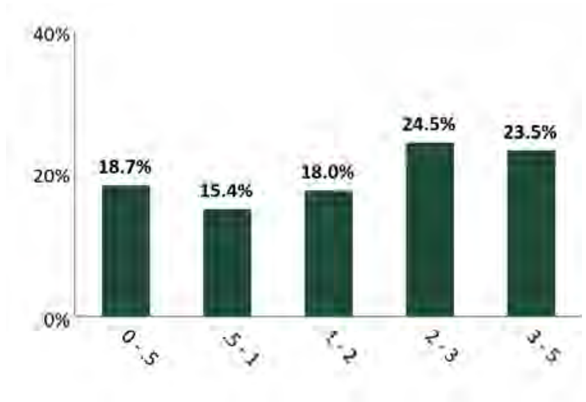
Top Issuers

United States	59.22%
Federal Home Loan Banks	6.40%
FNMA	2.17%
International Bank for Recon and Dev	2.08%
Federated Hermes, Inc.	1.86%
Deere & Company	1.77%
PACCAR Inc	1.77%
Bank of America Corporation	1.76%

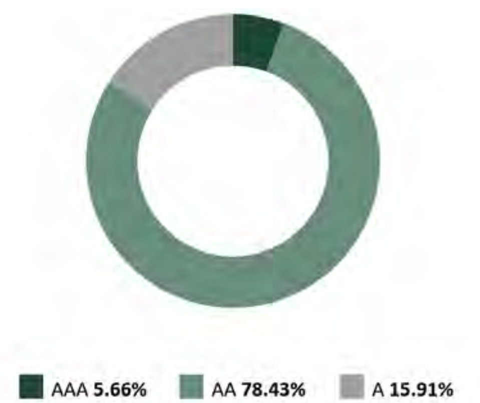
Sector Allocation



Maturity Distribution



Credit Quality*



Performance Review

Total Rate of Return**	1M	3M	YTD	1YR	2YRS	3YRS	5YRS	10YRS	Since Inception (08/01/09)
Walnut Valley WD	0.30%	1.20%	4.22%	4.29%	5.75%	4.70%	1.46%	1.93%	1.86%
Benchmark Return	0.24%	1.14%	4.57%	3.77%	5.58%	4.42%	1.13%	1.65%	1.61%

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

RECONCILIATION SUMMARY

Walnut Valley Water District Cons | Account #10076 | As of September 30, 2025

Maturities / Calls

Month to Date	**(700,000.00)**
Fiscal Year to Date	**(1,100,000.00)**

Principal Paydowns

Month to Date	**0.00**
Fiscal Year to Date	**0.00**

Purchases

Month to Date	**4,430,866.04**
Fiscal Year to Date	**7,925,365.33**

Sales

Month to Date	**(872,465.02)**
Fiscal Year to Date	**(2,783,997.90)**

Interest Received

Month to Date	**83,520.52**
Fiscal Year to Date	**237,262.62**

Purchased / Sold Interest

Month to Date	**(7,515.80)**
Fiscal Year to Date	**(12,954.93)**

Accrual Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2025)
Beginning Book Value	40,776,498.61	39,571,808.27
Maturities/Calls	(700,000.00)	(1,100,000.00)
Principal Paydowns	0.00	0.00
Purchases	4,430,866.04	7,925,365.33
Sales	(872,465.02)	(2,783,997.90)
Change in Cash, Payables, Receivables	(18,398.45)	(4,333.88)
Amortization/Accretion	3,896.52	11,555.89
Realized Gain (Loss)	0.00	0.00
Ending Book Value	43,620,397.71	43,620,397.71

Fair Market Activity Summary

	Month to Date	Fiscal Year to Date (07/01/2025)
Beginning Market Value	40,750,207.20	39,423,958.03
Maturities/Calls	(700,000.00)	(1,100,000.00)
Principal Paydowns	0.00	0.00
Purchases	4,430,866.04	7,925,365.33
Sales	(872,465.02)	(2,783,997.90)
Change in Cash, Payables, Receivables	(18,398.45)	(4,333.88)
Amortization/Accretion	3,896.52	11,555.89
Change in Net Unrealized Gain (Loss)	20,232.61	141,791.45
Realized Gain (Loss)	0.00	0.00
Ending Market Value	43,614,338.91	43,614,338.91

HOLDINGS REPORT

Walnut Valley Water District Cons | Account #10076 | As of September 30, 2025

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
AGENCY									
3135G06G3	FEDERAL NATIONAL MORTGAGE ASSOCIATION 0.5 11/07/2025	625,000.00	11/18/2020 0.51%	624,775.00 624,995.41	99.63 4.22%	622,679.74 1,250.00	1.43% (2,315.67)	Aa1/AA+ AA+	0.10 0.10
3130AKFA9	FEDERAL HOME LOAN BANKS 0.375 12/12/2025	600,000.00	01/05/2021 0.42%	598,680.00 599,947.23	99.28 4.04%	595,688.11 681.25	1.37% (4,259.12)	Aa1/AA+ AA+	0.20 0.20
3130ATUS4	FEDERAL HOME LOAN BANKS 4.25 12/10/2027	475,000.00	01/26/2023 3.67%	487,188.50 480,484.14	101.06 3.74%	480,016.80 6,224.48	1.10% (467.34)	Aa1/AA+ AA+	2.19 2.05
3130AWMN7	FEDERAL HOME LOAN BANKS 4.375 06/09/2028	750,000.00	07/21/2023 4.17%	756,637.50 753,657.70	101.93 3.61%	764,462.00 10,208.33	1.75% 10,804.30	Aa1/AA+ AA+	2.69 2.49
Total Agency		**2,450,000.00**	**2.24%**	**2,467,281.00** **2,459,084.48**	**100.54** **3.90%**	**2,462,846.65** **18,364.06**	**5.65%** **3,762.17**		**1.34** **1.25**
CASH									
90CASH$00	Custodial Cash Account	9,614,989.81	-- 0.00%	9,614,989.81 9,614,989.81	1.00 0.00%	9,614,989.81 0.00	22.05% 0.00	NA/NA NA	0.00 0.00
CCYUSD	Receivable	2,084.68	--	2,084.68 2,084.68	1.00 0.00%	2,084.68 0.00	0.00% 0.00	Aaa/AAA AAA	0.00 0.00
CCYUSD	Receivable	28,340.92	--	28,340.92 28,340.92	1.00 0.00%	28,340.92 0.00	0.06% 0.00	Aaa/AAA AAA	0.00 0.00
Total Cash		**9,645,415.41**	**0.00%**	**9,645,415.41** **9,645,415.41**	**1.00** **0.00%**	**9,645,415.41** **0.00**	**22.12%** **0.00**		**0.00** **0.00**
CORPORATE									
89114TZD7	TORONTO-DOMINION BANK 1.2 06/03/2026	400,000.00	08/11/2021 1.12%	401,416.00 400,197.68	98.15 4.02%	392,599.49 1,573.33	0.90% (7,598.19)	A2/A- AA-	0.67 0.66
06428CAA2	BANK OF AMERICA NA 5.526 08/18/2026	500,000.00	09/11/2023 5.51%	500,150.00 500,041.87	101.24 4.07%	506,220.21 3,300.25	1.16% 6,178.34	Aa2/A+ AA	0.88 0.77
87612EBM7	TARGET CORP 1.95 01/15/2027	500,000.00	01/24/2022 1.87%	501,865.00 500,459.98	97.63 3.85%	488,133.11 2,058.33	1.12% (12,326.87)	A2/A A	1.29 1.25
06406RBA4	BANK OF NEW YORK MELLON CORP 2.05 01/26/2027	500,000.00	01/26/2022 2.03%	500,400.00 500,100.31	97.65 3.90%	488,232.46 1,850.69	1.12% (11,867.85)	Aa3/A AA-	1.32 1.28
023135CF1	AMAZON.COM INC 3.3 04/13/2027	400,000.00	04/26/2022 3.26%	400,788.00 400,233.74	99.27 3.80%	397,069.46 6,160.00	0.91% (3,164.29)	A1/AA AA-	1.53 1.46
665859AW4	NORTHERN TRUST CORP 4.0 05/10/2027	500,000.00	06/28/2022 4.00%	500,045.00 500,014.37	100.16 3.90%	500,778.96 7,833.33	1.15% 764.59	A2/A+ A+	1.61 1.44

Walnut Valley Water District Cons | Account #10076 | As of September 30, 2025

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
69371RS31	PACCAR FINANCIAL CORP 4.6 01/10/2028	500,000.00	01/26/2023 4.26%	507,430.00 503,418.79	101.48 3.91%	507,416.30 5,175.00	1.16% 3,997.51	A1/A+ NA	2.28 2.12
24422EWR6	JOHN DEERE CAPITAL CORP 4.75 01/20/2028	500,000.00	01/26/2023 4.29%	510,270.00 504,756.10	101.92 3.87%	509,584.78 4,684.03	1.17% 4,828.68	A1/A A+	2.31 2.15
438516CJ3	HONEYWELL INTERNATIONAL INC 4.95 02/15/2028	425,000.00	04/11/2023 4.02%	441,923.50 433,140.42	102.24 3.95%	434,521.50 2,688.13	1.00% 1,381.08	A2/A A	2.38 2.14
713448FL7	PEPSICO INC 3.6 02/18/2028	500,000.00	03/20/2023 4.18%	487,155.00 493,770.82	99.51 3.81%	497,569.97 2,150.00	1.14% 3,799.15	A1/A+ NA	2.39 2.25
57636QAW4	MASTERCARD INC 4.875 03/09/2028	450,000.00	03/10/2023 4.83%	450,904.50 450,434.34	102.31 3.87%	460,375.28 1,340.63	1.06% 9,940.94	Aa3/A+ NA	2.44 2.21
74456QBU9	PUBLIC SERVICE ELECTRIC AND GAS CO 3.7 05/01/2028	400,000.00	06/26/2023 4.70%	382,788.00 390,824.81	99.43 3.93%	397,725.55 6,166.67	0.91% 6,900.74	A1/A NA	2.59 2.40
341081GN1	FLORIDA POWER & LIGHT CO 4.4 05/15/2028	450,000.00	-- 4.67%	444,781.50 447,232.31	101.13 3.94%	455,071.82 7,480.00	1.04% 7,839.51	Aa2/A+ AA-	2.62 2.27
74340XCG4	PROLOGIS LP 4.875 06/15/2028	450,000.00	07/21/2023 4.96%	448,330.50 449,076.96	102.29 3.97%	460,298.15 6,459.38	1.06% 11,221.18	A2/A NA	2.71 2.41
89236TLB9	TOYOTA MOTOR CREDIT CORP 5.25 09/11/2028	450,000.00	09/26/2023 5.34%	448,227.00 448,946.00	103.47 3.99%	465,620.71 1,312.50	1.07% 16,674.71	A1/A+ A+	2.95 2.71
63743HFX5	NATIONAL RURAL UTILITIES COOPERATIVE FINANCE CORP 4.95 02/07/2030	300,000.00	06/17/2025 4.59%	304,347.00 304,072.70	103.01 4.19%	309,024.83 2,227.50	0.71% 4,952.13	A2/NA A	4.36 3.80
857477DB6	STATE STREET CORP 4.834 04/24/2030	350,000.00	05/28/2025 4.72%	351,652.00 351,534.67	102.66 4.19%	359,314.69 7,378.56	0.82% 7,780.02	Aa3/A AA-	4.56 3.92
Total Corporate		**7,575,000.00**	**4.03%**	**7,582,473.00** **7,578,255.85**	**100.75** **3.94%**	**7,629,557.26** **69,838.33**	**17.49%** **51,301.41**		**2.22** **2.01**
LAIF									
90LAIF$00	Local Agency Investment Fund State Pool	2,929,430.02	-- 4.20%	2,929,430.02 2,929,430.02	1.00 4.20%	2,929,430.02 0.00	6.72% 0.00	NA/NA NA	0.00 0.00
Total LAIF		**2,929,430.02**	**4.20%**	**2,929,430.02** **2,929,430.02**	**1.00** **4.20%**	**2,929,430.02** **0.00**	**6.72%** **0.00**		**0.00** **0.00**
LOCAL GOV INVESTMENT POOL									

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
90CACLA$0	California CLASS	2,064,301.77	-- 0.00%	2,064,301.77 2,064,301.77	1.00 0.00%	2,064,301.77 0.00	4.73% 0.00	NA/NA NA	0.00 0.00
Total Local Gov Investment Pool		**2,064,301.77**	**0.00%**	**2,064,301.77 2,064,301.77**	**1.00 0.00%**	**2,064,301.77 0.00**	**4.73% 0.00**		**0.00 0.00**
MONEY MARKET FUND									
60934N807	FEDERATED HRMS GV O SVC	534,915.01	-- 3.79%	534,915.01 534,915.01	1.00 3.79%	534,915.01 0.00	1.23% 0.00	Aaa/ AAAm AAA	0.00 0.00
Total Money Market Fund		**534,915.01**	**3.79%**	**534,915.01 534,915.01**	**1.00 3.79%**	**534,915.01 0.00**	**1.23% 0.00**		**0.00 0.00**
NEGOTIABLE CD									
38149MZJ5	Goldman Sachs Bank USA 1.05 09/08/2026	248,000.00	08/25/2021 1.05%	248,000.00 248,000.00	97.48 3.81%	241,759.80 164.09	0.55% (6,240.20)	A1/A+ AA-	0.94 0.92
Total Negotiable CD		**248,000.00**	**1.05%**	**248,000.00 248,000.00**	**97.48 3.81%**	**241,759.80 164.09**	**0.55% (6,240.20)**		**0.94 0.92**
SUPRANATIONAL									
459058JL8	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM 0.5 10/28/2025	600,000.00	12/14/2020 0.48%	600,516.00 600,007.84	99.72 4.24%	598,319.86 1,275.00	1.37% (1,687.98)	Aaa/AAA NA	0.08 0.07
4581X0DV7	INTER-AMERICAN DEVELOPMENT BANK 0.875 04/20/2026	500,000.00	04/27/2021 0.94%	498,425.00 499,825.77	98.33 3.95%	491,668.12 1,956.60	1.13% (8,157.66)	Aaa/AAA NA	0.55 0.54
Total Supranational		**1,100,000.00**	**0.69%**	**1,098,941.00 1,099,833.61**	**99.09 4.11%**	**1,089,987.98 3,231.60**	**2.50% (9,845.63)**		**0.29 0.28**
US TREASURY									
91282CAT8	UNITED STATES TREASURY 0.25 10/31/2025	700,000.00	02/16/2021 0.51%	691,605.47 699,853.24	99.68 4.14%	697,787.69 732.34	1.60% (2,065.56)	Aa1/AA+ AA+	0.08 0.08
91282CBC4	UNITED STATES TREASURY 0.375 12/31/2025	700,000.00	01/12/2021 0.52%	694,968.75 699,747.47	99.10 4.05%	693,691.80 663.38	1.59% (6,055.67)	Aa1/AA+ AA+	0.25 0.24
91282CBH3	UNITED STATES TREASURY 0.375 01/31/2026	550,000.00	03/22/2021 0.85%	537,625.00 549,148.96	98.81 4.01%	543,453.71 347.49	1.25% (5,695.24)	Aa1/AA+ AA+	0.34 0.33

HOLDINGS REPORT

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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
91282CBQ3	UNITED STATES TREASURY 0.5 02/28/2026	650,000.00	03/09/2021 0.83%	639,589.84 649,139.18	98.61 3.90%	640,981.25 278.31	1.47% (8,157.93)	Aa1/AA+ AA+	0.41 0.41
91282CBT7	UNITED STATES TREASURY 0.75 03/31/2026	440,000.00	03/29/2021 0.87%	437,301.56 439,732.52	98.48 3.86%	433,320.94 9.07	0.99% (6,411.58)	Aa1/AA+ AA+	0.50 0.49
91282CCF6	UNITED STATES TREASURY 0.75 05/31/2026	850,000.00	06/28/2021 0.88%	844,820.31 849,302.46	97.99 3.84%	832,950.20 2,142.42	1.91% (16,352.26)	Aa1/AA+ AA+	0.67 0.65
91282CCP4	UNITED STATES TREASURY 0.625 07/31/2026	750,000.00	10/08/2021 1.02%	736,171.88 747,609.86	97.44 3.78%	730,792.97 789.74	1.68% (16,816.89)	Aa1/AA+ AA+	0.83 0.81
91282CCW9	UNITED STATES TREASURY 0.75 08/31/2026	850,000.00	09/28/2021 1.00%	839,939.45 848,130.09	97.32 3.76%	827,242.58 545.93	1.90% (20,887.52)	Aa1/AA+ AA+	0.92 0.90
91282CCZ2	UNITED STATES TREASURY 0.875 09/30/2026	650,000.00	12/29/2021 1.26%	638,447.27 647,574.86	97.24 3.72%	632,038.67 15.63	1.45% (15,536.19)	Aa1/AA+ AA+	1.00 0.98
91282CDG3	UNITED STATES TREASURY 1.125 10/31/2026	575,000.00	11/29/2021 1.18%	573,472.66 574,664.09	97.27 3.72%	559,299.80 2,707.03	1.28% (15,364.29)	Aa1/AA+ AA+	1.08 1.05
91282CDK4	UNITED STATES TREASURY 1.25 11/30/2026	575,000.00	04/26/2022 2.74%	537,827.15 565,584.95	97.21 3.72%	558,940.43 2,415.47	1.28% (6,644.52)	Aa1/AA+ AA+	1.17 1.13
91282CEF4	UNITED STATES TREASURY 2.5 03/31/2027	700,000.00	06/13/2022 3.44%	670,878.91 690,919.41	98.31 3.67%	688,187.50 48.08	1.58% (2,731.91)	Aa1/AA+ AA+	1.50 1.45
91282CEW7	UNITED STATES TREASURY 3.25 06/30/2027	550,000.00	09/13/2022 3.61%	541,363.28 546,856.23	99.35 3.63%	546,433.59 4,517.32	1.25% (422.64)	Aa1/AA+ AA+	1.75 1.67
91282CFH9	UNITED STATES TREASURY 3.125 08/31/2027	550,000.00	09/08/2022 3.39%	543,232.42 547,392.21	99.07 3.63%	544,908.20 1,471.86	1.25% (2,484.00)	Aa1/AA+ AA+	1.92 1.84
91282CFM8	UNITED STATES TREASURY 4.125 09/30/2027	400,000.00	10/28/2022 4.19%	398,796.88 399,511.38	100.96 3.62%	403,859.38 45.33	0.93% 4,348.00	Aa1/AA+ AA+	2.00 1.90
91282CFU0	UNITED STATES TREASURY 4.125 10/31/2027	750,000.00	11/09/2022 4.30%	744,169.92 747,560.10	101.02 3.61%	757,617.19 12,946.67	1.74% 10,057.09	Aa1/AA+ AA+	2.08 1.95
9128283F5	UNITED STATES TREASURY 2.25 11/15/2027	875,000.00	12/09/2022 3.79%	814,946.29 849,129.17	97.22 3.62%	850,664.06 7,436.31	1.95% 1,534.89	Aa1/AA+ AA+	2.13 2.03
91282CDF5	UNITED STATES TREASURY 1.375 10/31/2028	450,000.00	09/23/2025 3.58%	421,066.41 421,245.17	93.45 3.64%	420,503.90 2,589.33	0.96% (741.27)	Aa1/AA+ AA+	3.08 2.95
9128285M8	UNITED STATES TREASURY 3.125 11/15/2028	450,000.00	09/23/2025 3.59%	443,882.81 443,920.11	98.48 3.64%	443,144.53 5,311.65	1.02% (775.58)	Aa1/AA+ AA+	3.13 2.91
91282CLC3	UNITED STATES TREASURY 4.0 07/31/2029	400,000.00	04/07/2025 3.72%	404,406.25 403,913.87	101.11 3.69%	404,421.88 2,695.65	0.93% 508.01	Aa1/AA+ AA+	3.83 3.50
91282CLK5	UNITED STATES TREASURY 3.625 08/31/2029	800,000.00	04/23/2025 3.92%	790,687.50 791,624.61	99.76 3.69%	798,062.50 2,483.43	1.83% 6,437.89	Aa1/AA+ AA+	3.92 3.61

Walnut Valley Water District Cons | Account #10076 | As of September 30, 2025

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
91282CFT3	UNITED STATES TREASURY 4.0 10/31/2029	425,000.00	07/01/2025 3.80%	428,303.71 428,113.67	101.13 3.70%	429,781.25 7,114.13	0.99% 1,667.58	Aa1/AA+ AA+	4.08 3.68
91282CMA6	UNITED STATES TREASURY 4.125 11/30/2029	600,000.00	02/13/2025 4.41%	592,546.88 593,522.17	101.61 3.70%	609,656.25 8,317.62	1.40% 16,134.08	Aa1/AA+ AA+	4.17 3.75
91282CMD0	UNITED STATES TREASURY 4.375 12/31/2029	600,000.00	01/07/2025 4.47%	597,539.06 597,899.13	102.59 3.71%	615,515.63 6,633.83	1.41% 17,616.50	Aa1/AA+ AA+	4.25 3.82
91282CMG3	UNITED STATES TREASURY 4.25 01/31/2030	600,000.00	02/03/2025 4.36%	597,187.50 597,556.43	102.12 3.72%	612,703.13 4,296.20	1.40% 15,146.70	Aa1/AA+ AA+	4.34 3.91
91282CMU2	UNITED STATES TREASURY 4.0 03/31/2030	400,000.00	04/07/2025 3.75%	404,515.63 404,078.47	101.14 3.72%	404,578.12 43.96	0.93% 499.65	Aa1/AA+ AA+	4.50 4.09
91282CMZ1	UNITED STATES TREASURY 3.875 04/30/2030	450,000.00	05/07/2025 3.89%	449,771.48 449,789.83	100.63 3.72%	452,847.65 7,297.21	1.04% 3,057.82	Aa1/AA+ AA+	4.58 4.10
91282CNG2	UNITED STATES TREASURY 4.0 05/31/2030	425,000.00	07/01/2025 3.82%	428,370.12 428,199.17	101.17 3.72%	429,980.47 5,713.11	0.99% 1,781.30	Aa1/AA+ AA+	4.67 4.17
91282CNK3	UNITED STATES TREASURY 3.875 06/30/2030	450,000.00	07/21/2025 3.90%	449,419.92 449,442.75	100.61 3.73%	452,759.76 4,406.76	1.04% 3,317.01	Aa1/AA+ AA+	4.75 4.26
Total US Treasury		**17,165,000.00**	**2.70%**	**16,892,854.31** **17,061,161.55**	**99.17** **3.75%**	**17,016,125.02** **94,015.26**	**39.01%** **(45,036.54)**		**2.17** **2.01**
Total Portfolio		**43,712,062.21**	**2.24%**	**43,463,611.52** **43,620,397.71**	**65.36** **2.83%**	**43,614,338.91** **185,613.33**	**100.00%** **(6,058.79)**		**1.32** **1.22**
Total Market Value + Accrued						**43,799,952.25**			

TRANSACTION LEDGER

CHANDLER ASSET MANAGEMENT

Walnut Valley Water District Cons | Account #10076 | As of September 30, 2025

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
ACQUISITIONS										
Purchase	09/02/2025	60934N807	27,906.25	FEDERATED HRMS GV O SVC	1.000	3.95%	(27,906.25)	0.00	(27,906.25)	0.00
Purchase	09/03/2025	60934N807	2,026.77	FEDERATED HRMS GV O SVC	1.000	3.95%	(2,026.77)	0.00	(2,026.77)	0.00
Purchase	09/08/2025	60934N807	1,312.70	FEDERATED HRMS GV O SVC	1.000	3.96%	(1,312.70)	0.00	(1,312.70)	0.00
Purchase	09/09/2025	60934N807	10,968.75	FEDERATED HRMS GV O SVC	1.000	3.96%	(10,968.75)	0.00	(10,968.75)	0.00
Purchase	09/11/2025	60934N807	11,812.50	FEDERATED HRMS GV O SVC	1.000	3.94%	(11,812.50)	0.00	(11,812.50)	0.00
Purchase	09/23/2025	60934N807	700,000.00	FEDERATED HRMS GV O SVC	1.000	3.80%	(700,000.00)	0.00	(700,000.00)	0.00
Purchase	09/23/2025	60934N807	1,312.50	FEDERATED HRMS GV O SVC	1.000	3.80%	(1,312.50)	0.00	(1,312.50)	0.00
Purchase	09/24/2025	9128285M8	450,000.00	UNITED STATES TREASURY 3.125 11/15/2028	98.641	3.59%	(443,882.81)	(5,044.16)	(448,926.97)	0.00
Purchase	09/24/2025	91282CDF5	450,000.00	UNITED STATES TREASURY 1.375 10/31/2028	93.570	3.58%	(421,066.41)	(2,471.64)	(423,538.05)	0.00
Purchase	09/30/2025	90LAIF$00	600,000.00	Local Agency Investment Fund State Pool	1.000	4.20%	(600,000.00)	0.00	(600,000.00)	0.00
Purchase	09/30/2025	60934N807	29,493.75	FEDERATED HRMS GV O SVC	1.000	3.79%	(29,493.75)	0.00	(29,493.75)	0.00
Purchase	09/30/2025	90CASH$00	2,173,921.54	Custodial Cash Account	1.000	0.00%	(2,173,921.54)	0.00	(2,173,921.54)	0.00
Purchase	09/30/2025	90CACLA$0	7,162.06	California CLASS	1.000	0.00%	(7,162.06)	0.00	(7,162.06)	0.00
Total Purchase			**4,465,916.82**				**(4,430,866.04)**	**(7,515.80)**	**(4,438,381.84)**	**0.00**
TOTAL ACQUISITIONS			**4,465,916.82**				**(4,430,866.04)**	**(7,515.80)**	**(4,438,381.84)**	**0.00**

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
DISPOSITIONS										
Maturity	09/23/2025	3137EAEX3	(700,000.00)	FEDERAL HOME LOAN MORTGAGE CORP 0.375 09/23/2025	100.000	0.50%	700,000.00	0.00	700,000.00	0.00

TRANSACTION LEDGER

Walnut Valley Water District Cons | Account #10076 | As of September 30, 2025

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Total Maturity			**(700,000.00)**				**700,000.00**	**0.00**	**700,000.00**	**0.00**
Sale	09/24/2025	60934N807	(872,465.02)	FEDERATED HRMS GV O SVC	1.000	3.79%	872,465.02	0.00	872,465.02	0.00
Total Sale			**(872,465.02)**				**872,465.02**	**0.00**	**872,465.02**	**0.00**
TOTAL DISPOSITIONS			**(1,572,465.02)**				**1,572,465.02**	**0.00**	**1,572,465.02**	**0.00**
OTHER TRANSACTIONS										
Cash Transfer	09/08/2025	CCYUSD	1,312.70	Cash		0.00%	1,312.70	0.00	1,312.70	0.00
Cash Transfer	09/30/2025	CCYUSD	2,781,083.60	Cash		0.00%	2,781,083.60	0.00	2,781,083.60	0.00
Total Cash Transfer			**2,782,396.30**				**2,782,396.30**	**0.00**	**2,782,396.30**	**0.00**
Coupon	09/08/2025	38149MZJ5	0.00	Goldman Sachs Bank USA 1.05 09/08/2026		1.05%	0.00	0.00	0.00	0.00
Coupon	09/09/2025	57636QAW4	0.00	MASTERCARD INC 4.875 03/09/2028		4.83%	10,968.75	0.00	10,968.75	0.00
Coupon	09/11/2025	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	09/23/2025	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	09/30/2025	91282CFM8	0.00	UNITED STATES TREASURY 4.125 09/30/2027		4.19%	8,250.00	0.00	8,250.00	0.00
Coupon	09/30/2025	91282CMU2	0.00	UNITED STATES TREASURY 4.0 03/31/2030		3.75%	8,000.00	0.00	8,000.00	0.00
Coupon	09/30/2025	91282CEF4	0.00	UNITED STATES TREASURY 2.5 03/31/2027		3.44%	8,750.00	0.00	8,750.00	0.00
Coupon	09/30/2025	91282CCZ2	0.00	UNITED STATES TREASURY 0.875 09/30/2026		1.26%	2,843.75	0.00	2,843.75	0.00
Coupon	09/30/2025	91282CBT7	0.00	UNITED STATES TREASURY 0.75 03/31/2026		0.87%	1,650.00	0.00	1,650.00	0.00
Total Coupon			**0.00**				**53,587.50**	**0.00**	**53,587.50**	**0.00**

Walnut Valley Water District Cons | Account #10076 | As of September 30, 2025

Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/ Disp Yield	Amount	Interest Pur/ Sold	Total Amount	Gain/Loss
Dividend	09/30/2025	60934N807	0.00	FEDERATED HRMS GV O SVC		3.81%	2,084.67	0.00	2,084.67	0.00
Total Dividend			**0.00**				**2,084.67**	**0.00**	**2,084.67**	**0.00**
TOTAL OTHER TRANSACTIONS			**2,782,396.30**				**2,838,068.47**	**0.00**	**2,838,068.47**	**0.00**

STATEMENT OF COMPLIANCE

Walnut Valley Water District | Account #10074 | As of September 30, 2025

Rules Name	Limit	Actual	Compliance Status	Notes
AGENCY MORTGAGE SECURITIES (CMOS)				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV; Agencies & Agency CMOs)	30.0	6.4	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
ASSET-BACKED SECURITIES (ABS)				
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	
BANKERS' ACCEPTANCES				
Max % (MV)	40.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	180	0.0	Compliant	
CERTIFICATE OF DEPOSIT PLACEMENT SERVICE (CDARS)				
Max % (MV)	50.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
COLLATERALIZED BANK DEPOSITS				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
COLLATERALIZED TIME DEPOSITS (NON-NEGOTIABLE CD/TD)				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5.0	0.0	Compliant	
COMMERCIAL PAPER				
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	
CORPORATE MEDIUM TERM NOTES				
Max % (MV)	30.0	26.6	Compliant	
Max % Issuer (MV)	5.0	1.8	Compliant	
Max Maturity (Years)	5	4	Compliant	

Walnut Valley Water District | Account #10074 | As of September 30, 2025

Rules Name	Limit	Actual	Compliance Status	Notes
Min Rating (A- by 1)	0.0	0.0	Compliant	
FDIC INSURED TIME DEPOSITS (NON-NEGOTIABLE CD/ TD)				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
FEDERAL AGENCIES				
Max % (MV)	100.0	8.6	Compliant	
Max % Issuer (MV; Agencies & Agency CMOs)	30.0	6.4	Compliant	
Max Callables (MV)	20.0	0.0	Compliant	
Max Maturity (Years)	5	2	Compliant	
LOCAL AGENCY INVESTMENT FUND (LAIF)				
Max Concentration (MV)	75.0	0.0	Compliant	
LOCAL GOVERNMENT INVESTMENT POOL (LGIP)				
Max % Issuer (MV)	5.0	0.0	Compliant	
MONEY MARKET MUTUAL FUNDS				
Max % (MV)	20.0	1.9	Compliant	
Max % Issuer (MV)	20.0	1.9	Compliant	
Min Rating (AAA by 2)	0.0	0.0	Compliant	
MORTGAGE-BACKED SECURITIES (NON-AGENCY)				
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	
MUNICIPAL SECURITIES (CA, LOCAL AGENCY)				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
MUNICIPAL SECURITIES (CA, OTHER STATES)				
Max % (MV)	100.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
MUTUAL FUNDS				
Max % (MV)	20.0	0.0	Compliant	

STATEMENT OF COMPLIANCE

Walnut Valley Water District | Account #10074 | As of September 30, 2025

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	
NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD)				
Max % (MV)	30.0	0.0	Compliant	
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
REPURCHASE AGREEMENTS				
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Years)	1.0	0.0	Compliant	
REVERSE REPURCHASE AGREEMENTS				
Max % Issuer (MV)	5.0	0.0	Compliant	
Max Maturity (Days)	92.0	0.0	Compliant	
SUPRANATIONAL OBLIGATIONS				
Max % (MV)	30.0	3.8	Compliant	
Max % Issuer (MV)	10.0	2.1	Compliant	
Max Maturity (Years)	5	0.0	Compliant	
Min Rating (AA- by 1)	0.0	0.0	Compliant	
U.S. TREASURIES				
Max % (MV)	100.0	59.2	Compliant	
Max Maturity (Years)	5	4	Compliant	

CHANDLER ASSET MANAGEMENT

Net of Fees Performance

As of 09/30/2025

Walnut Valley WD (331583)

Dated: 10/15/2025

Period	*Period Begin*	*Period End*	*Total Return, Net of Fees*	*Assigned Index Return*
Prior Month	08/01/2025	08/31/2025	0.86%	1.05%
Prior 3 Months	06/01/2025	08/31/2025	1.50%	1.65%
Year to Date	01/01/2025	09/30/2025	4.14%	4.57%
Prior 12 Months	09/01/2024	08/31/2025	4.66%	4.43%
Since Inception	08/01/2009	09/30/2025	1.73%	1.61%

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

CHANDLER ASSET MANAGEMENT

Net of Fees Performance

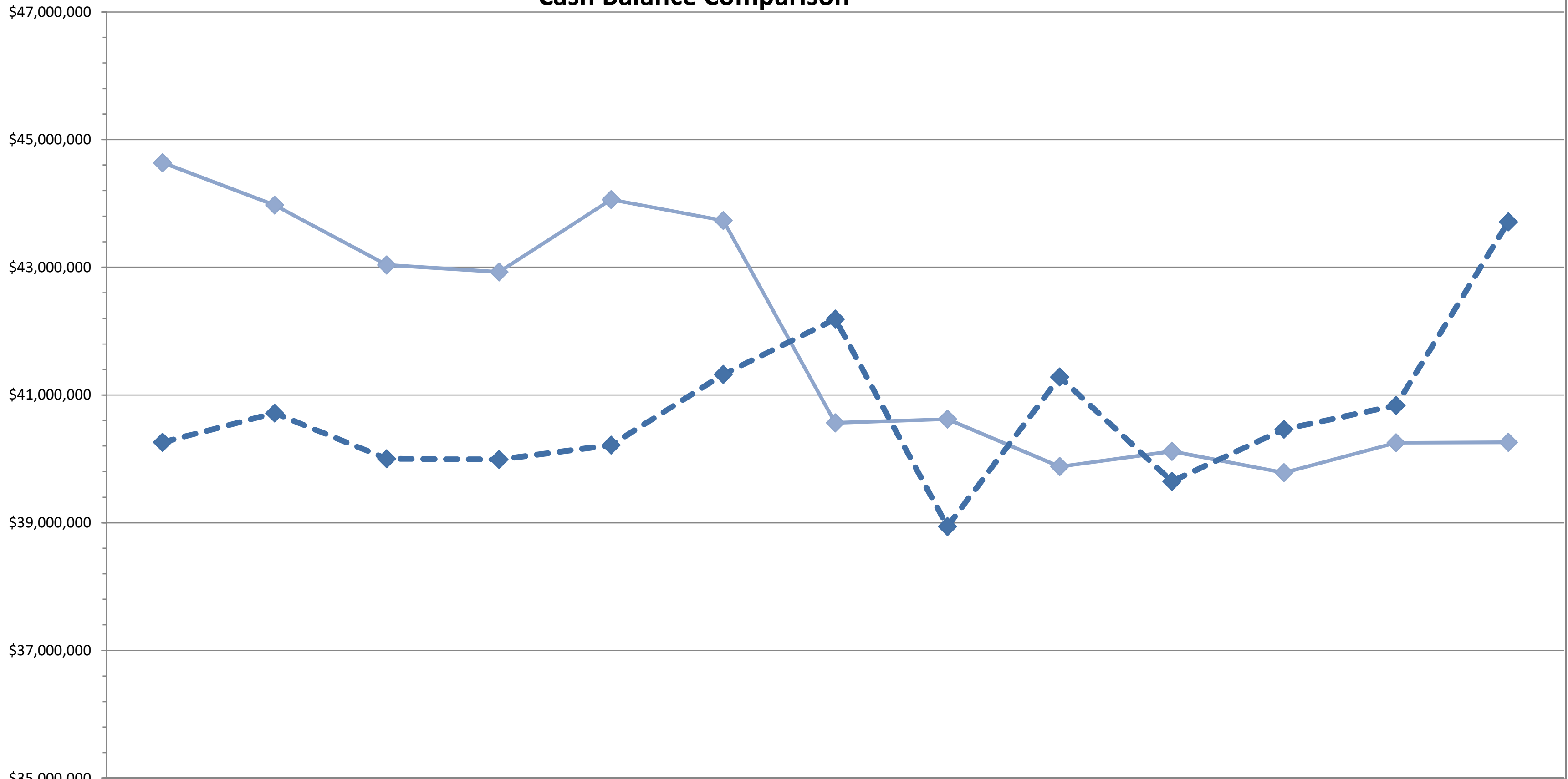
As of 09/30/2025

Walnut Valley WD (331583)

Dated: 10/15/2025

Reported Index Return is always Total Return.

Walnut Valley Water District
Cash Balance Comparison



	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
09/2023-09/2024	$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
09/2024-09/2025	$40,258,383	$40,716,785	$40,002,785	$39,988,967	$40,217,131	$41,322,270	$42,189,341	$38,941,723	$41,282,261	$39,646,072	$40,464,433	$40,837,009	$43,712,062

Walnut Valley Water District

Revenue Bond - Held at US Bank

Life to Date

September 30, 2025

Bond Proceeds		$	33,176,590.01
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)	(31,500.00)		
			(162,900.00)
Projects			
Administration Headquarters Phase 1	(15,865,083.45)		
Administration Headquarters Phase 2			
			(15,865,083.45)
Interest Income			1,092,099.65
District Payment of Principal and Interest			526,800.65
Interest Expense			(1,345,648.87)
Ending Balance of Bond Funds		$	17,421,857.99

Walnut Valley Water District

Revenue Bond - Held at US Bank

September 30, 2025

Beginning Balance of Bonds		$ 20,725,631.18
Receipts:		
Interest Income		50,976.97
Prepayment of Interest		
Disbursements:		
Cost of Issuance		
Administration Headquarters Phase 1	(3,354,750.16)	
Administration Headquarters Phase 2	0.00	
Interest Expense		
		(3,354,750.16)
Ending Balance of Bond Funds		$ 17,421,857.99

WVWD – Staff Report

TO: Board of Directors
FROM: General Manager
DATE: October 20, 2025
SUBJECT: Receive and File the Puente Basin Watermaster Thirty-Ninth Annual Report for Fiscal Year 2024-25

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

Recommendation

Request the Board of Directors receive and file the Thirty-Ninth Annual Report for the Puente Basin Watermaster for Fiscal Year 2024-25.

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 2025-26

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)
2024-25
Puente Basin Watermaster

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
		Annual Pumping Right						Annual Excess Pumping				
Pumpers	**Pumper's Share of Operating Safe Yield**	**Return Flow Credit**	**Excess Pumping 2023-24**	**Carry-over from 2023-24**	**Leases**	**Total (1)+(2)-(3)+(4)+(5)**	**Water Pumped**	**Total**	**Allowable**	**Unauthorized**	**Lost Carry-over (4)-(7)**	**Carry-over to 2025-26 (6)-(7)-(11)**
PRINCIPAL PRODUCERS												
City of Industry	550.0	0.0	0.0	550.0	0.0	1,100.0	298.0	0.0	0.0	0.0	252.0	550.0
Successor Agency to Industry Urban Development Agency	550.0	0.0	0.0	550.0	0.0	1,100.0	298.0	0.0	0.0	0.0	252.0	550.0
Royal Vista Golf Course	306.0	NA[1/]	0.0	0.0	0.0	306.0	0.0 [2/]	0.0	30.6	0.0	0.0	306.0
Rowland Water District	550.0	0.0	0.0	550.0	0.0	1,100.0	192.9	0.0	0.0	0.0	357.1	550.0
Walnut Valley Water District	550.0	163.7	0.0	659.8	0.0	1,373.5	968.7	0.0	0.0	0.0	0.0	404.8
Subtotal	*2,506.0*	*163.7*	*0.0*	*2,309.8*	*0.0*	*4,979.5*	*1,757.7*	*0.0*	*30.6*	*0.0*	*861.0*	*2,360.8*
BASIN CLEAN-UP PUMPING												
BDP Corporation	NA	NA	NA	NA	NA	NA	189.3	NA	NA	NA	NA	NA
Malibu Grand Prix [3/]	---	---	---	---	---	---	---	---	---	---	---	---
Hamilton Standard Controls [4/]	---	---	---	---	---	---	---	---	---	---	---	---
Subtotal							*189.3*					
GRAND TOTAL	**2,506.0**	**163.7**	**0.0**	**2,309.8**	**0.0**	**4,979.5**	**1,947.0**	**0.0**	**30.6**	**0.0**	**861.0**	**2,360.8**

[1/] Not Applicable.
[2/] 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.
[3/] CRWQCB has accepted a closure plan from MGP which is no longer producing groundwater.
[4/] 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) Fiscal Year 2024-2025 Metropolitan Water	(2) Fiscal Year 2024-2025 Reclaimed Water	(3) Fiscal Year 2024-2025 Ground Water	(4) Fiscal Year 2024-2025 Total	(5) Total Imports in 1984-85	(6) Difference (4)-(5) [1/]	(7) Calculated Import Return Flow	(8) Allocation of Import Return Flow Credit [2/]
DEFENDANTS								
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 [3/]	NA	NA	NA	NA	NA	NA	NA
GRAND TOTAL	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**	**0.0**
PLAINTIFFS								
Rowland Water District	8,853.0	305.0	0.0	9,158.0	5,197.8	3,960.2	594.0	0.0
Walnut Valley Water District	5,522.8	0.0	0.0	5,522.8	6,630.9	0.0	0.0	594.0
GRAND TOTAL	**14,375.8**	**305.0**	**0.0**	**14,680.8**	**11,828.7**	**3,960.2**	**594.0**	**594.0**

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

[2/] Allocated per direction of Rowland and Walnut pursuant to Paragraph 9, subparagraph B.

[3/] Not Applicable.

Appendix D
ANNUAL PUMPING RIGHT AT AN OPERATING SAFE YIELD OF 2,506 ACRE-FEET FOR FISCAL YEAR 2025-26
Puente Basin Watermaster

	(1)	(2)	(3)	(4)	(5)
Pumpers	**Pumper's Share of Operating Safe Yield (AF)**	**Excess Pumping in 2024-2025 (AF)**	**Carry-over from 2024-2025 (AF)**	**Return Flow Credit For Water Imported into the Basin 2024-2025 (AF)**	**Annual Pumping Right (AF)**
PRINCIPAL PRODUCERS					
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	306.0	NA[1/]	612.0
Rowland Water District	550.0	0.0	550.0	0.0	1,100.0
Walnut Valley Water District	550.0	0.0	404.8	594.0	1,548.9
GRAND TOTAL	**2,506.0**	**0.0**	**2,360.8**	**594.0**	**5,460.9**

[1/] Not Applicable.

WVWD – Staff Report

TO:	Board of Directors
FROM:	General Manager
DATE:	October 20, 2025
SUBJECT:	Approve Additional Service Request No.12 with La Cañada Design Group for the Operations and Maintenance Building Remodel Project (PN 19-3569-2)

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

Recommendation

The Board of Directors approve Additional Service Request (ASR) No. 12 with La Cañada Design Group, Inc. for various design revisions to the construction documents for the Operations and Maintenance Building remodel project (PN 19-3569-2).

Background

On January 18, 2022, Walnut Valley Water District awarded a Professional Consultant Services Agreement with La Cañada Design Group (LCDG) to provide architectural design services for the new Administration Building (Phase 1) and remodeled Operations and Maintenance Building (Phase 2) in the amount of $699,630.

LCDG has provided 90% completed construction documents for the O&M Building remodel project, however, the District has identified additional needs that need to be incorporated into the final design. These include adding a new office space to replace the previous entry location, revising the restroom layout to provide a vestibule, revising the locker location to provide additional privacy, and installing new provisions for future electric vehicle charging stations. Upon approval of this ASR, LCDG will work with their civil, structural, and MEP design team to incorporate these requests into the final design.

To incorporate these needs of the District, Staff is requesting the Board of Directors approve ASR No. 12 totaling $33,235. It is estimated these design changes will take 3 weeks to finalize.

Funding for this amendment will be taken from the 2024 Project Revenue Bond.

Attachments:
ASR No. 12

LCDG
LA CAÑADA DESIGN GROUP
ARCHITECTURE
PLANNING
INTERIORS

October 6, 2025

Sheryl Shaw
General Manager
Walnut Valley Water District

Project: **WVWD O&M Building Remodel Project**
Project No: **667.2**
Subject: **Additional Service Request No.12 – O&M CD Design Revisions**

Dear Sherry,

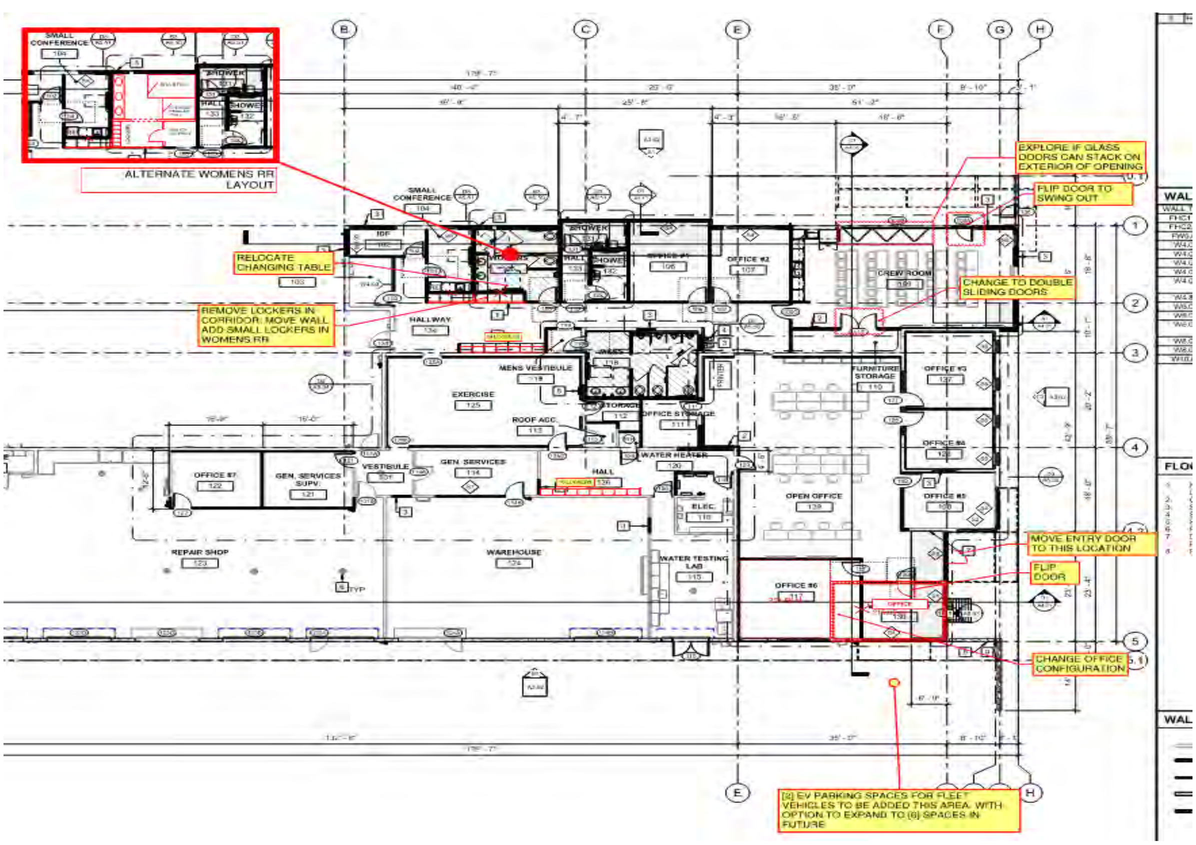
The following Additional Service Request proposal is to incorporate requested design revisions into the Construction Documents (CDs) for the WVWD Operations & Maintenance (O&M) Building remodel project.

Background and Description

WVWD has requested design revisions to the 90% completed Construction Documents for the O&M Building remodel project. These changes will also require minor updates to the scope of work for both the MEP and structural engineers. The work will also include the civil scope described in our previous ASR#6 [which will be cancelled], which had been pending approval.

Scope of Services

The LCDG team will update the design and revise the construction documents in response to the provided comments before submitting them for plan check.



The revisions will be as per marked up sketch sent via email on 9/17/25 [included in diagram above]. Revisions include:

- New Office to replace previous entry location
- Revised restroom layout to provide vestibule
- Revised locker location
- Revised door swings
- New provisions for EV charging stations

Design Team

Architect:	LCDG Architects
Civil:	Southland Civil
Structural:	Brandow & Johnston
MEP:	Budlong & Associates

Schedule

The original schedule anticipated 5 months from 90% CDs through plan check approval. We expect the requested revisions to add approximately 2-3 weeks to this duration, including project restart.

Understandings and Assumptions

1. All Understandings and Assumptions from the primary proposal apply.

Cost of Services

LCDG will provide the above scope of services for the additional Stipulated Sum of **$33,235.00,** to be invoiced monthly on a percent complete basis. This amount will be added to the amount already under contract. Please refer to the attachment A for the cost breakdown.

See the enclosed Exhibit A for AE fee summary for breakdown of costs by discipline and Exhibit A-1 for a breakdown of LCDG costs by labor / task category. Consultant's proposals are also enclosed for your review.

Terms and Conditions: The Terms & Conditions are in conformance with the Agreement between WVWD and LCDG dated 1/18/2022.

Please contact me if you have any questions or need clarifications/adjustments to our proposal. With the receipt of the notice to proceed, we are prepared to begin work immediately.

Sincerely,

Kevin O'Brien, President
for La Cañada Design Group, Inc.
C23472

Accepted:

Sheryl Shaw date
for Walnut Valley Water District (WVWD)

Encl: Exhibit A [Fee Summary]; Exhibit A-1[LCDG fee breakdown]
Consultant Proposals
WVWD plan markup dated 9/22/25 by reference

Walnut Valley Water District

667.2

Operations & Maintenance Building Remodel - Ph.2
Additional Service Request #12

CD Design Revisions

A-E FEE SUMMARY

A	ADDED SERVICES					
	LABOR:	**Architectural**	**Civil***	**Structural**	**MEP/LV**	**Total**
	Phase	LCDG	Southland	B&J	Budlong	
1	**Construction Document Revisions**	$8,635.00	$14,600.00	$1,000.00	$9,000.00	$33,235.00
	Totals	$8,635.00	$14,600.00	$1,000.00	$9,000.00	**$33,235.00**

* includes design through closeout for civil scope

Total A-E Fee:	
CD Design Revisions / Services	$33,235.00
Reimbursable Expenses	$500.00
Total A-E Services	**$33,735.00**

Walnut Valley Water District **667.2**
Operations & Maintenance Building Remodel - Ph.2

LCDG (ARCHITECTURAL) FEE SUMMARY - ASR-12

CD Design Revisions

ADDITIONAL SERVICES LABOR: Phase	Labor Category: Principal	Senior PM	Project Mgr	Job Captain	Designer 3	**Total**
1 **Construction Document - Revisions**						
Coordination - WVWD, Consultants	2.0	1.0	2.0			5.0
Project restart / mobilization			1.0	2.0	2.0	5.0
Client meetings						0.0
Incorporate client revisions, prep backgrounds	1.0		1.0	2.0	4.0	8.0
CD Revisions to affected sheets / details			4.0	8.0	20.0	32.0
QC Review, revisions		1.0	1.0		4.0	6.0
Total hours	3.0	2.0	9.0	12.0	30.0	56.0
Labor rate	$245	$200	$190	$145	$135	
Labor cost	$735.00	$400.00	$1,710.00	$1,740.00	$4,050.00	**$8,635.00**
Total Labor Cost - ASR 12						**$8,635.00**

SOUTHLAND CIVIL ENGINEERING & SURVEY, LLP

PLANNING, ENGINEERING, AND SURVEYING FOR A SUSTAINABLE FUTURE

4TH REVISED AGREEMENT BETWEEN CLIENT AND CONSULTANT

Agreement entered into at Pasadena, Calif., made this 30th day of September 2025 by and between:

	CLIENT:		**CONSULTANT:**
Name:	La Canada Design Group	Name:	Southland Civil Engineering & Survey, LLP
Attn:	Warren Yoo		
Address:	630 N Rosemead Blvd, Ste. 400 Pasadena CA 91107	Address:	87 North Raymond Ave., Suite 300 Pasadena, CA 91103
Phone:	(626) 351 4301 x102	Phone:	(626) 486-2555
E-mail:	warren@lcdg.com	E-mail	lmar@southlandcivil.com

CLIENT proposes to:

Remodel the existing O&M building at 271 S. Brea Canyon Rd., Walnut, CA 91789 (APN 8760-026-900)

CONSULTANT agrees to perform the following scope of services:

See Summary of Services consisting of five (5) pages

CLIENT agrees to compensate CONSULTANT for such services as follows:

See Summary of Services consisting of five (5) pages

This agreement is subject to all standard engineering and land planning practices and the terms and conditions contained in initialed exhibits attached herewith and made a part hereof (list of exhibits below).

Standard Hourly Rate Schedule
General Terms of Agreement

IN WITNESS WHEREOF, the parties hereby execute this agreement dated September 30, 2025 upon the terms and conditions stated above.

Client: La Canada Design Group

By: ______________________________

Name/Title: Warren Yoo

Date: ______________________________

SCE&S Project Number: 7580-24010

Consultant: Southland Civil Engineering & Survey, LLP

By: ______________________________

Name/Title: Larry L. Mar, P.E., PLS, Partner

Date: 9/30/25

California Civil Engineer's License C 55069

\\dellserver\PMGMT\PROJECTS\7580-24010\PROPOSAL\2025-09-30 4th Rev Agmnt.docx 9/30/2025 4:03 PM

SOUTHLAND CIVIL ENGINEERING & SURVEY, LLP

PLANNING, ENGINEERING, AND SURVEYING FOR A SUSTAINABLE FUTURE

4th REVISED
SUMMARY OF SERVICES

To Accompany Agreement between Client and Consultant
La Canada Design Group (Client)
Attn: Kevin O'Brien
and
Southland Civil Engineering & Survey, LLP (Consultant)
271 S. Brea Canyon Rd., Walnut, CA 91789
(APN 8760-026-900)
SCE&S Proj. No. 7580-24010
September 30, 2025

Consultant agrees to provide the following services to the **Client**:

ENGINEERING & CONSTRUCTION SERVICES

1. ***Precise Grading Plan -*** Prepare an on-site precise grading plan for the proposed remodel of the existing O&M building as listed in the 9/22/2025 email and attachments. Scope includes.
    - Three (3), including one (1) future EV charging station parking spaces
    - Twelve (12) future EV charging station parking spaces
    - EV-ready parking and accessible path-of-travel to building entry
    - Remove existing landscaping at the southeast corner of the building and provide a pedestrian paved walkway.
    - Demo existing landscaping at the building north, making a new employee patio (approx. 500 SF, permeable paver)
    - New metal fence for employee patio
    - Entry patio with CMU support wall at main entry.

    Plans shall be submitted with building plans (by others). Address Building and Safety review comments and coordinate approval with architect. If alternative designs or revisions are requested, an addendum to the contract may be required. This task excludes LID, structural design, retaining walls, excavation, public improvements, survey, plotting easements, processing, and clearances. Topographic and boundary survey to be provided by others.

Client's Initials	Consultant's Initials

87 N. Raymond Ave, Suite 300, Pasadena, California 91103 / o: 626•486-2555
Email: info@SouthlandCivil.com • www.SouthlandCivil.com

2. ***Fine Grade Certification*** – Provide fine grade verification on the completion of finish grading. This task assumes building construction in one (1) phase.

3. ***Construction Administration*** – Provide up to fifteen (15) hours of consultation, construction meetings, address topographic/plan conflict issues, and RFI's (Request for Information). If additional time is needed, an addendum to the contract will be required.

4. **As-Built Plan** – Provide As-built plan at project completion. The plan shall reflect changes in the field during construction related to civil scope item only. This task assumes a maximum of six (6) hours.

EXCLUSIONS/CONDITIONS *(unless requested)*

The following items are exclusions to the contract; however, they could be included on a time and material basis or as an addendum to this contract, if requested by the client.

- Boundary survey, topographic survey, tree survey, record boundary, mapping, monuments, planning, construction support, shoring-monitoring, inspections, easement plotting, legal descriptions and plats, meetings, processing

- Scope and fees are based on one (1) site plan.

- Major revisions or other services outside of the scope of services due to changes in project design, which Consultant could not have reasonably foreseen, agency adoption of new ordinances/policies/codes, updated consultants' reports, new issue areas or client request. These items may be covered under separate amendments to this contract.

- Other services or additional work outside of this scope may also be required. Client shall be notified of these items if they occur. These items shall be billed per consultant's standard hourly rates or an adjustment to the contract shall be made for client's approval.

- All governmental agency plans for permits not specifically included in the Summary of Services (green, pool, retaining walls, separate structure permit, shoring, demolition, excavation, encroachment, haul route, tree removal, FOG/ wastewater discharge, etc.)

- All work is assumed to be performed to the Standard Specifications for Public Works Construction, specifications varying from those in the "Greenbook" are assumed to be outside of the contract unless specifically stated.

Client's Initials	Consultant's Initials

- Consultant assumes no liability for any discrepancies found between topography prepared by others and existing field conditions.

- Time for addressing any discrepancies or missing information that may be found in the field and/or contract drawings/plans.

- Excessive time for replacing primary survey control that has been destroyed. Primary control shall be made durable and shall be placed in optimal locations to ensure longevity.

ASSUMPTIONS

The following represents certain assumptions of SCE&S in preparing this contract.

- Client shall pay fees and provide documentation requested during the plan check process to avoid delays. If a project is delayed on behalf of the client and new plan checkers are assigned after the first check, an addendum to the contract may be required.

- Client assumes all responsibility for any additional costs of re-staking or reconstruction due to a variation between the approved plan grade and the actual "as built" line and grade.

- Fees include office support time for survey pre-calcs, cutsheets, coordination, and review.

- Additional days of survey requested and authorized by field ticket will be charged for additional travel time and hours spent on site in excess of those listed above. A day shall be considered one trip to the site.

- A "move-in" is considered the same as a request for specific field stakes, i.e. sewer, water, storm drain, regardless of the time it takes to complete. Costs/hours include travel to/from site.

- The site shall be clear of obstructions that would impede the efficient setting of points during construction staking. If the surveyor must pull off the site because of the inability to complete the task and must return on another day, an addendum to the contract may be required.

Client's Initials	Consultant's Initials

4th REVISED
SUMMARY OF SERVICES

271 S. Brea Canyon Rd.
Walnut, CA 91789

DUTIES OF THE CLIENT

Without attempting to be all-inclusive, the following items are to be supplied by the client:

- Client shall provide the approved plans needed for staking in both AutoCAD and pdf.
- Permit/processing/bond fees and other miscellaneous City or County fees required for information and/or approval shall be paid in a timely manner to avoid delays.
- Permission from adjacent property owners for access, if necessary
- CCTV inspection of existing pipes & culverts, if necessary
- Reasonable access and visibility for surveyors to work efficiently without delays.
- Unless otherwise stated in the scope, staking services are limited to a single move-in. The site shall be clear of obstructions that would impede the efficient setting of points during construction staking.
- Survey requests shall be submitted a minimum of two business days prior to requiring stakes set (This assumes project files in AutoCAD have been received/reviewed).
- No request for staking shall be piecemeal requiring additional move-ins or set ups.
- Client to provide Consultant with CAD files for staking purposes.
- Excessive time for replacing primary survey control that has been destroyed may result in additional charges. Primary control shall be made durable and shall be placed in optimal locations to ensure longevity.
- If not provided by SCES, an adequate boundary and topographic survey prepared by a licensed surveyor in AutoCAD format. (May require GPS verification of benchmark) Must show all existing easements. If necessary, Client's surveyor may be required to establish vertical control on a City Benchmark, obtain additional topography and utility data.
- If not provided by SCES, survey control files may be requested to support boundary and topographic survey in AutoCAD format. (May require GPS verification of benchmark)
- Monuments used by surveyors are recoverable and boundaries have been

Client's Initials	Consultant's Initials

4th REVISED
SUMMARY OF SERVICES

established in conformity with the standard survey practices.

- Architectural, structural and landscape plans in AutoCAD format

- Other consultants' reports, calculations and plans (title report, soils/geo report, tree survey, solar report, environmental (Initial Study/CEQA), mechanical/ electrical/ plumbing plans (MEP), fire services plan, security (alarm/gates), biological/ noise/ air/ cultural/ archeological/historical studies and reports, structural/ shoring plans and details, river engineering, dry utility plans/submittals, energy compliance, lighting/ photometrics, glare study, story poles, traffic studies/ signal design, signage/posting, gate design, public art, screening, color/material samples, etc.), if required, are not included in consultant's fees

- Direct costs such as map printing, reproduction and other out-of-pocket expenses shall be billed in addition to the contract amount. Fifteen percent (15%) shall be added to direct costs to compensate for administrative expenses.

- Once a plan is approved and Ready to Issue (RTI), permit(s) shall be pulled by the owner or contractor(s).

FEES:

Client agrees to compensate **Consultant** for services performed as follows:

Engineering & Construction Services

1.	Precise Grading Plan	$5,200
2.	Fine Grade Certification	2,600
3.	Construction Administration	4,700
4.	As-built Plan	2,100
	TOTAL FIXED FEE:	**$14,600**

	JM
Client's Initials	Consultant's Initials

87 N. Raymond Ave, Suite 300, Pasadena, California 91103 / p: 626•486•2555
Email: info@SouthlandCivil.com • www.SouthlandCivil.com

Authorization Request for Supplemental Structural Engineering Services

BRANDOW & JOHNSTON
EST. 1945

PROJECT:	WVWD HQ Remodeling Project	**B&J NO.:**	S22-0060
		ADD. SERVICE NO.:	13

DESCRIPTION: Restroom Revisions

REQUESTED BY: Kevin O'Brien, kobrien@lcdg.com **DATE:** 9/24/2025

AGREEMENT REFERENCE DATA – Brandow & Johnston Proposal dated 09/08/2021

DESCRIPTION OF ADDITIONAL ENGINEERING SERVICES:

Brandow & Johnston requests authorization to proceed with additional structural engineering services, revised scope of service and/or reimbursable expenses as follows:

1. Update construction documents and calculations with revisions as noted on sheet A2.10 provided on 09/17/2025.
2. Provide drawings and calculations for Los Angeles County plan check.

ENGINEERING FEE: For the scope of services described above, our engineering fee is: **$1,000.00**

This is a lump sum fee. Since the fee amount listed below is an estimate only, we will request authorization of additional fee should it be found necessary to complete the tasks you request.

BRANDOW & JOHNSTON (B&J HBK, Inc.)
A California Corporation

Client: Approved and accepted in accordance with the general terms of agreement
LCDG
630 N. Rosemead Blvd., Suite 400
Pasadena, CA 91107

By: Kim Caravalho

Kim Caravalho, SE 4896
Vice President

By: ______________________

____
Date

<u>CLIENT,</u> PLEASE RETURN ONE SIGNED COPY OF AGREEMENT AS AUTHORIZATION TO PROCEED.

Budlong

An MBE | SBE | DBE | LSBE Firm

September 24, 2025 Budlong Number: P21-251.C3.R2

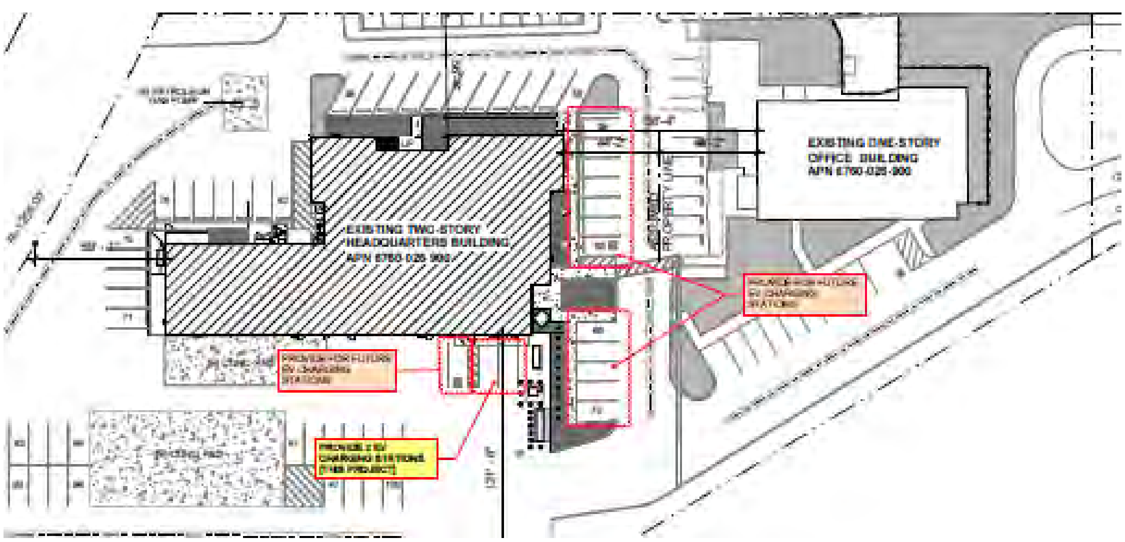
Kevin O'Brien AIA LEED AP, Principal
LCDG
630 N Rosemead Blvd, Ste. 400
Pasadena CA 91107

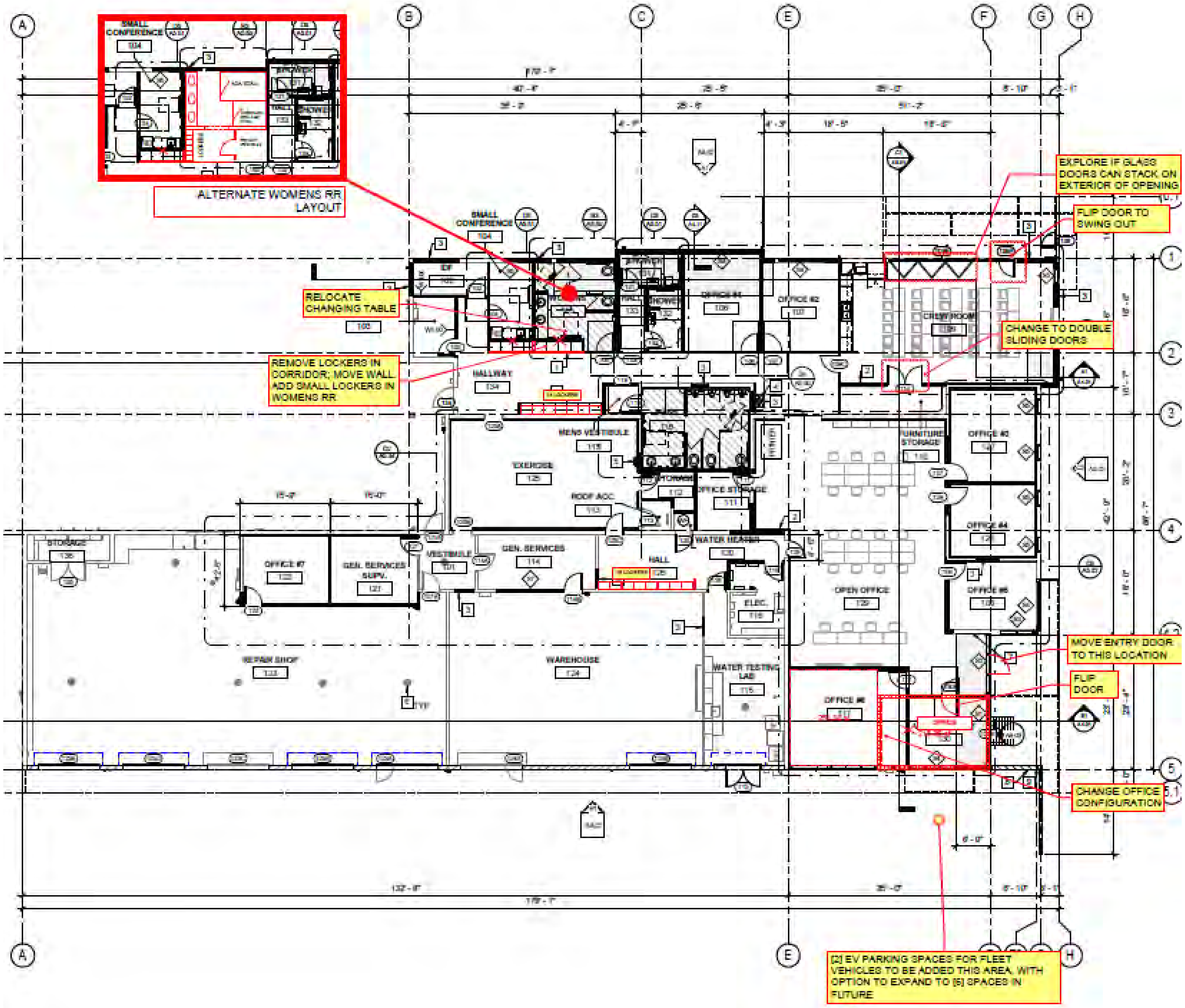
Reference: 0667.2 Walnut Valley Water District (WVWD) Headquarters Facility Phase-2 – ASR 12 Additional Operations & Maintenance Building Redesign Services Remodel Project – MEP & Low Voltage (LV) Design Engineering Services 2nd Revised Fee Proposal

Budlong is pleased to submit this 2nd revised fee proposal to provide additional Mechanical, Electrical, Plumbing and LV Design engineering services for the references project per the revised RFP sent to us on September 22, 2025.

PROJECT DESCRIPTION:

This proposal outlines the additional services required for the West Valley Water District's operations and Maintenance Building Renovation project. The revisions required due to changes in the architectural background drawings and updated Client direction. Below is a summary of the requested modifications and associated design updates that fall outside the originally contracted scope of work:





1. New office to replace previous entry location.
2. Revised restroom layout to provide vestibule.
3. Revised locker location.
4. Revised door swings.
5. EV Parking Stations and Electrical Infrastructure:
   - Design and document EV-ready, EVCS, EVCS Van, and standard accessible parking spaces per CalGreen requirements.
   - Design infrastructure for electric fleet vehicle charging stations.
   - Coordinate with electrical engineer to assess existing electrical capacity and determine need for upgrades to support EV charging infrastructure.

ADDITIONAL MECHANICAL, ELECTRICAL, PLUMBING & LV DESIGN ENGINEERING SCOPE OF SERVICES:

A. Mechanical Engineering:
   1. Develop Design for the HVAC system, as needed for the renovation area.
   2. Coordinate with other trades to determine equipment locations and integrate new electrical loads.

B. Electrical Engineering:
1. Design lighting fixtures and replace with new fixtures as needed for the renovation area.
2. Design power feeds to the outlets, as needed.
3. Conduct a site survey to gather existing conditions and ensure compatibility with remaining equipment.
4. Provide power for EV charging systems.
5. Modify existing panelboards or replace as needed for the new EV Charging system.
6. Prepare Feeder and Load Calculations.

C. Plumbing Engineering:
1. Plumbing Plan - Design a new plumbing system for the existing restroom renovation area, including hot and cold-water piping layout, waste/vent piping, as needed.

D. Low Voltage Engineering:
1. Revise Fire Alarm, CCTV, Access Control and Telecom/DATEA design drawings as necessary.

EXCLUSIONS:
1. Plan check, permit or other agency fees.
2. Solar Design, Photovoltaic Design, Net Zero or Well Building.
3. Generator, UPS, Fire Pump, Domestic Booster Pump.
4. DAS system.
5. Solar thermal and PV for Electrical systems.
6. Acoustics design, energy modeling, savings by design, existing utilities modifications, studies, encroachment permits process (by Civil), cost estimates, commissioning, value engineering, methane mitigation, as-builts, and revisions to drawings after design development.
7. Lighting design (selection and placement of light fixtures) is by others. Budlong will assist the architect or owner on selection if required.
8. Existing MEP systems Code and Capacity upgrade.
9. Air and Power measurement.

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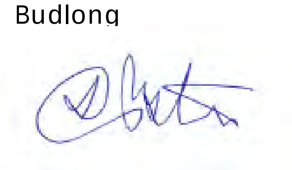
ADDITIONAL MEP & LV DESIGN SERVICES COMPENSATION:

We propose to provide the above listed additional Mechanical, Plumbing, Electrical and Low Voltage Design Engineering services for a fixed as listed below:

Discipline	Man-Hours	Fee
1. Mechanical Engineering	6	$900
2. Electrical Engineering	42	$6,300
3. Plumbing Engineering	10	$1,500
4. Low Voltage Engineering	3	$300
Total Additional Mechanical, Electrical, Plumbing & LV Design Engineering Services Fee		$9,000

Please review and sign below to indicate your acceptance and return a copy of this proposal. Thank you for this exciting opportunity.

Sincerely, Submitted by
Budlong



Sunil Patel, PE, LEED AP, CxA, CEO | President

Accepted by LCDG:

Signature ______________________________

Name _________________________________

Title ___________________________________

Date _____________________________

TERMS OF CONDITIONS

1. Hourly Rates:
If Budlong is asked to perform services which are outside the Scope of Work, or if you change the Scope of Work, including changes in size, quality, complexity, and schedule, then any work performed by Budlong as a result of such request or change will be billed to you either upon a mutually agreeable increase in the basic fee, or upon a time and materials basis. Budlong current hourly billing rates are as follows:

CLASSIFICATIONS	HOURLY RATE
Principal	$250
Project Manager/Sr. Engineer/Sr. Designer	$230
Designer	$220
BIM / Revit	$180
CAD	$165
Administrative	$110
Commissioning (Cx)	$225

The Rates are subject to general revision by 01/01/2026.

Unless noted otherwise, extra services include but are not limited to the following: tenant improvement work; anchorage of other non-MEP equipment; exterior elements such as fountains, signs, light poles, flagpoles, site walls, and retaining walls; non-bearing exterior cladding; non-bearing interior partitions; design-build stairs; pre-engineered joists and trusses; creating book specifications; value engineering services after completion of the permit submittal package; preparing documents for alternate bids; preparing documents for multiple building permit packages; responding to owner retained peer review comments; attending additional meetings beyond the scope of the MEP system; designing and detailing repairs for defective construction; and preparing record drawings during or after construction.

2. Limitation of Liability:
Budlong liability to Client in the event of Budlong's negligence, errors, omissions, strict liability, or breach of contract, with respect to the project or this agreement, shall not exceed the amount of insurance available under the Budlong's errors and omissions policy or policies which cover such events. Client agrees that it will not bring a lawsuit or claim against individual employees, officers, or directors of Budlong and that Client's sole remedies under this contract shall be against Budlong.

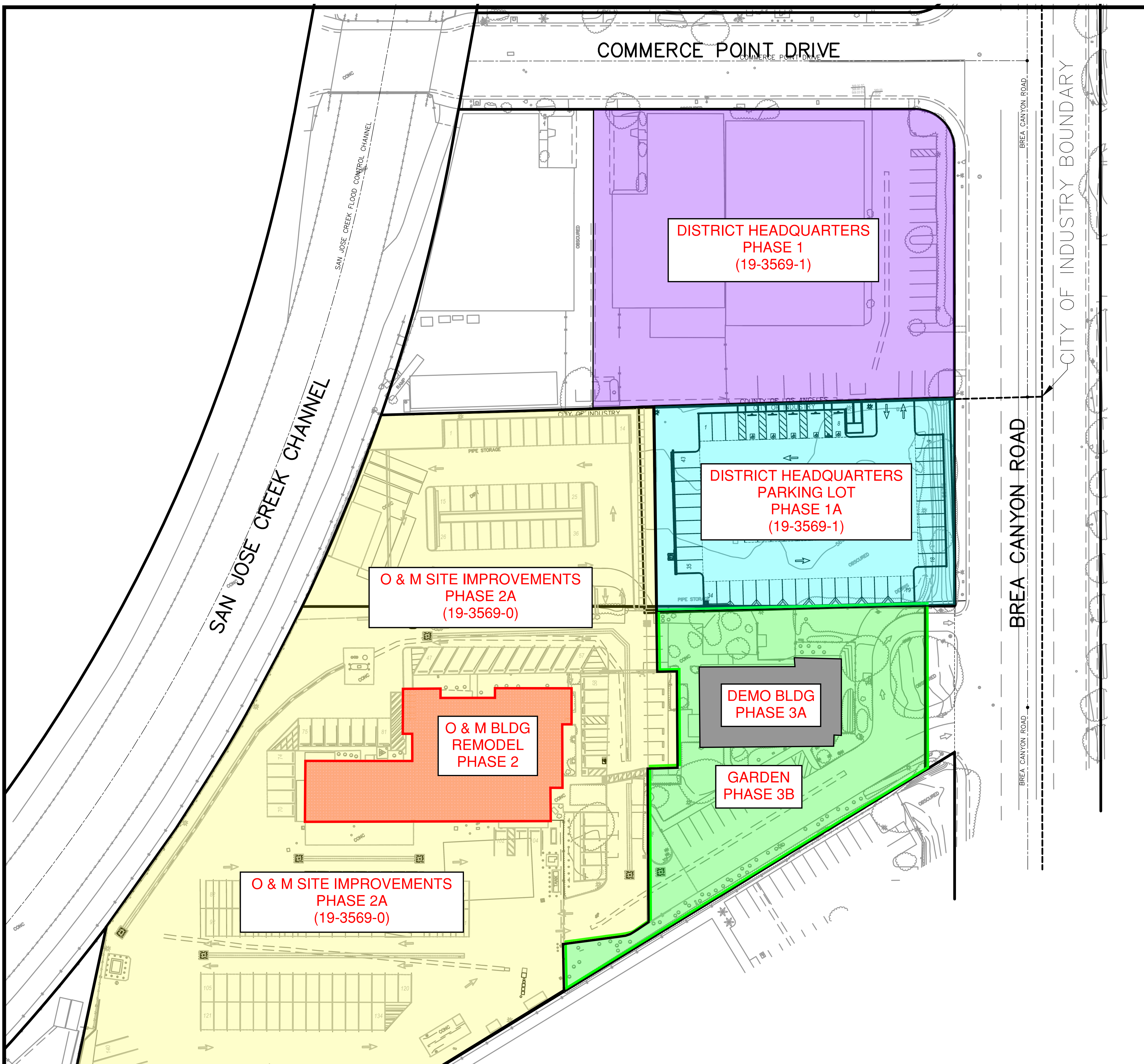
3. Use of Budlong Documents:
The drawings, specifications, calculations, and other documents, including those in electronic form, produced by Budlong under this agreement are for use solely with respect to the Project. Budlong shall be deemed the owner of these documents and shall retain all common law, statutory and other reserved rights, including copyright. Upon the execution of this agreement, Budlong grants to the Client a nonexclusive license to reproduce such Budlong documents for the purpose of constructing, maintaining or using the Project. Any termination of this agreement prior to completion of the Project, or any failure of Client to pay Budlong for their services, shall terminate this license. Client shall not use the Budlong documents for any future additions or alterations to the Project without written permission of Budlong Any unauthorized use of Budlong documents shall be at Client's sole risk and without liability to Budlong.

4. Suspension; Termination:
   i. Suspension. If the project is suspended by Client (or the owner of the Project) for more than 30 days, Client shall compensate Budlong for all services performed by Budlong prior to such suspension. When the project is resumed, Budlong shall be compensated for expenses incurred in the interruption and resumption of Budlong, Inc.'s services. Budlong, Inc.'s fees for the remaining services shall be equitably adjusted. If the suspension continues for more than 90 days, Budlong may terminate this agreement by not less than 7 days' notice.
   ii. Budlong, Inc.'s Right to Suspend Work upon Non-Payment. If any Budlong invoice is not paid within 60 days, Budlong shall have the right to suspend work on the project until payment on such invoice is received, and Budlong shall have no liability for any damage, cost, fine or penalty due to delay in the Project caused by such suspension.
   iii. Termination for Convenience. Client may, upon no less than 7 days' written notice, terminate this agreement for the convenience of the Client without cause.
   iv. Terminate for Cause. Either party may terminate this agreement on not less than 7 days' written notice if the other party fails to perform its obligations under this agreement.
   v. Payment upon Termination. In the event of a Termination for Convenience or other termination not the fault of Budlong, Inc., Client shall pay Budlong for all services performed prior to termination, plus expenses incurred in demobilizing, plus a termination fee equal to Budlong, Inc.'s anticipated but unrealized profit as of the date of termination. If you agree to the above, please send a signed copy of this agreement to Budlong, Inc., as notice to proceed.

5. Progressive Monthly Billing:
   Budlong shall invoice the Client on a monthly basis for services rendered during the preceding month, based on the percentage of work completed. Payment is due within thirty (30) calendar days of the invoice date. Any unpaid balance after the due date may be subject to a finance charge as permitted by law.

6. Charge for Late Payments:
   Invoices which are not paid within 45 days of the due date will bear a service charge of 1.5% per month, compounded, with charges accrued from the due date.

7. **Attorney's Fees:**
   In the event that legal action is necessary to enforce the payment terms of this agreement, the Consultant shall be entitled to collect from the client any judgment or settlement sums due plus reasonable attorney's fees, court costs and other expenses incurred by Consultant for such collection action and, in addition, the reasonable value of the Consultant's time and expenses spent for such collection action, computed according to the Consultant's prevailing fee schedule and expense policies.



PROJECT NO.	PROJECT PHASE	PROJET NAME	CONTRACTED SERVICES	EXECUTED AGREEMENT	AGREEMENT AMOUNT	BOARD APPROVED AMMENDMENT/ CHANGE ORDER	AMMENDMENT/ CHANGE ORDER	TOTAL AGREEMENT AMOUNT
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			CIVILTEC- Engr	10/14/2020	$77,995.00	8/21/2025	$43,870.00	$121,865.00
			SEAROCK - Constr Mgt	9/21/2023	$426,700.00	8/7/2025	$304,107.00	$730,807.00
			DPR - Contractor	6/21/2024	$19,612,768.00	8/28/2025	$3,049,127.61	$23,123,378.61
						8/27/2025	$225,538.00	
						9/18/2025	$235,945.00	
			DSK - Landscape Architect	7/26/2021	$33,750.00	8/21/2025	$10,050.00	$43,800.00
			M3 Offices, Inc.[2]	8/21/2025	$403,391.89	N/A		$403,391.89
19-3569-1	1A	DISTRICT HEADQUARTERS PARKING LOT[1]	CIVILTEC - Engr	5/22/2025	$56,280.00	N/A		$56,280.00
			DPR - Contractor	9/2/2025	$976,087.00	N/A		$976,087.00
19-3569-2	2	O & M BUILDING REMODEL	LCDG-Architect	1/18/2022	$256,530.00	8/21/2025	$22,115.83	$278,645.83
			SEAROCK - Constr Mgt	8/18/2025	$305,200.00	N/A		$305,200.00
19-3569-0	2A	O & M SITE IMPROVEMENTS	CIVILTEC - Engr	10/14/2020	$77,995.00	8/21/2025	$113,108.00	$191,103.00
			DSK-Landscape Architect	7/26/2021	$33,750.00	8/21/2025	$10,050.00	$43,800.00
			PACIFIC HYDROTECH-Contractor	5/1/2025	$4,085,333.00	N/A		$4,085,333.00
	3A	DEMO FRONT BUILDING	N/A					
	3B	GARDEN	N/A					

[1] The Board of Directors approved a $1.5M budget for the project on 8/7/2025

[2] The Board of Directors approved a $550k budget for the FF&E on 8/21/2025

WALNUT VALLEY WATER DISTRICT

DISTRICT HEADQUARTERS OVERALL EXHIBIT

REVISED 9/9/25

Monthly Progress Report – October 2025

OPERATIONS & MAINTENANCE SITE IMPROVEMENTS PHASE 2A P.N. 19-3569-0

PROJECT MANAGER: BERTHA PEREZ/TAI DIEP

DESCRIPTION:

The District is proposing to improve the existing Headquarters site (future Operations & Maintenance building) which will enhance material and equipment storage, house operations activities and provide parking for employees. The site improvements include earthwork, demolition, construction of a concrete pad for a new storage building, a new parking lot and rolling gate, and enhancements to the existing parking area in the southwest and northwest vicinities of the existing O&M building, developing the entrance and visitor parking area to the southeast, incorporating security fencing, a pedestrian gate, a rolling gate, on-site drainage improvements, and electrical work. Additionally, low-impact development and stormwater pollution prevention plan measures will be implemented to manage on-site stormwater runoff, incorporating BMPs, storm drains, curb gutters, and catch basins.

CONTRACT INFORMATION:

Contractor: Pacific Hydrotech Corp.
Contract Days: 270 calendar days

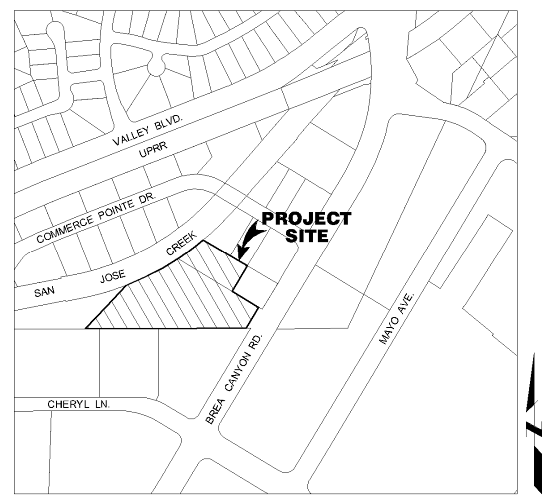
Schedule	Days
Award Date	05/01/25
Notice to Proceed	05/14/25
Start	07/08/25
Change Orders	N/A
End	
Acceptance of Work	

Contract Amount	Costs
Original	$4,085,333.00
Change Order(s)	None
Revised	N/A
Earnings previous Month	$150,488.00
Earnings to Date	$588,428.00

PROGRESS STATUS:

- Approved by the Board on 05/01/25.
- Agreement executed on 05/14/25.
- Notice to Proceed issued on 05/14/25.
- Grading permit issued 5/16/25
- Awaiting retaining wall permit from City of Industry/LA County.
- SWPPP: Approved; WDID issued on 07/10/25.
- Chamber system No. 1 completed and working on chamber system No. 2.
- 14% completion

LOCATION:



VICINITY MAP
N.T.S.

Monthly Progress Report – October 2025

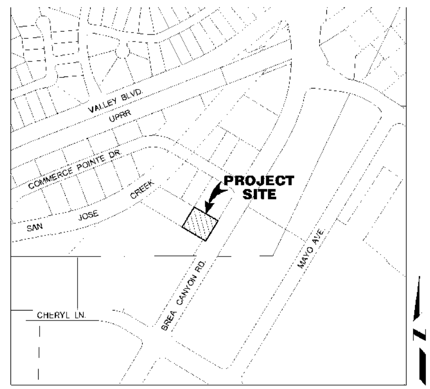
DISTRICT HEADQUARTERS PARKING LOT PHASE 1A P.N. 19-3569-1

PROJECT MANAGER: BERTHA PEREZ/TAI DIEP

DESCRIPTION:

The District is proposing to improve the existing Headquarters site (future Operations & Maintenance building) under Phase 1A, which will construct a public parking lot for the New District Headquarters. The site improvements include earthwork, demolition and the new parking lot. Additionally, low-impact development and stormwater pollution prevention plan measures will be implemented to manage on-site stormwater runoff, incorporating BMPs, storm drains, curb gutters, and catch basins.

LOCATION:



VICINITY MAP
N.T.S.

CONTRACT INFORMATION:

Consultant: Civiltec Engineering, Inc.

Schedule	Days
Award Date	05/22/25
Notice to Proceed	05/22/25
Start	05/22/25
Change Orders	N/A
End	
Acceptance of Work	

Contract Amount	Costs
Original	$56,280.00
Change Order(s)	None
Revised	N/A
Earnings previous Month	$8,413.50
Earnings to Date	$40,220.00

CONTRACT INFORMATION:

Contractor: DPR Construction

Schedule	Days
Award Date	09/02/25
Notice to Proceed	09/02/25
Start	09/02/25
Change Orders	N/A
End	
Acceptance of Work	

Contract Amount	Costs
Original	$976,087
Change Order(s)	None
Revised	N/A
Earnings previous Month	$0.00
Earnings to Date	$0.00

PROGRESS STATUS:

Civiltec:

- Approved by the Board on 05/22/25
- Notice to Proceed issued on 05/22/25
- Grading permit issued on 07/15/25
- Planning Permit issued 09/04/25
- LA County Public Works Permit issued 9/5/25
- SWPPP Amendment completed 09/04/25
- 86% completion

DPR:

- 15% Completion

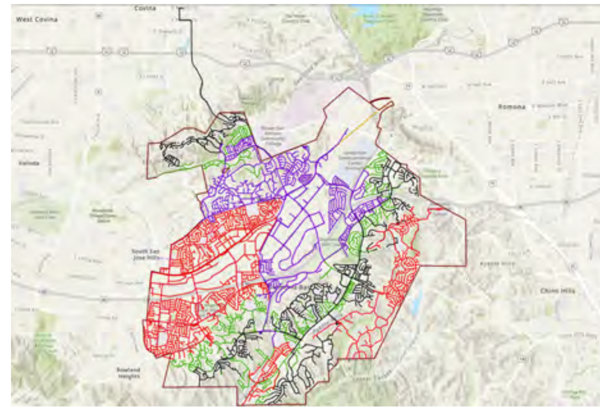
INTEGRATED POTABLE AND RECYCLED WATER MASTER PLAN (P.N. 24-3813)

PROJECT MANAGER: TAI DIEP/ BERTHA PEREZ

DESCRIPTION:

The Integrated Potable and Recycled Water Master Plan (IWMP) will evaluate the District's potable and recycled water systems, identify existing infrastructure deficiencies, and recommend mitigating Capital Improvement Program projects while incorporating additional potential regional water resources identified in companion studies (i.e. "Puente Basin Water Agency Regional Water Supply Program Update"). In addition, the IWMP will evaluate potable and recycled system operations, facilities, and demands based on the State Water Resources Control Board's adoption of water use efficiency objectives impacting the amount of water allowed for District's residential, commercial, industrial, and institutional customers. The IWMP will evaluate both the potable and recycled water systems to address infrastructure deficiencies by providing a comprehensive system evaluation and identifying a list of 20-year CIP projects.

LOCATION:



CONTRACT INFORMATION:

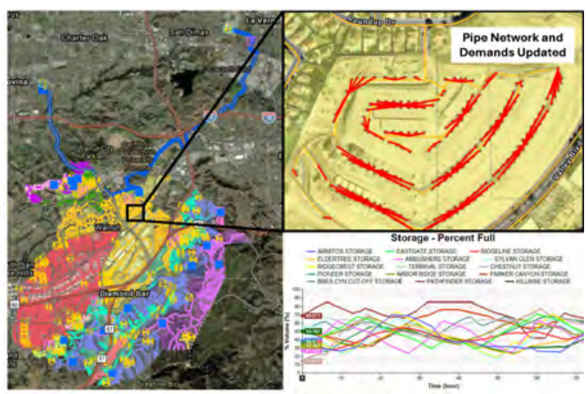
Company: West Yost
Contract Days: 365 calendar days

Schedule	Days
Award Date	02/18/2025
Executed Agreement	03/25/2025
Start	04/30/2025
Change Order(s)	None
End	
Acceptance of Work	

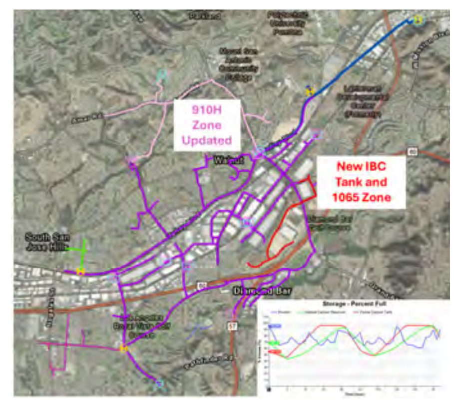
Contract Amount	Costs
Original	$293,958
Change Order(s)	None
Revised	N/A
Earnings previous Month	$83,686.50
Earnings to Date	$100,286.75

PROGRESS STATUS:

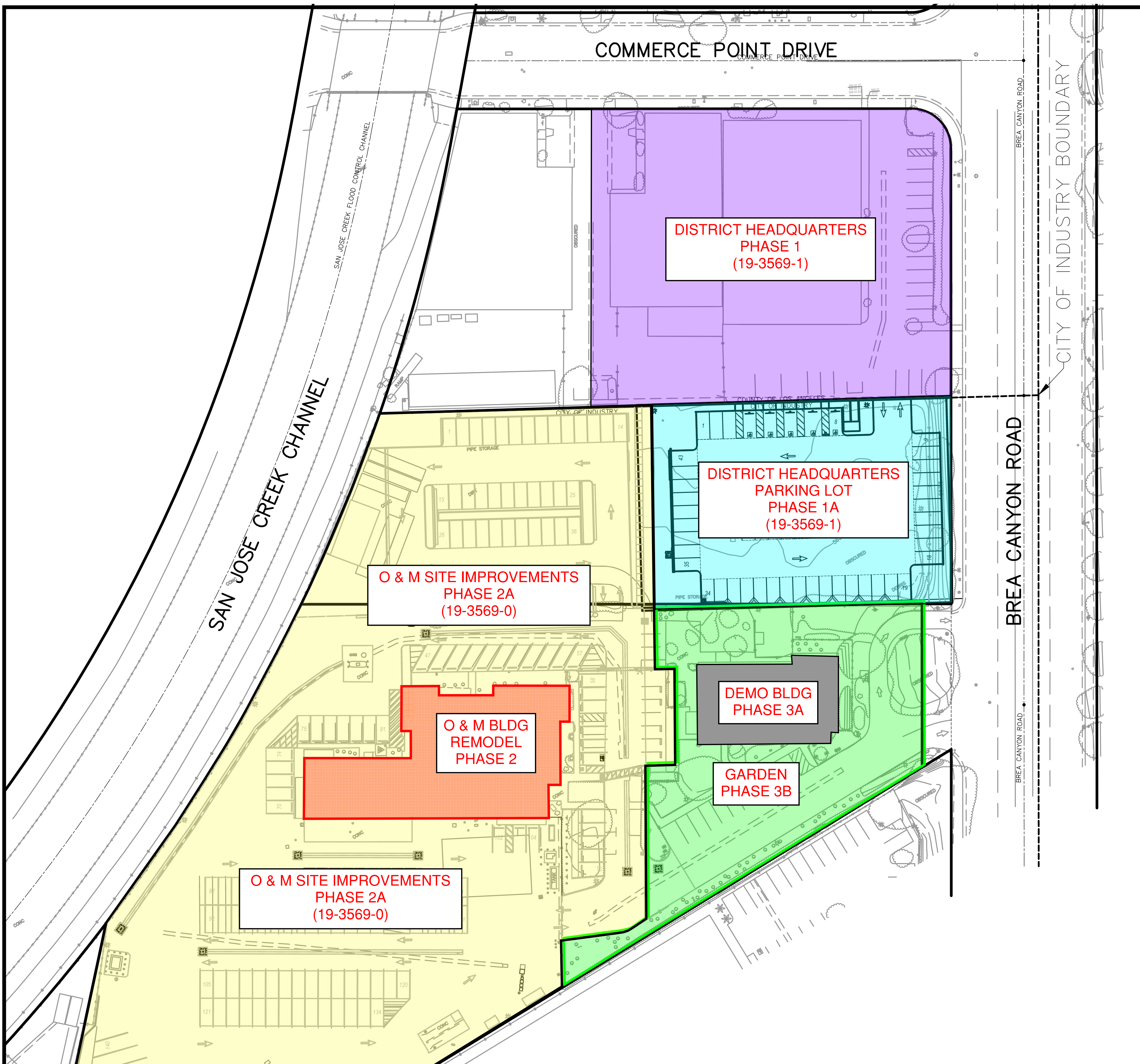
- Kick-off meeting held on 04/30/25.
- 34% completion – Ch. 1 Existing Conditions & Ch. 2 Demand Projects almost complete.
- Workshop to discuss hydraulic model tentatively scheduled for November 17, 2025.



Domestic Pipe Network and Storage



Recycled Pipe Network and Storage



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	3B	GARDEN	N/A					

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[2] **The Board of Directors approved a $550k budget for the FF&E on 8/21/2025**

WALNUT VALLEY WATER DISTRICT

DISTRICT HEADQUARTERS OVERALL EXHIBIT

REVISED 9/9/25

September 2025 Operations Report

Field Customer Service

Type of Completed Service Order	Sep-25	FY Total	Monthly Avg (12 Month)	% of Total
Get Read/Verify Read	266	752	242	24.2%
Meter Repair	194	331	131	10.6%
Customer Transfer	198	577	151	18.5%
Delinquent Turn Off	146	390	114	12.5%
Delinquent Reconnection	115	332	105	10.7%
Leak Inspection	54	163	50	5.2%
Customer Leak Inspection - Beacon	28	95	22	3.1%
Customer Leak Follow Up	8	35	15	1.1%
Customer Requested Turn On/Off for Repair	13	56	17	1.8%
Cross Connection Control	20	63	16	2.0%
After Hours	30	67	83	2.2%
Other	82	252	99	8.1%
Total	**1154**	**3113**	**1046**	

Underground Service Alerts

USAs Processed	Sep	FY Total	Monthly Avg
Marked	77	**192**	85
Verified No Marks Required	412	**1277**	427
Total	**489**	**1469**	**512**

Water Distribution System Maintenance

Maintenance Type	Sep	FY Total	Monthly Avg
Valves	137	1093	94
Fire Hydrants	68	570	44
Blow Offs	33	186	15
Air Vacs	0	26	6
Fire Hydrants Painted	135	1181	132
Blow Offs Painted	19	228	28
Air Vacs Painted	20	179	21

September 2025 Operations Report (cont.)

Water System Repairs

The Field Team performed 10 excavations to complete water system repairs in September. The table below provides dates and locations of the work events:

Board Division	Work Date	Address	City	Repair Type
Division 5	9/9/2025	Valley Blvd. & Lemon Creek Dr.	Border of City of Industry & Walnut	Valve & Main Replacement
Division 3	9/10/2025	1729 Cliffbranch Dr.	Diamond Bar	Valve Replacement
Division 1	9/11/2025	20736 Collegewood Dr.	Walnut	Service Line Replacement
Division 5	9/15/2025	4014 Forecastle Ave.	West Covina	Service Line Replacement
Division 1	9/15/2025	20225 Valley Blvd.	Walnut	Recycled Main Repair Investigation
Division 4	9/16/2025	20431 Huntcliff Ln.	Walnut	Service Line Replacement
Division 5	9/18/2025	20895 Currier Rd.	Walnut	Service Line Replacement
Division 2	9/22/2025	3837 Minnequa Dr.	Diamond Bar	Service Line Replacement
Division 3	9/24/2025	1435 Blendbury Dr.	Diamond Bar	Service Line & Saddle Replacement
Division 2	9/28/2025	Diamond Bar Blvd. & Golden Springs Dr.	Diamond Bar	Sheared Fire Hydrant
Division 5	9/30/2025	20225 Valley Blvd.	Border of City of Industry & Walnut	Multi-Day Recycled Main Repair

Valley Blvd & Lemon Creek Dr. - Valve & Main Replacement






September 2025 Operations Report (cont.)

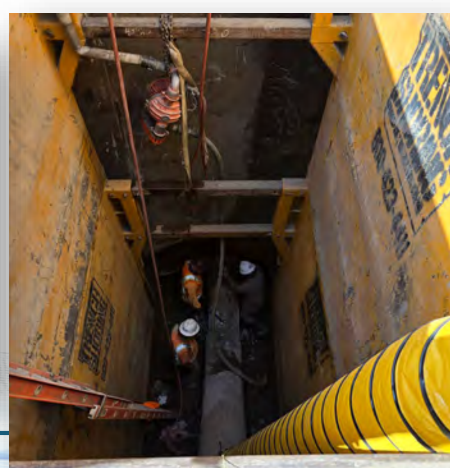
Monthly Totals

Type of Repair	Apr	May	Jun	Jul	Aug	Sep	Monthly Avg
Angle Meter Stop Replacement	17	3	4	0	9	13	5
Meter Setter Replacement	2	6	2	1	5	4	3
Service Line Repair	0	1	0	0	1	0	1
Service Line Replacement	8	8	5	9	3	5	7
Service Line & Saddle Replacement	2	1	2	1	2	1	2
Main Repair	0	0	2	1	0	1	1
Main Replacement	0	1	0	1	0	1	1
Valve Replacement	1	1	1	0	1	2	1
Sheared Fire Hydrant	2	1	3	0	0	1	2
Total	**32**	**22**	**19**	**13**	**21**	**28**	**22**

20895 Currier Rd. Service Line Replacement

1729 Cliffbranch Dr. Valve Replacement

Valley Blvd. West of Lemon Creek Dr. – 20 inch Recycled Water Main Repair



September 2025 Operations Report (cont.)

Production & Water Quality

The Production Team performs various maintenance and repair activities to ensure the reliability of the District's water production and supply facilities. The table below is a summary of these activities.

Production Maintenance Items	Jul-25	Aug-25	Sep-25	CY Total
Pump & Motor Maintenance	0	10	14	64
Production Meter Testing / Calibration	5	0	6	32
Cla-Val Inspections & Maintenance	0	2	2	20
Facility/Station Valve Maintenance	0	0	6	18
Generator & Emergency Pump Maintenance & Testing	13	16	16	110
Chemical Feed System & Analyzer Maintenance	12	22	42	146
Reservoir Inspections and Cleanings	0	0	0	7
Transmission Line Inspections	2	2	2	18
Motor Dip & Bake	0	0	0	3
Pump Rehabs	0	0	1	4
Electrical Panel Maintenance	0	0	0	0
Corrective Maintenance Items	13	8	13	89
Total	**45**	**60**	**102**	**511**

The Production Team operated the potable water system facilities to meet an average daily demand of 16.5 million gallons a day (MGD). The maximum day demand was 18.8 MGD on September 8th.

Other notable work performed by the Production Team:

- Completed quarterly Badillo Grand Transmission Line meter calibrations.
- Replaced waterline servicing Heidelberg Pump Station building and irrigation system.
- Completed Arbor Rindge Tank B mixer relocation.
- Constructed footings for Pioneer seismic control panel installation.
- Pulling IBC Motor #4 for refurbishment.
- 24 Manual dosing of reservoirs.

September 2025 Operations Report (cont.)

Production & Water Quality

The Production Team collects water quality samples to meet various drinking water regulations. The table below summarizes the water quality monitoring activities and regulatory reporting.

Compliance Monitoring Summary	Jun	Jul	Aug	Sep	CY Total	Monthly Avg
Distribution System Baceteriological Samples	100	125	100	125	987	110
Monthly THM's @ Inlets Samples	6	6	6	6	54	6
Monthly General Physical Samples	26	26	26	26	234	26
Qtrly THM's & HAA5 Samples	0	0	16	0	48	5
Qtrly TDS Reclaimed Samples	0	0	11	0	33	4
Qtrly PFAS (UCMR5) Samples	0	0	0	0	18	2
Other Samples Collected	2	5	6	2	20	2
Samples analyzed by District LAB	102	130	106	127	1016	113
Reports Submitted to Regulator	9	4	6	5	58	6

There were no water quality complaints in September.

Using the SCADA system, along with reservoir sampling, the Production Team continually monitors and adjust disinfectant residuals in the District's 28 potable water reservoirs. The table below summarizes the monthly data pertaining to effective management of disinfectant residuals:

Reservoir WQ Management	Jul	Aug	Sep	Monthly Avg (12 Month)
Average Disinfectant Residual (ppm)	1.99	2.49	2.44	**2.20**
Average Nitrite Level (ppm)	0.047	0.038	0.020	**0.023**
Hypochlorite Delivered (gal)	3249	5832	2926	**3171**
Ammonium Sulfate Delivered (gal)	617	907	364	**505**
No. of Manual Tank Dosings	43	26	24	**14**

September 2025 Operations Report (cont.)

Water Maintenance and Facility

The Water Maintenance & Facility team performed 126 tasks related to the maintenance of facilities and the District's fleet submitted through the Work Order system (W.O.).

Type of Work Completed	Jul	Aug	Sep	CY Total	Monthly Avg
General Services Miscellaneous Tasks	80	70	79	755	84
General Building Maintenance	1	10	6	36	4
Warehouse Maintenance	1	1	2	12	1
Fleet Maintenance	9	8	8	70	8
Equipment Maintenance & Repairs	4	2	5	21	2
Site Irrigation Leak Repairs	21	4	18	63	7
Site Tree Maintenance	1	0	6	23	3
Site Miscellaneous Repairs	0	1	2	9	1
Inventory Movement	536	299	587	4813	535
Total	**653**	**395**	**713**	**5802**	**645**

Other notable work performed by the Water Maintenance & Facilities Team:

- Installation of speed bumps removed during a water main break for a customer on Currier Rd.
- Property line survey staking done @ Brea Canyon Cut-Off Reservoir.
- Removal of the fruit trees to accommodate the site work.
- Bare bees removed beehive from Brea Canyon Cut-Off Reservoir site.

Cleared Pipe Yard to Make Room for Construction

Property Line Survey at Brea Canyon Cut-Off Reservoir

New Traffic Control at District Headquarters

WVWD – Staff Report

TO: Board of Directors
FROM: General Manager
DATE: October 20, 2025
SUBJECT: Annual Review and Consideration of Revisions of Board Policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses

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

Recommendation

That the Board of Directors adopt the revisions to the Board Policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses and its respective exhibits as listed below.

Policy/Exhibit	
Policies for Ethical Conduct Regarding Board of Directors Compensation and Expenses	
Exhibit A	Director Expense Form
Exhibit B	Internal Revenue Service (IRS) Accountable Plan
Exhibit C	Guidelines for Board Compensated Meetings and Activities
Exhibit D	Meal Expense Reimbursement Schedule/Guidelines
Exhibit E	Missing Receipt Affidavit Form

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, and Exhibit E." Additionally, "this policy in its entirety shall be reviewed by the Board of Directors on an annual basis."

Summary of Notable Changes

Meal Expense Reimbursement Update

The original policy set limits for breakfast, lunch, and dinner, totaling up to $100 per day. The revised policy allows a flat $100 per day for all meals and incidentals, without specific meal category limits.

Board Activity Attendance Approval Update

In addition to the Board Activities listed in Exhibit C- Guidelines for Board Compensated Meetings and Activities, the updated policy includes language that expands approval authority to the General Manager or Board President for other qualifying events.

Attachments:
Ethical Conduct Regarding Board of Directors Compensation and Expenses Policy

WALNUT VALLEY WATER DISTRICT BOARD OF DIRECTORS COMPENSATION AND REIMBURSEMENT OF EXPENSES POLICY

1. STATEMENT OF DISTRICT POLICY:

It is the policy of the Walnut Valley Water District ("District") that members of the District's Board of Directors ("Directors") maintain the highest ethical standards of honesty and integrity. To assist Directors in meeting these standards, there must be clear policies guiding the Board with respect to Director expenses incurred in conducting District business and for reimbursement of such expenses. These policies set forth the basic ethical standards for Directors.

2. COMPENSATION FOR ATTENDANCE AT CONFERENCES, MEETINGS, SEMINARS, AND OTHER EVENTS:

A. General Principles

1. ***Per Diem.*** Directors will be compensated at the daily rate (i.e., *per diem)* determined by the Board consistent with applicable law and policy for attendance (whether in-person or by teleconference/video conferencing) at general meetings of the Board, committee meetings, and for attendance at approved conferences, meetings, seminars or other events in service to or on behalf of the District, as set forth in this policy (collectively, "Board Activities").

2. **Expense Reimbursement.** Directors will be reimbursed for the reasonable cost of meals, lodging, and travel expenses incurred in attending Board Activities in accordance with this policy.

B. Substantive Requirements

1. For a Director to be paid a lawfully established *per diem* for attendance at Board Activities or for reimbursement of expenses incurred in the attendance of Board Activities, it must be:

   a. A "meeting" as defined in subdivision (a) of Government Code Section 54952.2; or

   b. A Board-approved meeting, conference, organized educational activity, seminar, or other event, including those potential Board Activities listed on Exhibit "C" hereto related to District governance or business; or

   c. Other activities, seminars or events not listed on Exhibit "C" hereto that deal with substantive issues of importance to the District, which may be approved by the General Manager or President of the Board of Directors.

2. For purposes of this policy, reasonable and necessary travel time, including overnight accommodations, shall include one day prior to and/or after a Board Activity, provided*:*

   a. The Board Activity is held more than 50 miles from the District Office, or

   b. Upon General Manager review and approval, circumstances for attendance warrant an overnight stay prior to or following the conclusion of the Board Activity.

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Adopted 12/21/04; Rev. 9/20/05; 1/24/06; 11/20/07; 11/17/08; 11/16/09; 11/15/10; 11/21/2011; 11/19/12; 2/19/13; 11/18/13; 11/16/15; 12/4/17; 10/15/18; 10/21/19; 10/19/20; 10/20/25

3. A Director's attendance at a Board Activity is subject to Board approval, unless delegated to the General Manger or Board President in accordance with subdivision 1(c), above, and may be modified or rescinded at any time by Board action. Any Director who incurs costs for attendance of an activity for which the Board has rescinded its approval, or who has incurred additional, unapproved costs at an approved Board Activity (including but not limited to nonrefundable charges), may be personally responsible for such costs after review and recommendation by the Personnel Committee.

4. Seven-Day Monthly Limit

Water Code Section 20202 permits *per diem* compensation for attendance 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* compensation each calendar month. *Per diem* is capped at $150 per approved, compensable meeting.

C. Procedural Requirement

1. Written Compensation Request Required

Compensation for attendance at Board Activities and reimbursement of expenses will be paid only upon the proper submission and approval of the required "Director Expense Form" (Exhibit A) and compliance with the Internal Revenue Service (IRS) Accountable Plan (Exhibit B). In the event a Director submits a request for reimbursement of an expense without an accompanying receipt, the Director must complete and submit a "Missing Receipt Affidavit Form" (Exhibit E) to be reimbursed. Any reimbursement in excess of substantiated expenses must be refunded.

2. Retroactive Board Approval

While the Board should make reasonable best efforts to approve a Director's attendance prior to a Board Activity, retroactive Board approval may be made by ratification of attendance after the Board Activity, including overnight accommodations under Section B(2)(b), above, consistent with this policy.

3. Disclosure of Compensation

A copy of each Director's submitted "Director Expense Form" shall be presented to the Board of Directors for approval at the next regular meeting of the Board following the submission. Submissions may be made available to the public, where required by law.

3. 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

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reimbursable, as noted, when authorized in advance or subsequently ratified by the Board, subject to the following:

a. Directors are prohibited from using District-issued credit cards for payment of any expenses related to a Board Activity not authorized under this policy and for any expenses not authorized under this policy.

b. A Director may submit a reimbursement request in accordance with Section 3(C)(1) of this policy to receive reimbursement for any approved, ratified expenses.

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 expected 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, unauthorized, not properly documented, or inconsistent with the prohibition against gifts of public funds set forth in the California Constitution, will not be reimbursed or accepted by the District. A Director bears the sole cost for any expenses that have not been approved, reimbursed, or accepted by the District.

d. Improper expenses that have been paid to a Director by the District shall be promptly refunded to the District or deducted from monies otherwise due to 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 Activities subject to Section 2 below and the provisions of this policy.

Mileage reimbursement will be limited to attendance at those Board Activities held outside the District's service area, with such reimbursements based on the current IRS mileage rate.

Google Maps or another comparable website that accurately provides distance information will be used to verify mileage to and from the District to the location of a Board Activity for which a request for mileage reimbursement is requested. A 5-mile deviation is allowed in consideration for 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

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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 may be responsible for the increased costs and any other related expenses.

   ii. Upon approval of the Board in connection approval of a Director's monthly expense report, exceptions may be made for extenuating circumstances beyond the Director's control, such as delayed or canceled flights, inclement weather, medical necessity, or personal hardship.

b. Directors are permitted to arrange their own transportation. Where possible, government tor group rates should be used in arranging travel. Directors are encouraged to discuss their travel needs as early as possible with District staff, who may make all final travel arrangements on behalf of the Director in accordance with the following:

   i. Air Travel: The lowest, refundable airfare shall be used for air travel. Any outstanding travel credits issued to a Director for District-related travel must be used before incurring new airfare expenses. Directors are expected to accept flights departing within two hours of their desired departure time. If cancellation of a reservation occurs due to a District-related reason, the District will incur any cancellation fee assessed. If cancellation of a reservation occurs due to the Director's personal request, the Director will be required to pay any cancellation fees. A Director who desires to drive their personal vehicle in lieu of air travel may be allowed to do so if reasonable and authorized. However, reimbursement amounts will be limited to the least expensive means of travel. Reimbursement requests for personal vehicle in lieu of air travel must include a printed copy of the quoted airfare that would have been reserved.

   ii. Car Rental: Directors at an out-of-town Board Activity should use public transportation or ride-sharing services when such use appears more economical than renting a car. Directors are the only individuals covered by insurance and non-Directors are prohibited from driving a District-provided rental car. Directors must appropriately fill the gas tank of a rental car before returning the rental car to avoid fuel surcharges. Fuel expenses will be reimbursed based on receipts provided. Where extended personal travel is part of District-related travel, rental car expenses will be prorated and reimbursed for only District-related business.

   iii. 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 insurance requirements have been complied with.

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Non-traditional means of transportation, such as electric scooter or electric bicycle rentals, shall not be permitted as a mode of transportation reimbursable by the District.

3. Meal Expense

Directors shall be reimbursed for the reasonable cost of meals, including tips, and incidental expenses in conjunction with approved Board Activities, 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 D.

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 available, overnight accommodations shall be obtained at or in close proximity to the location of the Board Activity and at group rates published for such activity by the sponsor. Directors are expected to confirm their attendance at conferences early in the registration process to provide sufficient time to take advantage of any early reservation discounts when booking accommodations.

b. No reimbursement shall be made for overnight accommodations for attendance at Board Activities that occur 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. All requests for reimbursement shall be submitted, using the District's approved forms, by the first Friday of the month following the month in which the expenses were incurred.

Deleted: 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).

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).

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.

Use of District Vehicles – Directors shall not drive a District vehicle.

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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 their credit card for District-approved business, travel, or other related expenses up to two business days (48 hours) prior to the approved use. It is expected that Directors will 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 Board President or General Manager, who shall report that exception to the full Board at the next regular Board meeting .

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3. Director Reports to Governing Board

At the next general meeting of the Board following a Board Activity, the Director who attended such Board Activity 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.

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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.

4. GOVERNING BOARD REVIEW

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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 - Meal Expense Reimbursement Schedule/Guidelines
5. Exhibit E - Missing Receipt Affidavit Form

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B. This policy in its entirety shall be reviewed by the Board of Directors on an annual basis.

Exhibit “A”

DIRECTOR EXPENSE FORM

NAME: Director Name **DATE: January 2025**

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

Total Number of Miles: 0 X $0.70	$ -
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 $0.70

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

Exhibit “B”

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). If there is any conflict between this document and IRS statutes, regulations, or guidance, they shall prevail over this document.

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.

rev 10/20/25

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).

To ensure compliance and reduce risk of misuse, the District requires receipts for all expenses, unless impracticable (e.g., incidental expenses, public transit fares without receipt, etc.) Under these rules, generally, business expenses must 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. The District reserves the right to deny expenses that were not approved or do not qualify for reimbursement under the District's Employee Reimbursement of Expenses Policy.

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:

- Excess advances must be returned within **120 days** after the expense is paid or incurred.
- In the case of allowances or advances, the expense must be incurred (to come under the safe harbor) within **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 fails to substantiate the expenses or return advances within a reasonable period, only the unsubstantiated or unreturned will be treated as taxable "wages."

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Exhibit "C"

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	• All meetings and functions sponsored or conducted by the District • All Board-approved chair, member, and alternatecommittee 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 • Trips for District related business • New Director attendance at all committee meetings during first year in office. • Director meetings with General Manager regarding substantive issues of importance to the District, at the General Manager's discretion • One per diem per month for Board President (and/or alternate in President's absence) to conduct District business.	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

Adopted: 2/21/06 Rev: 6/20/06, 1/16/07, 2/13/08, 3/17/09, 11/18/13

Exhibit "D"

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Meal Expense Reimbursement Schedule/Guidelines

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

Directors*: Breakfast, Lunch, Dinner, Tips and Incidentals not to exceed $100/day
Employees*: Breakfast, Lunch, Dinner, Tips and Incidentals not to exceed $100/day

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

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The 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.

Exhibit "D"

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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.

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Deleted: 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."

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

~~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.~~ **~~There is no medical, uninsured motorist, or other coverage provided by the JPIA for any non-employee passengers in the vehicle~~**~~.~~		~~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.~~ **~~There is no medical, uninsured motorist, or other coverage provided by the JPIA for any non-employee passengers in the vehicle.~~**

~~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:~~ ~~. A copy of his/her current CA Driver's License~~ ~~. 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.~~		~~Prior to renting a vehicle for use on District business, the Director is required to provide the following to the District: .~~ ~~A copy of his/her CA Driver's License~~ ~~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.~~

~~Rev. 9/20/05, 10/19~~

Exhibit "E"

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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
Total Purchase Amount		$

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.

WVWD – Staff Report

TO: Board of Directors
FROM: General Manager
DATE: October 20, 2025
SUBJECT: Employee Reimbursement of Expenses Policy Amendments

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

Recommendation

That the Board of Directors adopt the revisions to the Employee Reimbursement of Expenses Policy and its respective exhibits as listed below:

Policy/Exhibit	
Employee Reimbursement of Expenses Policy	
Exhibit A	Conference/Seminar Request Form
Exhibit B	Meeting and Expense Reimbursement Form
Exhibit C	Internal Revenue Service (IRS) Accountable Plan
Exhibit D	Missing Receipt Affidavit Form
Exhibit E	Meal Expense Reimbursement Schedule/Guidelines

Background

The intent of the Employee Reimbursement of Expenses Policy is to set clear policies guiding District employees with respect to reimbursement of expenses incurred during their attendance at District approved meetings, conference, organized educational activities, seminars, etc. The policy has been updated to clarify procedures, ensure compliance with IRS guidelines, and reflect current best practices in expense management.

Summary of Notable Changes

Clarification of Compensable Travel Time

Detailed definitions added for compensable travel during work hours, outside normal schedules, and overnight travel. Explicit guidance provided on when travel time is compensable, including conditions for authorization of work outside normal hours.

Meal Expense Reimbursement Update

The original policy set limits for breakfast, lunch, and dinner, totaling up to $100 per day. The revised policy allows a flat $100 per day for all meals and incidentals, without specific meal category limits.

Attachments:
Employee Reimbursement of Expenses Policy

WALNUT VALLEY WATER DISTRICT
EMPLOYEE REIMBURSEMENT OF EXPENSES POLICY

1. STATEMENT OF DISTRICT POLICY:

It is the policy of the Walnut Valley Water District ("District") that employees maintain the highest ethical standards of honesty and integrity. To assist employees in meeting these standards there need to be clear policies guiding them with respect to employee expenses incurred in conducting District business and their reimbursement. These policies set forth the basic ethical standards for District employees.

2. REIMBURSEMENT OF EXPENSES INCURRED DURING EMPLOYEE ATTENDANCE AT CONFERENCES, MEETINGS, SEMINARS, AND OTHER EVENTS:

A. General Principles

1. Employees will be reimbursed for the reasonable cost of meals, lodging, and travel expenses incurred in attending District approved activities in accordance with this policy.

B. Substantive Requirements

1. Employees will be reimbursed for expenses incurred during an employee's attendance at an approved conference, organized educational activity, meeting, seminar, or other event, i.e., teleconference, that is related to the employee's duties or within their scope of employment with the District ("Work Event"). Authorization for a Work Event requires the approval of the employee's department head or the District's General Manager.

2. Travel to a Work Event that requires travel carrier costs (e.g., airfare, etc.) or overnight accommodations must be approved by an employee's department head or the General Manager as provided in Paragraph C, below, prior to booking travel or lodging.

3. Compensable Travel Time

Travel During the Workday: Travel time to and from a Work Event during a non-exempt employee's normal work schedule is compensable.

Travel Outside of the Workday, Same Day Return: Travel time to and from a Work Event outside of a non-exempt employee's normal work schedule but within a workday is compensable when travel time exceeds the employee's normal commute time.

Overnight Travel: District-related travel to and from a Work Event that requires overnight stay and which occurs outside of a non-exempt employee's work schedule is compensable when travel time exceeds the employee's normal commute time. Time spent away from home on District-related travel that occurs outside of a non-exempt employee's work schedule, including overnight stay, is not compensable.

Notwithstanding the above, all time spent working at the direction of and employee's department head or General Manager, regardless of a non-exempt employee's normal work schedule, is compensable. A non-exempt employee shall not perform work while traveling to or away from home at a Work Event

Adopted 11/16/2019; rev 10/20/25

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<#>An approved meeting, conference, organized educational activity, seminar, or other event, i.e., teleconference, related to or informing the employee on matters within the employee's scope of employment or that otherwise deals with substantive issues of importance to the District that are approved by the employee's department head or the General Manager.¶
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outside of their normal work schedule, unless they receive written authorization.

C. Procedural Requirement

1. Written Conference/Seminar Request Required

Unless otherwise authorized in writing by the General Manager, approval for attendance at overnight conferences or seminars will only be granted if the employee submits the required District "Conference/Seminar Request Form" (Exhibit A).

2. Written Compensation Request Required

Reimbursement for expenses incurred during attendance at Work Events shall be paid only if the employee submits a request for payment using the required District "Meeting and Expense Reimbursement Form" (Exhibit B), and provides the substantiation required by the District to ensure compliance with the Internal Revenue Service (IRS) Accountable Plan, as referenced in Exhibit C. In the event an employee is not provided with a receipt or invoice from a vendor, or loses the receipt or invoice relating to such expenses, the employee shall complete and submit to District staff the "Missing Receipt Affidavit Form," as set forth in Exhibit D. Any reimbursement in excess of substantiated expenses must be refunded.

3. Disclosure of Compensation

Copies of submitted "Meeting and Expense Report Form" (Exhibit B) are subject to disclosure under the California Public Records Act (Cal. Gov. Code § 7920, et seq.).

3. REIMBURSEMENT TO EMPLOYEES FOR EXPENSES:

A. General Principles

1. Expenses incurred by employees in connection with attendance at Work Events are reimbursable when authorized in advance in accordance with this Policy and its pre-approval requirements.

2. This policy is intended to result in no personal gain or loss to an employee.

a. All expenses must be reasonable and necessary, and employees are expected 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, unauthorized, not properly documented, or inconsistent 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 an

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Exceptions to this requirement may be authorized by the General Manager or designee.

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B. Substantive Requirements

1. Transportation Expenses

Employees will be reimbursed for expenses incurred in traveling to and from District authorized Work Events, subject to Section 2 below and the provisions of this policy.
Mileage reimbursement will be based off the current IRS mileage rate.

Google Maps or another comparable website that accurately provides distance information will be used to verify mileage to and from the Work Event location, less an employee's normal commute mileage, 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 employee and note the explanation on the expense form.

2. Mode of Travel

a. Employees 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 employee may be responsible for the increased costs and any other related expenses.

ii. Upon the written approval of the General Manager, exceptions to the above requirements may be made for extenuating circumstances beyond the employee's control, such as delayed or canceled flights, inclement weather, medical necessity, or personal hardship.

b. Employees are permitted to arrange their own transportation. Where possible, government or group rates should be used in arranging travel. Employees 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, unless otherwise authorized in writing by the General Manager:

i. Air Travel: The lowest, refundable airfare shall be used for air travel. Any outstanding travel credits issued to an employee for District-related travel must be used before incurring new airfare expenses. Employees are expected to accept flights departing within two hours of their desired departure time. If cancellation of a reservation occurs due to a District-related reason, the District will incur any cancellation fee assessed. If cancellation of a reservation occurs due to the employee's personal request, the employee will be required to pay any

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cancellation fees. An employee who desires to drive their personal vehicle in lieu of air travel may be allowed to do so if reasonable and authorized. However, reimbursement amounts will be limited to the least expensive means of travel. Reimbursement requests for personal vehicle in lieu of air travel must include a printed copy of the quoted airfare that would have been reserved.

ii. Car Rental: Employees at out-of-town Work Events should use public transportation or ride-sharing services when such use appears more economical than renting a car. District employees are the only individuals covered by insurance and non-District employees are prohibited from driving a District-provided rental car. Employees must appropriately fill the gas tank of a rental car before returning the rental car to avoid fuel surcharges. Fuel expenses will be reimbursed based on receipts provided. Where extended personal travel is part of District-related travel, rental car expenses will be prorated and reimbursed for only District-related business.

iii. Privately-Owned Vehicles: Employees 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 insurance requirements have been complied with.

iv. Non-traditional means of transportation, such as electric scooter or electric bicycle rentals, shall not be permitted as a mode of transportation reimbursable by the District.

3. Meal Expense

Employees shall be reimbursed for the reasonable cost of meals, including tips, and incidental expenses in conjunction with approved Work 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 an employee in connection with the employee's service or travel will not be reimbursed.

4. Overnight Accommodations

a. Where available, overnight accommodations shall be obtained at or in close proximity to the location of the Work Event and at group rates published for such activity by the sponsor. Employees are expected to confirm their attendance at conferences early in the registration process to provide sufficient time to take advantage of any early reservation discounts when booking accommodations. Where appropriate, an employee's department head or General Manager may approve overnight stay before or after a Work Event.

Adopted 11/16/2019; rev 10/20/25

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<#> c. Non-traditional means of transportation, such as, electric scooter or electric bicycle rentals, shall not be permitted as a mode of transportation reimbursable by the District.¶
<#>¶
<#>d. Automobile Expenses¶
<#>¶
<#>i. Car Rental – Employees 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 met (Exhibit E). ¶
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<#>Use of privately-owned vehicles – Employees 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 insurance requirements have been complied with. ¶
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<#>Taxis and/or Ridesharing – Employees are encouraged to use taxis and/or ridesharing services where feasible in order to reduce expenses and avoid parking fees. Such expenses are reimbursable and employees shall present receipts to substantiate those expenses, as required under these Guidelines.¶
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<#>Use of District Vehicles – Only authorized employees shall use District vehicles. ¶

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b. No reimbursement shall be made for overnight accommodations for attendance at Work Events that occur within 50 miles of the District office, unless approved by the employee's department head or the General Manager.

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c. If cancellation of an overnight reservation occurs due to a District-related reason, the District will be responsible for any cancellation fee assessed. If cancellation of an overnight reservation occurs due to the employee's personal request, the employee will be responsible for any cancellation fees.

Deleted: Upon the employee's department head or General Manager review and approval, circumstances for attendance may warrant an overnight stay either the evening prior to and/or following conclusion of the event.

5. Parking

   a. Airport Parking – Long-term parking is encouraged, 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

   a. 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, employees may submit a request for reimbursement. All requests for reimbursement shall be submitted, using the District's Meeting and Expense Report Form, by the first Friday of the month following the month in which the expenses were incurred and shall include, if necessary, the Missing Receipt Affidavit Form (Exhibit D).

   b. Rather than reimbursing an employee 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.

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Following the conference, organized educational activity, meeting, seminar, or other event, i.e., teleconference, attended at District expense, the employee attending shall complete the Conference/Seminar Follow-Up Form (Exhibit G) per their department head's request. The information is to provide a brief written or joint report on attendance and the subject matter. If multiple employees attend the same function, a joint report may be made.

Exhibits:
- Exhibit A – Conference/Seminar Request Form
- Exhibit B - Meeting and Expense Reimbursement Form
- Exhibit C - Internal Revenue Service (IRS) Accountable Plan
- Exhibit D - Missing Receipt Affidavit Form
- Exhibit E - Meal Expense Reimbursement Schedule/Guidelines

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Exhibit "A"

Walnut Valley Water District

CONFERENCE/SEMINAR REQUEST FORM

EMPLOYEE: ______________________________

CONFERENCE/SEMINAR: ______________________________

DATES/LOCATION: ______________________________

PLEASE DESCRIBE (include general description including benefits to the District)

COST ESTIMATE:

DESC.	QTY/NTS.	PRICE	TOTAL
Conference Registration			$ -
Airfare			$ -
Hotel			$ -
Meals			-
Other (Workshops)			
TOTAL			$ -

EXPENSE DISTRIBUTION/BUDGET SUMMARY **(TO BE COMPLETED BY ACCT DEPT)**

GL Account	Description	YTD	Budget	% Budget

Explanation (required if budget exceeded):

REQUESTED BY:

Employee ______________________________ Date ______________________________

APPROVED BY: (Both Dept. Head & GM Approval Required)

Department Head ______________________________ Date ______________________________

General Manager ______________________________ Date ______________________________

Exhibit "B"

Walnut Valley Water District
Meeting and Expense Reimbursement Form
Employee: ___________________________
Conference/Meeting: ___________________

Date	GL Account	Description	Mileage	Amount
Total Number of Miles:		X	cents per mile	
Total Reimbursement				$ -

☐ Check if traveled outside normal work hours

Employee Signature ____________________ Date

Supervisor/Manager Signature ____________________ Date

Department Head Signature ____________________ Date

*Remember to attach receipts and conference fliers

Exhibit “C”

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). If there is any conflict between this document and IRS statutes, regulations, or guidance, they shall prevail over this document.

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.

rev 10/20/25

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).

To ensure compliance and reduce risk of misuse, the District requires receipts for all expenses, unless impracticable (e.g., incidental expenses, public transit fares without receipt, etc.) Under these rules, generally, business expenses must 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. The District reserves the right to deny expenses that were not approved or do not qualify for reimbursement under the District's Employee Reimbursement of Expenses Policy.

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:

- Excess advances must be returned within **120 days** after the expense is paid or incurred.
- In the case of allowances or advances, the expense must be incurred (to come under the safe harbor) within **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 fails to substantiate the expenses or return advances within a reasonable period, only the unsubstantiated or unreturned will be treated as taxable "wages."

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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
Total Purchase Amount	$

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.

Employee Signature: ______________________________ Date: _____________________

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

~~JPIA COVERAGE GUIDELINES~~

~~FOR EMPLOYEES DRIVING WHILE ON DISTRICT BUSINESS~~

Exhibit E

~~JPIA Coverage~~

~~If the Accident is the Fault of the District Employee:~~		
~~Driving Own Personal Vehicle~~	**~~Driving a District Vehicle~~**	**~~Driving a Rented Vehicle~~**
~~Generally, for business use of a personal automobile, the insurance follows the vehicle; therefore, the employee's personal automobile insurance is primary and the JPIA coverage is secondary. The employee is also covered by the District's workers' compensation insurance.~~	~~JPIA's liability insurance will provide coverage for all costs associated with the accident, including injuries to any of the passengers in the District vehicle.~~	~~Since JPIA has requested that the vehicle be rented in the employee's name, the employee'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 employee's personal liability coverage.~~

~~If the Accident is NOT the Fault of the District Employee:~~		
~~Driving Own Personal Vehicle~~	**~~Driving a District Vehicle~~**	**~~Driving a Rented Vehicle~~**
~~The employee'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 employee is covered by the District's workers' compensation insurance. There is no medical, uninsured motorist, or other coverage provided by the JPIA for any non-employee passengers in the vehicle.~~	~~The JPIA will assist the District in seeking payment of all expenses from the responsible party. If the responsible party is an uninsured motorist, only property coverage for the vehicle and workers' compensation coverage for the employee are provided. There is no medical, uninsured motorist, or other coverage provided by the JPIA for any non-employee passengers in the vehicle.~~	~~Since JPIA has requested that the vehicle be rented in the employee's name, the employee'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 employee is covered by the District's workers' compensation coverage. There is no medical, uninsured motorist, or other coverage provided by the JPIA for any non-employee passengers in the vehicle.~~

~~JPIA/District Requirements~~

~~JPIA/District Requirements~~		
~~Driving Own Personal Vehicle~~	**~~Driving a District Vehicle~~**	**~~Driving a Rented Vehicle~~**
~~Prior to using his/her personal vehicle, the employee is required to provide the following to the District:~~ ~~- A copy of his/her current CA Driver's License~~ ~~- 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.~~	~~Prior to driving a District vehicle, the employee is required to provide the following to the District:~~ ~~- A copy of his/her CA Driver's License~~	~~Prior to renting a vehicle for use on District business, the employee/employee is required to provide the following to the District:~~ ~~- A copy of his/her CA Driver's License~~ ~~-~~ ~~Per JPIA's request,the vehicle should be reserved and the rental contract issued in the name of the employee. Payment can still be made using the District credit card.~~

Exhibit "E"

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Meal Expense Reimbursement Schedule/Guidelines

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

Directors*: Breakfast, Lunch, Dinner, Tips and Incidentals not to exceed $100/day
Employees*: Breakfast, Lunch, Dinner, Tips and Incidentals not to exceed $100/day

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Breakfast

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

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The 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.

Exhibit "E"

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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.

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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."

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

Adopted 8/16/04; Revised 12/21/04, 1/24/06, 2/21/06,11/20/06, 11/20/07, 11/17/08; 11/16/09, 11/15/10; 11/19/12;11/18/13; 11/19/15; 10/15/18; 10/20/25

Exhibit "G"

~~Walnut Valley Water District~~

~~*Dedicated to Meeting the Water Supply Needs of the Communities We Serve*~~

~~CONFERENCE/SEMINAR FOLLOW-UP~~

~~Employee:~~ ~~Conference/Seminar:~~
~~Date(s) of Attendance:~~ ~~Location:~~

Information/Knowledge gained that will be useful to your development as an employee**

~~***What information did you gain that will be helpful or beneficial in performing or enhancing your job duties or those of other District employees:***~~

Specific vendors or services, if any, that would be of benefit to the District

Other Comments

~~***Other comments:***~~

~~***Would you recommend this conference/seminar to other District employees***?~~ ☐ ~~Yes~~ ☐ ~~No~~

DELETE/REMOVE

***Please attach any information you obtained from the conference/seminar which may be helpful to others*

WVWD – Staff Report

TO: Board of Directors
FROM: General Manager
DATE: October 20, 2025
SUBJECT: Standing Committee Selection Process Annual Review

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

Recommendation

The Board of Directors review the District's Standing Committee Selection Process policy and adopt any proposed amendments.

1. Advise of any revisions, and
2. Recommend adoption of any proposed amendments to the Board of Directors.

Background Information

As contained in the District's Standing Committee Selection Process:

> The Standing Committee Selection Process shall be reviewed by the Personnel Committee on an annual basis.

The Committee is asked to review the current process, and determine if there are revisions to be recommended for Board consideration. Staff has no recommended changes.

WALNUT VALLEY WATER DISTRICT
STANDING COMMITTEE SELECTION PROCESS

The Standing Committee Selection Process shall include the following provisions:

1. After the annual reorganization of officers, Board Members shall select their preferred standing committee assignments in the following order:

   President
   1st Vice President
   2nd Vice President
   Assistant Treasurer
   Director

   Newly elected or appointed directors shall not serve as chair of a committee during his/her first year in office, unless this provision is waived by the Board of Directors.

2. The process to be observed for filling standing committee assignments:

   The incoming President will select a committee position, with each member following suit in a rotational order as identified under Section 1 above. Thereafter, until all positions are filled, the process will continue. Each Board member may select any open position, chair, committee member, or alternate, based on preference, subject to the exception for new directors during the first year of their service on the Board. If a Board member does not wish to select any position that remains when it is his/her turn, that Board member may pass and the choice moves to the next Board member in order of rotation until all the positions are filled. Any positions not filled through this process shall be appointed by the incoming President.

   In the event that two of the three members that constitute a particular committee cannot attend the monthly meeting(s), the Board President may contact other Board members to appoint them on an as-needed basis.

   Any committee vacancy created as a result of a Director resigning from the committee or leaving office shall be filled in the following manner:

   a. If the chair position is vacated, the Director filling the committee member position will ascend to the chair position, subject to the exception for new directors during the first year of their service on the Board (unless waived by the Board of Directors). If neither member is eligible, then the position of “chair” will be appointed by the president.

   b. If the committee member position is vacated, the alternate Director will ascend to the member position.

   c. If the alternate committee member position is vacated, the President shall appoint a replacement alternate committee member.

3. Listed below are the District standing committees with their corresponding oversight responsibilities:

   Engineering and Special Projects – Operation, protection and maintenance of District facilities. Initiation of construction programs. Long-range planning.

   Finance – Annual budget, quarterly budget reports, fiscal master plan, audits, investments, risk management, insurance, revenues and expenses.

Approved 11/16/04; Rev 12/21/04, 7/23/08, 5/26/09,11/17/14

Personnel – Staffing and organizational issues, employment related policies, Terms and Conditions of Employment, and Board Policies and Ethics issues.

Public Information/Community Relations and Legislative Action – Public information goals, objectives and methods, community relations programs, and water conservation programs and practices; and District liaison for legislative activities relating to the water industry.

4. Consistent with long-standing District practice, committee meetings will be scheduled by District staff during regular working hours whenever possible, with consideration given to the committee chair's schedule.

This Standing Committee Selection Process shall be reviewed by the Personnel Committee on an annual basis.

WVWD – Staff Report

TO: Board of Directors
FROM: General Manager
DATE: October 20, 2025
SUBJECT: Records Management Program Update

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

Recommendation

The Board of Directors review and adopt the proposed revisions to the District's Records Retention Schedule, which have been reviewed and approved by Legal Counsel.

Background Information

Attached for your review and consideration are Legal Counsel's comments on staff's proposed revisions to the District's Records Retention Schedule. Also included is a redlined version of the schedule, highlighting the changes that have been reviewed and approved by Legal Counsel.

Please review the proposed revisions and provide any further input or recommended adjustments. Once the retention schedule is finalized and approved, staff will proceed with preparing departmental lists of documents to be purged in accordance with the Records Retention Program.

Attachment:
Redlined Records Retention Schedule

Walnut Valley Water District
Records Retention Schedule

Revised October 2025

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INTRODUCTION TO RETENTION SCHEDULES

The following retention schedule is presented by department and in some cases by subject matter that may apply in several department, and has been developed to ensure that legal, regulatory, fiscal, historical, and administrative retention requirements are met.

A. LEGEND

Following this page is a legend of the terms and their meaning used throughout the retention schedules.

B. DISTRICT'S RETENTION REQUIREMENT

Records listed in this Manual may have a recommended retention period that either mirrors or exceeds the state recommended retention period. Where the District's retention period is indicated, such staff recommendation shall control, and all employees shall maintain responsive records accordingly. Where there is no District retention period indicated, the state recommended retention shall control.

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Retention Schedule Legend – Refined Definitions

Term	Definition
Audit	The effective date of the District's annual financial audit (typically June 30). This term is primarily used in connection with financial records.
Closed/Completed	The point at which no further action is required for the task, project, or subject matter.
Current	Refers to the calendar year in which the record was created. A record is considered "current" until December 31 of that year.
Election	The specific election event for which the materials were created.
Permanent	Records that must be retained indefinitely, typically due to statutory, regulatory, or historical requirements.
Supersede	The point at which a record is replaced or rendered obsolete by a newer version.
Termination	The conclusion of a policy, relationship, employment, or condition—used to mark the end of relevance for certain records.

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WALNUT VALLEY WATER DISTRICT
RECORDS RETENTION SCHEDULE

ADMINISTRATION		
TYPE OF RECORD	**RECORD DESCRIPTION**	**RETENTION PERIOD**
General	Board of Directors Biographies and Pictures	Permanent
	Board of Directors Salary Records (Maintained in Finance Dept.)	Permanent
	Board of Directors Personnel Files (Maintained in HR)	Lv. Office + 5 years
	Board of Directors General Information Files (Maintained in Admin.)	Lv. Office + 5 years
	Board Meeting Agenda Packets *(A permanent record of all Board meeting agenda packets is maintained electronically)*	Current + 2 years
	Board Meeting Audio and Video Recording	30 days or until Approved
	Campaign Financing – FPPC Campaign Disclosure Forms 460 & 470 – may be kept in electronic format after 2 years	7 years
	Correspondence *(Limited situation)* - originating department	Current + 3 years
	Correspondence *(Continuing situation)*-originating department	Closure + 5 years
	Departmental Reports – special or final summary, review or evaluation	Current + 2 years
	District Election Records – Candidate Statements; nomination papers	Election + 4 years
	Formation Records, Bylaws (District/Building Corporation)	Permanent
	Legal Advertising – includes public notices, legal publications	Current + 4 years
	Litigation Files – resolved	Completed + 7 years
	Minutes – official minutes and hearing proceedings of governing board and committee meetings (*Minutes are available electronically and printed form. The printed copies are kept in the fireproof vault.)*	Permanent
	Notices of Special Meetings	Current + 2 years
	Oaths of Office	Lv. Office + 6 years
	Ordinances (*Ordinances are available electronically and printed form. The printed copies are kept in the fireproof vault.)*	Permanent
	Redistricting Records	Permanent
	Resolutions (*Resolutions are available electronically and printed form. The printed copies are kept in the fireproof vault.)*	Permanent
	Staff Reports – non-agenda related including supporting documentation *(Limited situation)*	Current + 5 years
General	Staff Reports – non-agenda related including supporting documentation	Closure + 5 years

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ADMINISTRATION		
TYPE OF RECORD	**RECORD DESCRIPTION**	**RETENTION PERIOD**
	(Continuing situation)	
	Standing Committee, Meetings – agendas/packets (*A permanent record of all Standing Committee meeting packets is maintained electronically)*	Current + 2 years
	Statement of Economic Interests Form 700– Conflict of Interest FPPC filings – may be kept in electronic format after 2 years	7 years
	Statement of Facts – Roster of Public Agencies	Permanent
	Training Records (Ethics) – Board of Directors	7 years
	Travel Records – Board of Directors	Current + 2 years
Grants	Federal and State – refer to grant application close-out procedures for completion	Completion + 5 years
	Financial Records – refer to grant application close out procedures for completion	Completion + 5 years
	Unsuccessful grant applications	2 years

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EXTERNAL AFFAIRS		
TYPE OF RECORD	**RECORD DESCRIPTION**	**RETENTION PERIOD**
Outreach	Plaques	5 years
	Special Events (e.g. 50th anniversary, semi-annual open house, etc.)	3 years
	Water Awareness Activities – poster/essay contest winners (historical)	5 years
	Bill Inserts (historical)	Current + 5 years
	General correspondence, donations backup	Current + 3 years
Public Information	Brochures	Current + 5 years
	Media Articles (Historical)	Permanent
Conservation	Pool Rebate Applications (Digital and hard copy)	Current + 3 years
	Ultra Low Flow Toilet Giveaway Program Documentation	Current + 3 years
	Extra Copies of UWMP's (Separate from library copies)	Current + 3 years
	Hard Copy Proposals (RFPs) for Urban Water Management Plan	Current + 3 years
	Hard Copy Proposals (RFPs) for Water Use Efficiency Plans	Current + 3 years
	Water Conservation Give-Away Program Documentation (i.e. Sprinkler Nozzles, Rain Barrels, Moisture Meters)	Current + 3 years
	Virtual and In-Person Workshop Documentation (Registrations and Handouts)	Current + 3 years
	Direct Installation Program Documentation	Current + 3 years
Reports	Water Quality and PHG Reports	Permanent
	Urban Water Management Plans (UWMPs)	Permanent

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ENGINEERING		
TYPE OF RECORD	**RECORD DESCRIPTION**	**RETENTION PERIOD**
General	Annexation Files	Permanent
	Connection Records – maps, water line connections	Permanent
	Locations – mains, valves, hydrants, wells	Permanent
	Maps – line location, easements	Permanent
	Master Plans – general district and recycled	Permanent
	Plans and Specifications – as-builts (completed)	Permanent
	Work Order/Project Files, including winning bids and recap, winning RFP's, RFQ's (in work order file). (*Upon closing of a project file, the Engineering and Finance files are comingled prior to moving them to appropriate closed file storage area.)*	Permanent
	Well Records	Permanent
	Pending construction records that the District has not accepted or to which a stop notice claim may legally be presented. (*Kept in a separate file and reviewed quarterly.)*	Completion of construction plus 3 years

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FINANCE		
TYPE OF RECORD	**RECORD DESCRIPTION**	**RETENTION PERIOD**
Finance	Budget – annual budget approved by legislative body (Operating Capital, Personnel)	Permanent
	Budget adjustments – account transfers	Permanent
	Budget – development, drafts, etc.	When no longer required (minimum 5 years)
Accounting	Accounts Payable – invoices, check copies, supporting documents	Audit + 7 years
	Accounts Payable – vendor files	Until terminated +3 years
	Accounts Receivable – invoices, supporting documentation, check copies	Audit + 4 years
	Audit Work papers	Audit + 10 years
	Bank Reconciliation – statements, summaries of receipts, disbursements and reconciliation	Audit + 7 years
	Checks – includes payroll, cancelled and voided checks	Audit + 7 years
	Check Register - annual	Permanent
	Deposits, Receipts (not imaged) – checks, developer fees, interest checks, etc.	Audit + 7 years
	Grants (including FEMA claims). As required under applicable Grant Agreement.	Minimum 7 years
	Ledger, General – C.C.P. §337	Permanent
	Ledger, Journals– Account postings with supporting documents	Audit + 7 years
	Petty Cash Reports and Vouchers	Audit + 3 years
	Reconciliations – Monthly	Audit + 7 years
	Taxes, Receivable	Audit + 7 years
	Standby Charge, Receivable	Audit +7 years
Customer Service	Journals, Utility Billing – billing including monthly activity	Current + 3 years
	Customer Billing Records – customer name, service address, meter reading, usage, payments, applications, cancellations	Audit + 7 years
	Collections	Audit + 10 years
	Liens	Permanent

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Fixed Assets	Inventory – reflects purchase date, cost, account number	Audit + 7 years
	Depreciation schedules	Audit + 7 years
Payroll		
	Deferred Compensation – Records of employee contributions	Termination + 7 years
	Deferred Compensation Reports	Permanent
	Employee Time Sheets – signed by employee for audit and FEMA reports	Audit + 7 years
	PERS Employee Deduction Reports	Permanent
	Register – labor costs by employee and program	Permanent
	Reports – Biweekly processing	Audit + 7 years
	Salary Records, HR & Acct. – deduction authorization, unemployment claims, garnishments	Termination + 7 years
	Salary History, Salary Records	Permanent
Purchasing	Requests for Qualifications and Proposals, Successful – regarding goods and services	Audit + 5 years
	Requests for Qualifications and Proposals, Unsuccessful – regarding goods and services	Audit + 2 years
	Purchase Orders – Original documents	Audit + 4 years
	Vendor Register – alpha vendor listing of purchase orders, invoices, account numbers and check date	Permanent
	Surplus Equipment Disposal Records	5 years
	Contracts – Non-Infrastructure	Completion + 10 years
Reports	Audits (Annual Financial Report – independent auditor analysis)	Permanent
	IRS Reports, Records	Audit + 7 years
	Federal and State Tax – Forms 1096, 1099, W-4's, W-2's	Audit + 7 years
	State Controller	Permanent
	Standby Charge Assessment – Engineer's Report	Permanent
Treasurer	Investment Reports & Statements	Permanent
Bonds	Account Statements – monthly statement of transactions	Closed + 10 years
	Administration – records of issuance, continuing disclosure, filings	Closed + 10 years
	Bonds and Coupons – paid/cancelled	Closed + 2 years

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Water Rates	Schedule of Water Rates	Supersede + 5 years
	Prop 218 Water Rate Study	Permanent

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HUMAN RESOURCES/RISK MANAGEMENT		
TYPE OF RECORD	**RECORD DESCRIPTION**	**RETENTION PERIOD**
General	Part-time, Full-time, Seasonal, Temporary Employee Personnel files – includes applications, resumes, job descriptions, records of hiring, promotion, discipline & termination, Annual/Quarterly Evaluations, PAF's, leave (digital), medical records, jury duty, SDI, accident reports, injury claims, DMV reports, etc.	Termination + 7 years
	Pulmonary Function Test's (PFT's) and questionnaire responses	Termination + 30 years
	Employment applications – not hired	Closed + 2 years
	Disability Claim, Unemployment claim	Termination + 7 years
	Workers Compensation Records	Until case is settled + 5 years
	Risk Management Claims against District	Closed + 3 years
	Applications (NeoGov Digital Copy)/Recruitment records	Closing date of recruitment + 3 years
	HR and Safety Policies	Supersede + 3 years
	Benefits/COBRA (policies)	Supersede + 3 years
	Insurance Policy	Permanent
	Tuition Reimbursement	Audit + 3 years
	Labor Negotiations, Terms and Conditions of Employment (historical)	Permanent
	Pension Records	Permanent
	Discrimination Complaint	Termination + 5 years
	General Correspondence	Audit + 3 years
	Employee licenses/certifications (filed in Employee Personnel files)	Termination + 7 years
	Training Documentation	Termination + 7 years
	Tailgate Meetings	Current + 2 years
	Safety Committee Meeting Records (agenda and minutes)	Current + 2 years
	Immigration I-9 Records	Termination + 3 years
	Employee Retirement – Farewell Celebrations	Permanent
	Board of Directors – Personnel files with Human Resources	Lv. Office + 5 years
	Medical Open Enrollment Materials	Termination + 7 years
	Retiree Medicare Reimbursement Files	Payment + 7 years

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OPERATIONS		
TYPE OF RECORD	**RECORD DESCRIPTION**	**RETENTION PERIOD**
General	Inventory, Equipment – Mains, valves, hydrants, wells	Ongoing
	District Maintenance and Operations – includes inspection, time and materials, reports, customer complaints, and flushing reports	Current + 2 years
	Well and Pumping – times operational, power used and quantity	Current + 2 years
	Vehicle Maintenance Records	Life + 2 years
	Meter Operations – reader reports, orders, tests, maintenance reports	Current + 2 years
	Backflow Maintenance	Current + 2 years
	Agreements, Contracts, and Leases	See Contracts section
	Recycled Water Permits	Life + 10 years
	CEQA Records	Permanent
Reports	Water Consumption	Current + 2 years
	Discharge Monitoring – average amount of pollution discharged into waters of municipality	Current + 5 years
	Emergency Response Plan	Supersede + 2 years
	Lead, Service Line – compliance documentation	Current + 12 years
	Underground Storage Tank Records (soil reports)	Current + 12 years
	Well Level	Current + 2 years
	DDW Annual Drinking Water Report	Permanent
	DDW Drinking Water Corrections	Current + 10 years
	DDW Water Quality Parameters – compliance documentation	Current + 12 years
	DDW Sanitary Surveys – statistics, reports, correspondence	Current + 10 years
	DDW State Certification – compliance documentation	Current + 12 years
	DDW Variances, Water System	Current + 5 years
	Urban Water Management Plan (UWMPs)	Permanent
	Underground Service Alert (USA) Tickets	Current + 12 years
	Asbestos Air Sampling	Collection date + 30 years
Tests	DDW Bacteriological Analysis – compliance records include location, date, method and results, corrections, analysis of bacterial count	Current + 5 years
	DDW Chemical Analysis – compliance records include location, date, method used and results, corrections analysis of chemical content	Current + 10 years
	DDW Water Quality – compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.	Current + 12 years

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OPERATIONS		
	DDW Drinking Water Violations – retention applies to each violation	Current + 3 years

RECORDS MANAGEMENT		
TYPE OF RECORD	**RECORD DESCRIPTION**	**RETENTION PERIOD**
General	Public Records Request	Request Granted or Request Denied + 2 years
	Certificates of Insurance. (*Contractor certificates are filed in work order/project files)*	Duration of Project + 1 year
	Policies and Procedures – listed by department	Supersede + 2 years
	Insurance Policies – Liability, Property, Workers' Compensation. (*JPIA updates all policy information on an annual basis, maintaining originals at their offices.)*	Current year
	Agreements, Contracts and Leases (Executed agreements and contracts for goods and services which includes all types of contracts and agreements, including franchise, purchase orders, or non-real property leases and associated ancillary documents, between the District and other parties.)	See Contracts section
Legal	Contracts. (*Upon contract award, copies of contract documents are placed in the work order file and contract originals are kept in a separate fireproof file and reviewed quarterly; after seven (7) years, the originals are placed in the work order file and the copies destroyed.)*	See Contracts section
	Communications (Emails and Microsoft Teams Messages, including internal and external communications, chats, and message threads)	120 days from creation or receipt
	Correspondence, general administration, documentation of department activities, routine reports generated by the district, information captured on a log or a list, routine correspondence, memos, and notes.	Current + 3 years
	Deeds	Permanent
	Vehicle Ownership Documents. (*Maintained and reviewed in Finance.)*	Life of Vehicle + 2 years
	Judgments and Agreements pertaining to WVWD	Permanent
Records Management	Easements & Miscellaneous Documents. (*Files are monitored and added to on an as-needed basis. All legal documents having an effect upon District aboveground and underground facilities are scanned upon completion and added to the District's GIS mapping system and can be reviewed and*	Permanent

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	retrieved therefrom.)	
	Records Management Documentation	Completion + 2 years
	Records Retention Schedules	Supersede + 4 years
	Records Management Disposition Certification – documentation of final disposition of records	Permanent

CONTRACTS (ACROSS ALL DEPARTMENTS)		
TYPE OF RECORD	**RECORD DESCRIPTION**	**RETENTION PERIOD**
Contracts/Agreements	Agreements, Contracts, and Leases (maintenance/vendors), including but not limited to, contracts for maintenance of District facilities and equipment	Termination + 4 years
Contracts/Agreements	Agreements, Contracts and Leases (Executed agreements and contracts for goods and services which includes all types of contracts and agreements, including franchise, purchase orders, public works construction documents or non-real property leases and associated ancillary documents, between the District and other parties.)	Completion + 10 years
Legal	Contracts. (*Upon contract award, copies of contract documents are placed in the work order file and contract originals are kept in a separate fireproof file and reviewed quarterly; after seven (7) years, the originals are placed in the work order file and the copies destroyed.)*	Permanent

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POMONA-WALNUT-ROWLAND JOINT WATER LINE COMMISSION

WATER USE DISTRIBUTION & BILLING

JULY 2025

CONSUMPTION PER AGENCY
(Per PWR Meter Reads)

	Water Consumption (Acre-feet)	*Allocation %*
Pomona	739.256	33.850%
Walnut	918.156	42.041%
Rowland	526.536	24.109%
LaVerne	-	0.000%
TOTAL	**2,183.948**	**100.000%**

WATER PRODUCTION
(ACTUAL)

	Water Consumption (Acre-feet)	*Allocation %*
MWD	1,086.10	**49.936%**
TVMWD	1,088.90	**50.064%**
LaVerne	-	**0.000%**
Total	2,175.000	**100.000%**
PWR	**2,183.948**	
Difference	**(8.948)**	

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)
					49.936%	*50.064%*	*0.000%*	*100.000%*
Pomona	739.256	(3.029)	736.227	736.2	367.6	368.6	-	736.2
Walnut	918.156	(3.762)	914.394	914.4	456.6	457.8	-	914.4
Rowland	526.536	(2.157)	524.379	524.4	261.9	262.5	-	524.4
LaVerne	-	-	-	-	-	-	-	-
TOTAL	**2,183.948**	**(8.948)**	**2,175.000**	**2,175.0**	**1,086.1**	**1,088.9**	**-**	**2,175.0**

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)	**367.6**	**368.6**							-	
	Allocation %			28.89%	52.00%	23.41%	25.00%	25.00%	33.33%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ -	$ (100.00)	
	Total	$ 518,739.59	$ 520,076.91	$ 8,269.27	$ 4,521.28	$ 2,115.01	$ -	$ -	$ -	$ -	**$ 1,053,722.06**
Walnut Valley Water District	Cons. (AF)	**456.6**	**457.8**							-	
	Allocation %			44.44%	28.00%	46.87%	25.00%	25.00%	33.33%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ -	$ (100.00)	
	Total	$ 644,274.60	$ 645,935.56	$ 12,720.19	$ 2,434.53	$ 4,234.55	$ -	$ -	$ -	$ -	**$ 1,309,599.43**
Rowland Water District	Cons. (AF)	**261.9**	**262.5**							-	
	Allocation %			26.67%	20.00%	29.72%	25.00%	25.00%	33.33%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ -	$ (100.00)	
	Total	$ 369,472.91	$ 370,425.43	$ 7,633.82	$ 1,738.95	$ 2,685.10	$ -	$ -	$ -	$ -	**$ 751,956.21**
City of LaVerne	Cons. (AF)	**-**	**-**							-	
	Allocation %			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ -	$ (100.00)	
	Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
	Total (A.F.)	**1,086.1**	**1,088.9**								**2,175.0**
	Total ($)	$ 1,532,487.10	$ 1,536,437.90	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ -	$ -	$ 3,115,277.70

POMONA-WALNUT-ROWLAND JOINT WATER LINE COMMISSION

WATER USE DISTRIBUTION & BILLING

AUGUST 2025

CONSUMPTION PER AGENCY (Per PWR Meter Reads)	*Water Consumption (Acre-feet)*	*Allocation %*
Pomona	948.209	38.075%
Walnut	925.902	37.179%
Rowland	616.253	24.745%
LaVerne	-	0.000%
TOTAL	**2,490.364**	**100.000%**

WATER PRODUCTION (ACTUAL)	*Water Consumption (Acre-feet)*	*Allocation %*
MWD	1,443.60	**60.147%**
TVMWD	956.50	**39.853%**
LaVerne	-	**0.000%**
Total	2,400.100	**100.000%**
PWR	**2,490.364**	
Difference	**(90.264)**	

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)
					60.147%	*39.853%*	*0.000%*	*100.000%*
Pomona	948.209	(34.368)	913.841	913.8	549.7	364.2	-	913.8
Walnut	925.902	(33.560)	892.342	892.3	536.7	355.6	-	892.3
Rowland	616.253	(22.336)	593.917	593.9	357.2	236.7	-	593.9
LaVerne	-	-	-	-	-	-	-	-
TOTAL	**2,490.364**	**(90.264)**	**2,400.100**	**2,400.1**	**1,443.6**	**956.5**	**-**	**2,400.1**

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)	**549.7**	**364.2**							105.0	
	Allocation %			28.89%	52.00%	23.41%	25.00%	25.00%	33.33%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ -	$ (100.00)	
	Total	$ 775,559.52	$ 513,869.96	$ 8,269.27	$ 4,521.28	$ 2,115.01	$ -	$ -	$ -	$ (10,500.00)	**$ 1,293,835.04**
Walnut Valley Water District	Cons. (AF)	**536.7**	**355.6**							-	
	Allocation %			44.44%	28.00%	46.87%	25.00%	25.00%	33.33%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ -	$ (100.00)	
	Total	$ 757,314.16	$ 501,780.96	$ 12,720.19	$ 2,434.53	$ 4,234.55	$ -	$ -	$ -	$ -	**$ 1,278,484.39**
Rowland Water District	Cons. (AF)	**357.2**	**236.7**							-	
	Allocation %			26.67%	20.00%	29.72%	25.00%	25.00%	33.33%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ -	$ (100.00)	
	Total	$ 504,045.92	$ 333,970.58	$ 7,633.82	$ 1,738.95	$ 2,685.10	$ -	$ -	$ -	$ -	**$ 850,074.37**
City of LaVerne	Cons. (AF)	**-**	**-**							-	
	Allocation %			0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ -	$ (100.00)	
	Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
	Total (A.F.)	**1,443.6**	**956.5**								**2,400.1**
	Total ($)	$ 2,036,919.60	$ 1,349,621.50	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ -	$ (10,500.00)	$ 3,422,393.80

POMONA-WALNUT-ROWLAND JOINT WATER LINE COMMISSION

WATER USE DISTRIBUTION & BILLING

SEPTEMBER 2025

CONSUMPTION PER AGENCY (Per PWR Meter Reads)

	Water Consumption (Acre-feet)	*Allocation %*
Pomona	776.676	35.343%
Walnut	901.230	41.010%
Rowland	519.656	23.647%
LaVerne	-	0.000%
TOTAL	**2,197.562**	**100.000%**

WATER PRODUCTION (ACTUAL)

	Water Consumption (Acre-feet)	*Allocation %*
MWD	1,115.70	**53.028%**
TVMWD	988.30	**46.972%**
LaVerne	-	**0.000%**
Total	2,104.000	**100.000%**
PWR	**2,197.562**	
Difference	**(93.562)**	

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)**
					53.028%	*46.972%*	*0.000%*	*100.000%*
Pomona	776.676	(33.067)	743.609	743.6	394.3	349.3	-	743.6
Walnut	901.230	(38.370)	862.860	862.9	457.6	405.3	-	862.9
Rowland	519.656	(22.125)	497.531	497.5	263.8	233.7	-	497.5
LaVerne	-	-	-	-	-	-	-	-
TOTAL	**2,197.562**	**(93.562)**	**2,104.000**	**2,104.0**	**1,115.7**	**988.3**	**-**	**2,104.0**

BILLING CHARGES PER AGENCY

		MWD PM-15	**TVMWD PM-21**	**MWD Capacity Reservation**	**TVMWD Connected Capacity**	**TVMWD Water Use Charge**	**Replacement**	**Admin Budget Assessment**	**MWD LRP Rebate Program**	**Billing Total**
City of Pomona	Cons. (AF)	**394.3**	**349.3**						100.7	
	Allocation %			31.71%	52.00%	20.01%	25.00%	33.33%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ 10,707.00	$ 29,875.00	$ (100.00)	
	Total	$ 556,382.16	$ 492,849.77	$ 9,076.44	$ 4,521.28	$ 1,807.84	$ 2,676.75	$ 9,958.33	$ (10,070.00)	**$ 1,067,202.57**
Walnut Valley Water District	Cons. (AF)	**457.6**	**405.3**						-	
	Allocation %			39.02%	28.00%	48.09%	25.00%	33.33%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ 24,098.00	$ 29,875.00	$ (100.00)	
	Total	$ 645,608.07	$ 571,887.12	$ 11,168.80	$ 2,434.53	$ 4,344.77	$ 6,024.50	$ 9,958.33	$ -	**$ 1,251,426.12**
Rowland Water District	Cons. (AF)	**263.8**	**233.7**						-	
	Allocation %			29.27%	20.00%	31.90%	25.00%	33.33%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ 15,269.00	$ 29,875.00	$ (100.00)	
	Total	$ 372,262.47	$ 329,754.42	$ 8,378.02	$ 1,738.95	$ 2,882.06	$ 3,817.25	$ 9,958.34	$ -	**$ 728,791.51**
City of LaVerne	Cons. (AF)	**-**	**-**						-	
	Allocation %			0.00%	0.00%	0.00%	0.00%	0.00%		
	Billing Rate	$ 1,411.00	$ 1,411.00	$ 28,623.28	$ 8,694.76	$ 9,034.66	$ -	$ -	$ (100.00)	
	Total	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**
	Total (A.F.)	**1,115.7**	**988.3**							**2,104.0**
	Total ($)	$ 1,574,252.70	$1,394,491.31	$ 28,623.26	$ 8,694.76	$ 9,034.67	$ 12,518.50	$ 29,875.00	$ (10,070.00)	$ 3,047,420.20

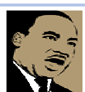
November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3 Online Only 3:00PM SPADRA Executive Committee 4PM Public Info Committee 4:30 PM Finance Committee	4 4PM Engineering Committee 4:30 PM Personnel Committee 6:30PM Diamond Bar City Council	5 8AM TVMWD Board Meeting	6	7	8
9	10 5PM WVWD Board Meeting 7PM Rowland Heights CCC Meeting	11  Veteran's Day Observed-District Closed	12 7PM Walnut City Council Meeting	13 4PM WVWD Workshop Meeting	14	15
16	17	18 6:30PM Diamond Bar City Council Meeting	19 8AM TVMWD Board Meeting	20	21	22
23	24	25	26 7PM Walnut City Council Meeting	27  Thanksgiving Day-District Closed	28  District Closed	29
30	1	Notes				

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2 6:30PM Diamond Bar City Council Meeting	3 8AM TVMWD Board Meeting	4	5	6
7	8 4PM Public Info Committee 4:30 PM Finance Committee	9 4PM Engineering Committee 4:30 PM Personnel Committee	10 7PM Walnut City Council Meeting	11 8AM PBWA Meeting	12	13
14	15 5PM WVWD Board Meeting	16 6:30PM Diamond Bar City Council Meeting	17 8AM TVMWD Board Meeting	18	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	Notes				

January 2026

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

WALNUT VALLEY WATER DISTRICT
WATER SUPPLY AND CONSERVATION UPDATE
October 20, 2025

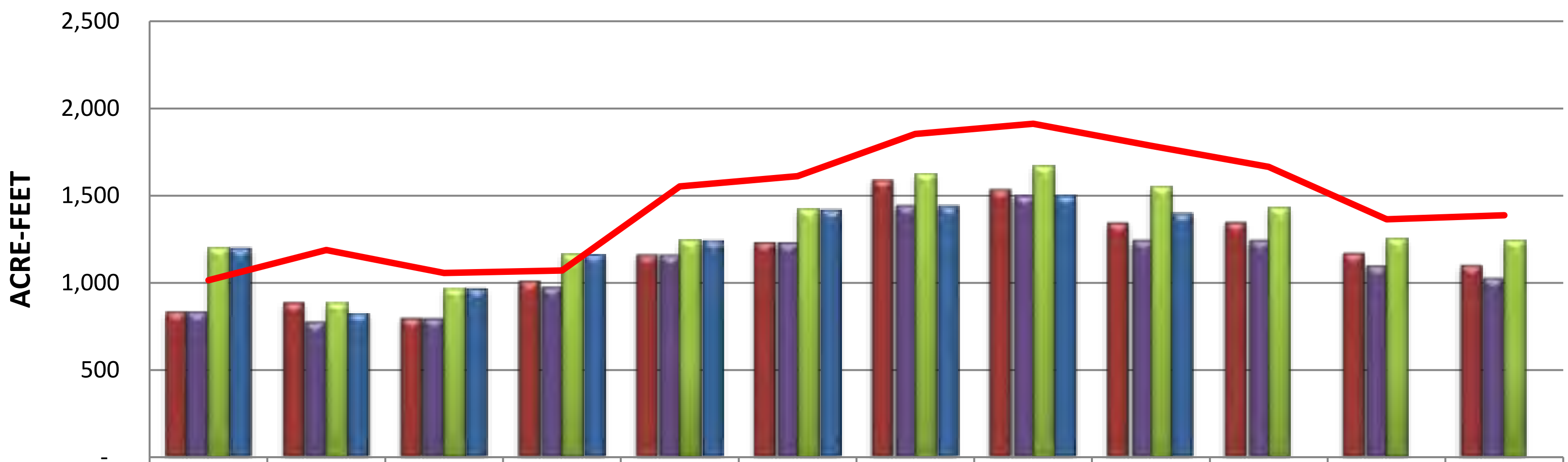
A	**Water Use** – Water usage for September 2025 was 1401.08 acre-feet, a **decrease of 21.58%** compared to September 2020 and a **decrease of 32.10%** from September 2013. The average inflow into the system during the month was approximately 23.59 **cfs** (10,587.36 gallons per minute).	
B	**Recycled Water Use** – During the month of September recycled water system delivered 2,894,460.80 **G.P.D.,** a decrease of **4.17%** compared to the use in September 2024. Of the recycled water delivered, 60.21% was from the District wells and no potable make-up water was used.	
C	**Production Report** – attached are: ▪ Purchased Water Projections (Two total) ▪ Climate Summary ▪ Monthly Consumption Versus the 2013 and 2020 Baseline Years (Two total)	Exhibits

WALNUT VALLEY WATER DISTRICT

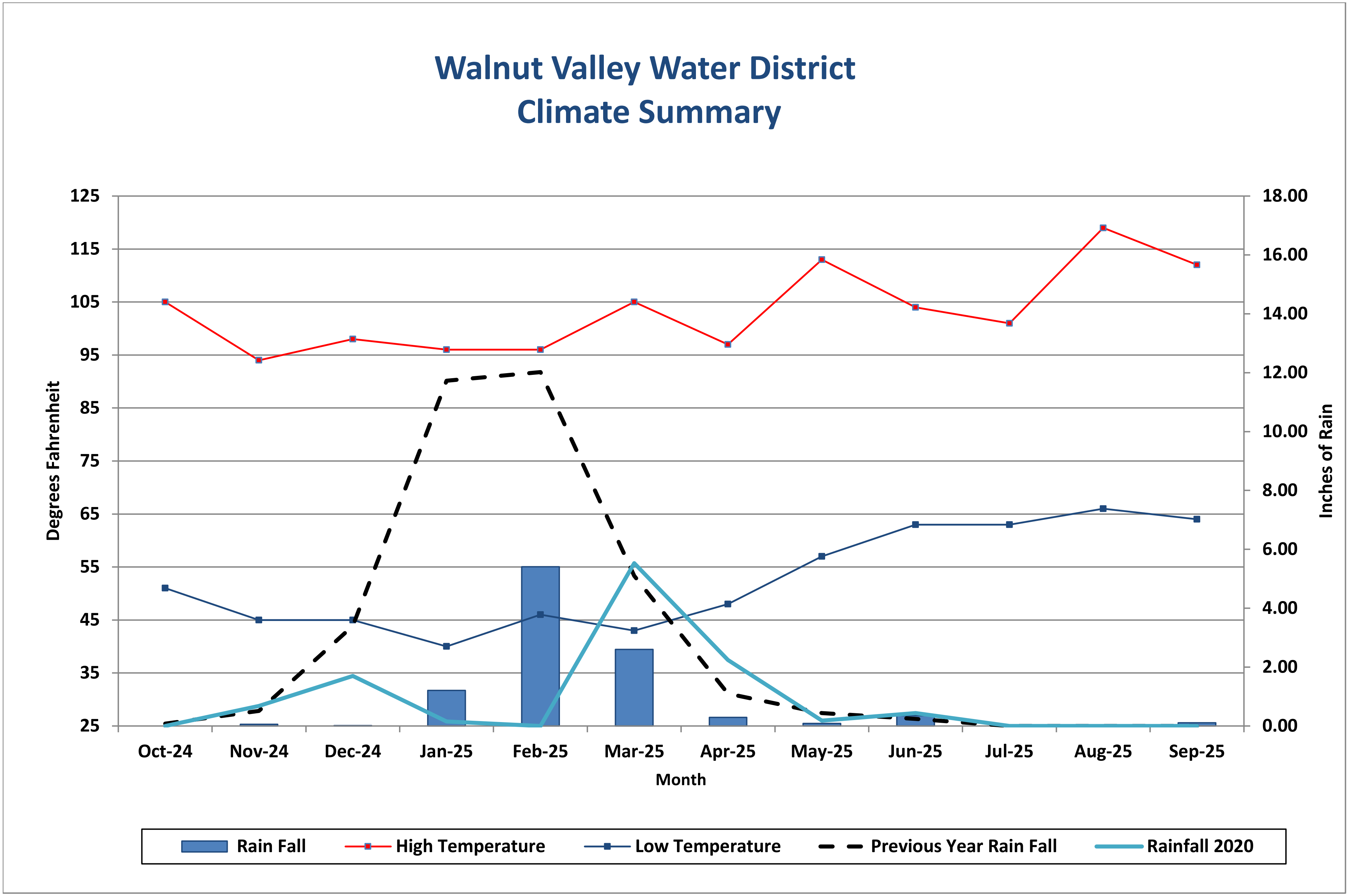
Calendar Year 2025 Purchased Water Estimate

Actual Purchases (AF)		Projected Purchases (AF)				Baseline Year Purchases	
Month	**Total**	**Budget**	**Low**	**High**	**Average**	**2013**	**2020**
January	1,200	832	832	1,200	987	1,156	1,015
February	823	886	776	886	828	1,123	1,188
March	968	795	795	968	870	1,496	1,056
April	1,166	1,008	976	1,166	1,050	1,700	1,070
May	1,243	1,159	1,159	1,243	1,200	1,904	1,554
June	1,422	1,230	1,230	1,422	1,336	2,082	1,611
July	1,444	1,591	1,444	1,624	1,553	2,149	1,854
August	1,502	1,535	1,502	1,671	1,570	2,309	1,912
September	1,401	1,343	1,245	1,551	1,399	2,064	1,787
October	-	1,346	1,245	1,432	1,311	1,858	1,665
November	-	1,169	1,097	1,252	1,164	1,569	1,364
December	-	1,099	1,025	1,242	1,111	1,401	1,387
Total	**11,169**	**13,993**	**13,326**	**15,658**	**14,378**	**20,810**	**17,461**
Remaining Projected Purchases		**3,614**	**3,367**	**3,926**	**3,586**		
Total Projected Purchases		**14,783**	**14,536**	**15,095**	**14,755**		

Calendar Year 2025 Purchased Water



	January	February	March	April	May	June	July	August	September	October	November	December
Budget	832	886	795	1,008	1,159	1,230	1,591	1,535	1,343	1,346	1,169	1,099
Low	832	776	795	976	1,159	1,230	1,444	1,502	1,245	1,245	1,097	1,025
High	1,200	886	968	1,166	1,243	1,422	1,624	1,671	1,551	1,432	1,252	1,242
CY 2025	1,200	823	968	1,166	1,243	1,422	1,444	1,502	1,401	-	-	-
2020	1,015	1,188	1,056	1,070	1,554	1,611	1,854	1,912	1,787	1,665	1,364	1,387


Walnut Valley Water District
Climate Summary
Degrees Fahrenheit
Inches of Rain
Month
125
115
105
95
85
75
65
55
45
35
25
18.00
16.00
14.00
12.00
10.00
8.00
6.00
4.00
2.00
0.00
Oct-24
Nov-24
Dec-24
Jan-25
Feb-25
Mar-25
Apr-25
May-25
Jun-25
Jul-25
Aug-25
Sep-25
Rain Fall
High Temperature
Low Temperature
Previous Year Rain Fall
Rainfall 2020

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

Consumption/Water Sales

	July					August					September					YTD (FY 25-26)				
User Class	Jul-13	Jul-20	Jul-25	% Change 2013	% Change 2020	Aug-13	Aug-20	Aug-25	% Change 2013	% Change 2020	Sep-13	Sep-20	Sep-25	% Change 2013	% Change 2020	2013 YTD	2020 YTD	FY 25-26	% Change 2013	% Change 2020
COG	49,565	33,898	34,318	-31%	1%	53,435	39,559	38,673	-28%	-2%	50,686	43,268	36,430	-28%	-16%	153,686	116,725	109,421	-29%	-6%
COM	95,283	63,924	13,607	-86%	-79%	99,903	72,723	69,570	-30%	-4%	90,136	72,076	71,084	-21%	-1%	285,322	208,723	154,261	-46%	-26%
IND	13,038	9,433	6,850	-47%	-27%	13,123	10,277	7,581	-42%	-26%	12,479	10,304	7,432	-40%	-28%	38,640	30,014	21,863	-43%	-27%
MUL	82,038	71,993	62,388	-24%	-13%	81,050	79,211	69,831	-14%	-12%	76,841	74,435	70,889	-8%	-5%	239,929	225,639	203,108	-15%	-10%
RES	637,352	512,618	412,797	-35%	-19%	662,005	607,146	473,394	-28%	-22%	640,601	538,828	446,582	-30%	-17%	1,939,958	1,658,592	1,332,773	-31%	-20%
	877,276	691,866	529,960	-40%	-23%	909,516	808,916	659,049	-28%	-19%	870,743	738,911	632,417	-27%	-14%	2,657,535	2,239,693	1,821,426	-31%	-19%

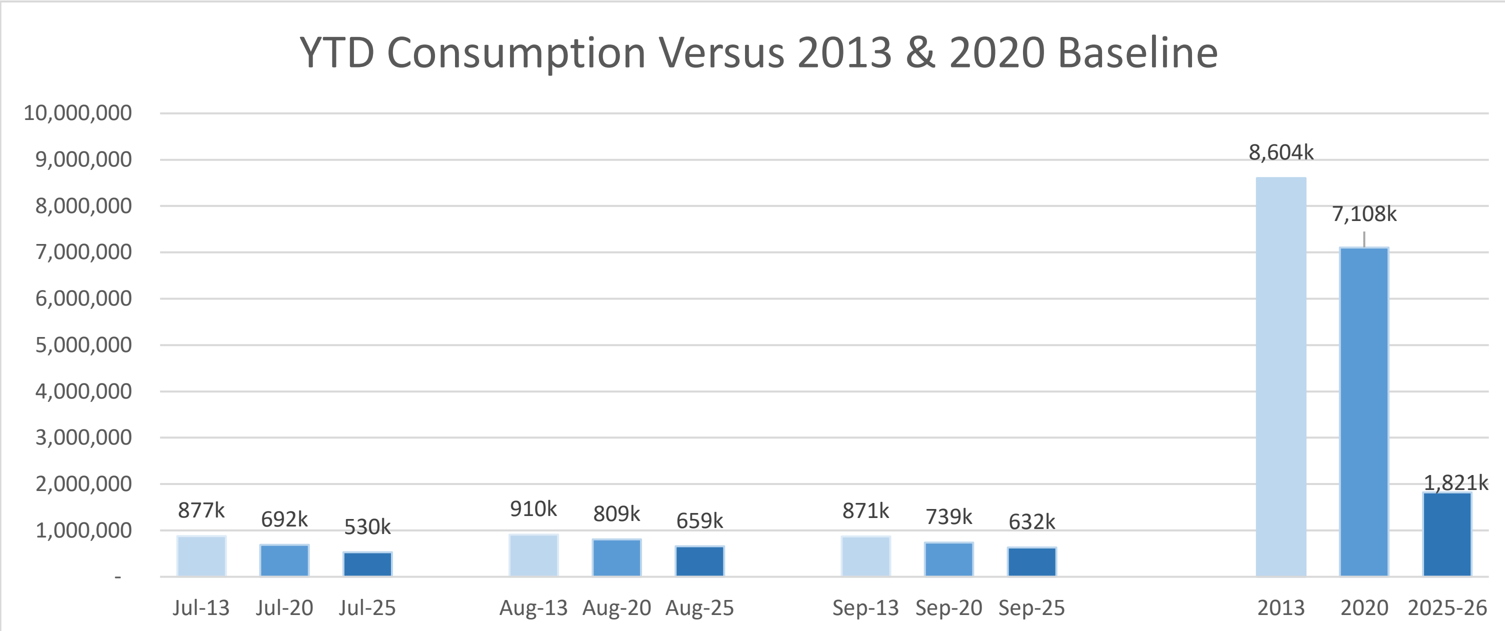
	IRRIGATION					IRRIGATION					IRRIGATION					YTD IRRIGATION				
User Class	Jul-13	Jul-20	Jul-25	% Change 2013	% Change 2020	Aug-13	Aug-20	Aug-25	% Change 2013	% Change 2020	Sep-13	Sep-20	Sep-25	% Change 2013	% Change 2020	2013 YTD	2020 YTD	FY 25-26	% Change 2013	% Change 2020
COG	32,727	25,224	23,874	-27%	-5%	35,845	28,580	25,071	-30%	-12%	32,995	31,574	23,601	-28%	-25%	101,567	85,378	72,546	-29%	-15%
COM	30,288	25,447	20,898	-31%	-18%	31,470	30,663	23,722	-25%	-23%	30,298	29,340	23,530	-22%	-20%	92,056	85,450	68,150	-26%	-20%
IND	2,001	1,283	1,223	-39%	-5%	2,318	1,689	1,320	-43%	-22%	2,089	1,962	1,371	-34%	-30%	6,408	4,934	3,914	-39%	-21%
RES	281	171	131	-53%	-23%	322	166	135	-58%	-19%	324	152	138	-57%	-9%	927	489	404	-56%	-17%
	65,297	52,125	46,126	-29%	-12%	69,955	61,098	50,248	-28%	-18%	65,706	63,028	48,640	-26%	-23%	200,958	176,251	145,014	-28%	-18%

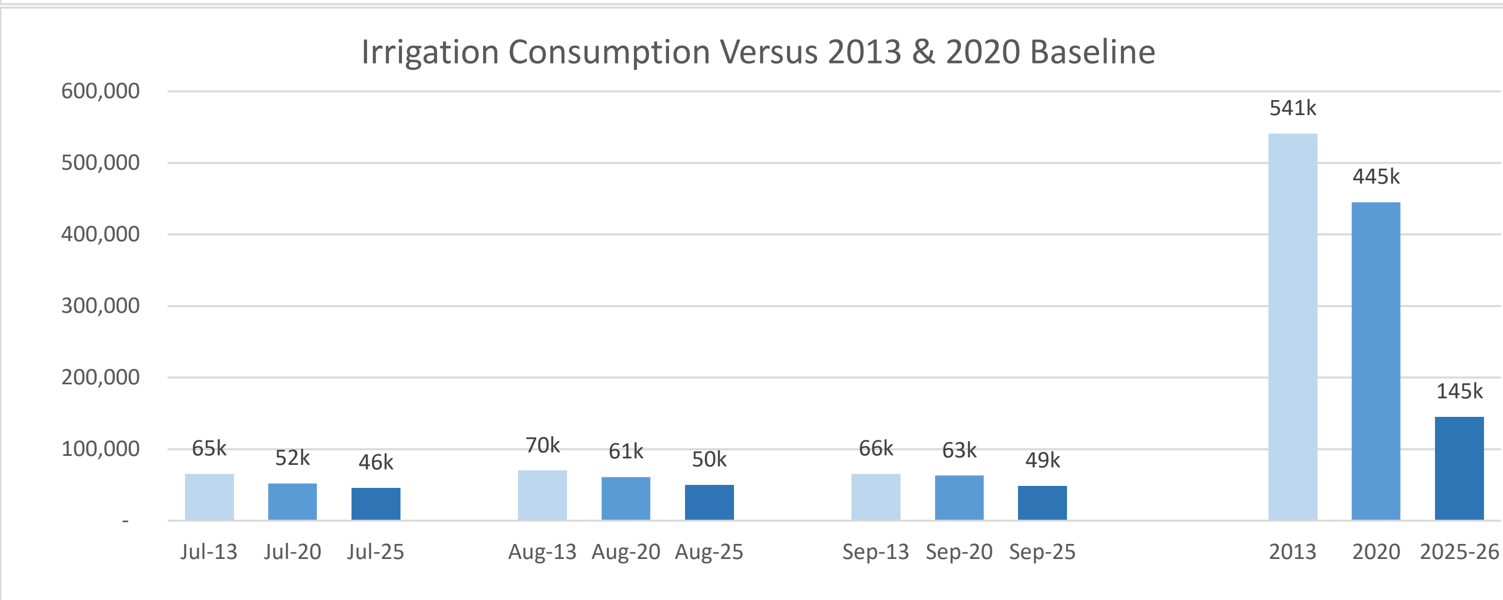
	RESIDENTIAL					RESIDENTIAL					RESIDENTIAL					YTD RESIDENTIAL				
Residential	Tier I	Tier II	Tier III	Total		Tier I	Tier II	Tier III	Total		Tier I	Tier II	Tier III	Total		Tier I	Tier II	Tier III	Total	
2013	277,522	274,324	85,506	637,352		278,209	284,325	99,471	662,005		277,208	275,700	87,693	640,601		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 25-26	142,163	229,219	68,923	440,305		143,362	245,550	84,482	473,394		142,533	231,360	72,689	446,582		428,058	706,129	226,094	1,360,281	
% Change 2013	-49%	-16%	-19%	-31%		-48%	-14%	-15%	-28%		-49%	-16%	-17%	-30%		-49%	-15%	-17%	-30%	
% Change 2020	-32%	-10%	43%	-14%		-33%	-22%	8%	-22%		-32%	-14%	24%	-17%		-32%	-16%	22%	-18%	

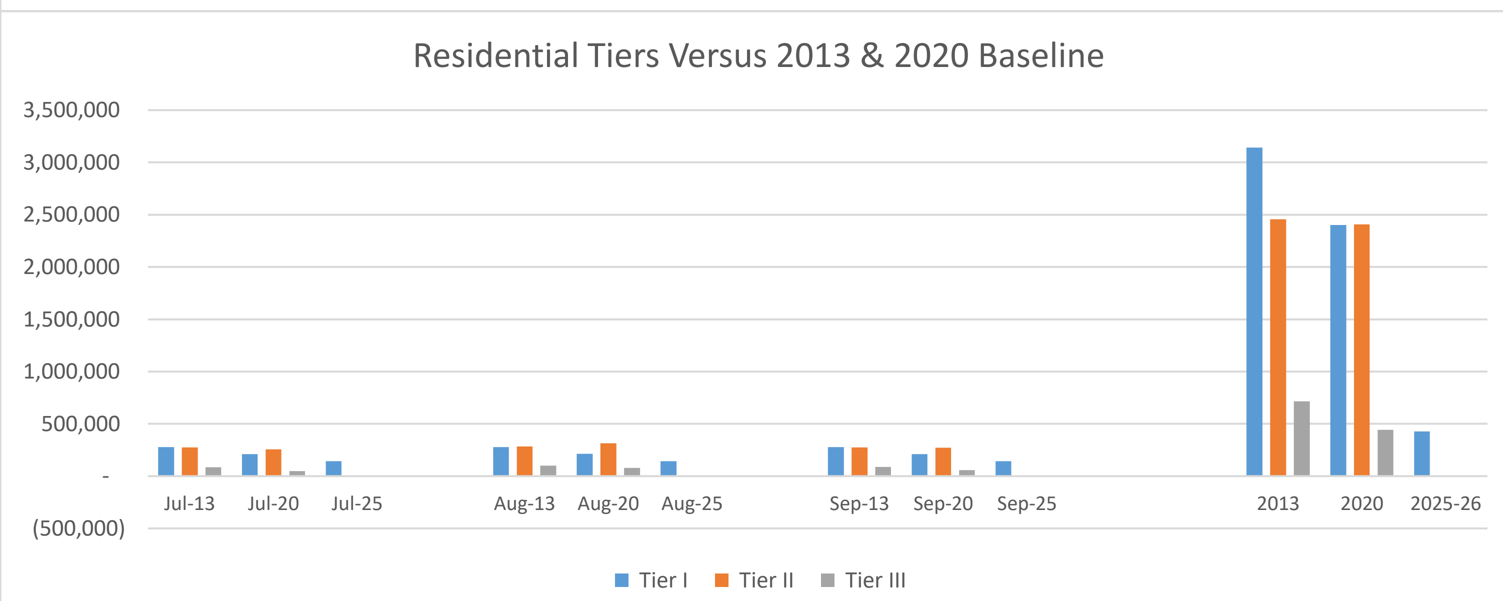
Water Purchases

	July	August	September	Total
2013	2,148.67	2,308.73	2,063.59	4,457.40
2020	1,853.69	1,912.15	1,786.74	3,765.84
FY 25-26	1,443.82	1,502.25	1,401.08	2,946.07
% Change 2013	-33%	-35%	-32%	(0.68)
% Change 2020	-22%	-21%	-22%	(0.44)

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







The Metropolitan Water District of Southern California's

WATER SUPPLY CONDITIONS REPORT

https://www.mwdh2o.com/WSCR

Wrap-Up Water Year
2024-2025

State Water Project

OCT 2024
- First detection of golden mussels in North America – port of Stockton, California

DEC 2024
- Initial SWP allocation 5% - did not include late November storms.
- SWP allocation increased to 15%

JAN 2025
- Extremely dry month – less than 25% of normal for most of California
- Two major devastating fires in LA region
- SWP allocation increased to 20% due to December precipitation

FEB - APR 2025
- Atmospheric rivers brought necessary precipitation
- SWP allocation increases three times to a final allocation of 50%

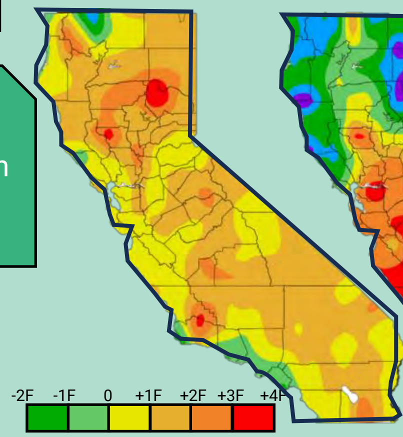
AUG 2025
- Golden mussels detected in Pyramid Lake and Silverwood Lake, both in Southern California

118%
Northern Sierra snowpack
April 1, 2025

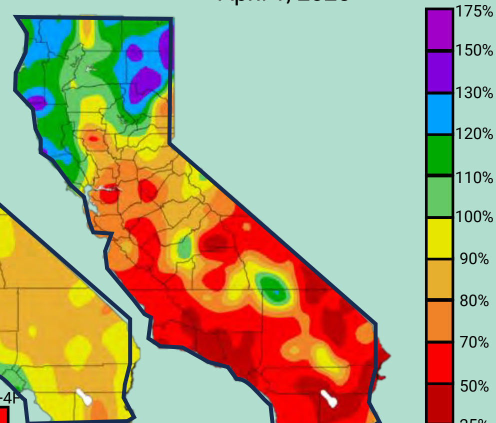
106%
8 Station precipitation
56.6 in

81%
5 Station precipitation
32.6 in

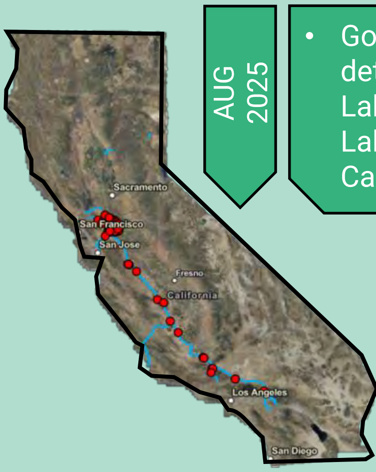
82%
Southern Sierra snowpack
April 1, 2025



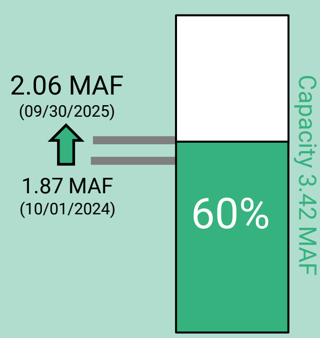
(Map) Departure from normal temperature
(Oct 2024 – Sep 2025)



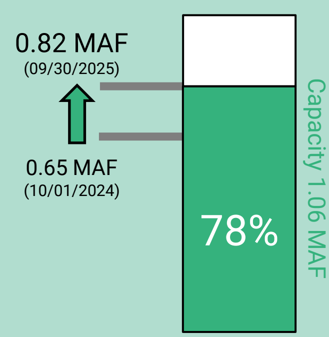
(Map)
% of normal precipitation
(Oct 2024 – Sep 2025)



(Map)
Red dots indicate golden mussel detection (Oct 24-Aug 25). Blue lines are SWP conveyance

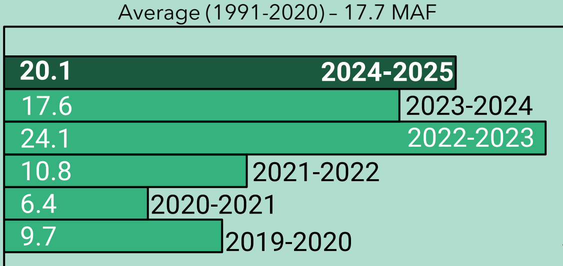


Lake Oroville

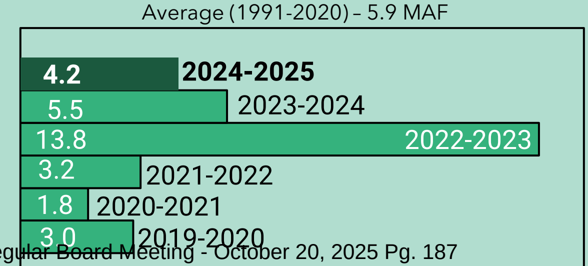


San Luis Reservoir
SWP share

Sacramento River Index Runoff (Million Acre-Feet)
Average (1991-2020) – 17.7 MAF



San Joaquin Valley Runoff (Million Acre-Feet)
Average (1991-2020) – 5.9 MAF



All data are preliminary and may be subjected to change.
Questions? https://forms.office.com/g/Gj3aReAuCm

The Metropolitan Water District of Southern California's

WATER SUPPLY CONDITIONS REPORT

https://www.mwdh2o.com/WSCR

Wrap-Up Water Year

2024-2025

Colorado River

OCT 2024

- Lake Mead started the water year 23 feet higher than the record low in 2022

MAY 2025

- Three days of intense precipitation, when usually there is none, brought record 1.44 inches of rain to Las Vegas

AUG 2025

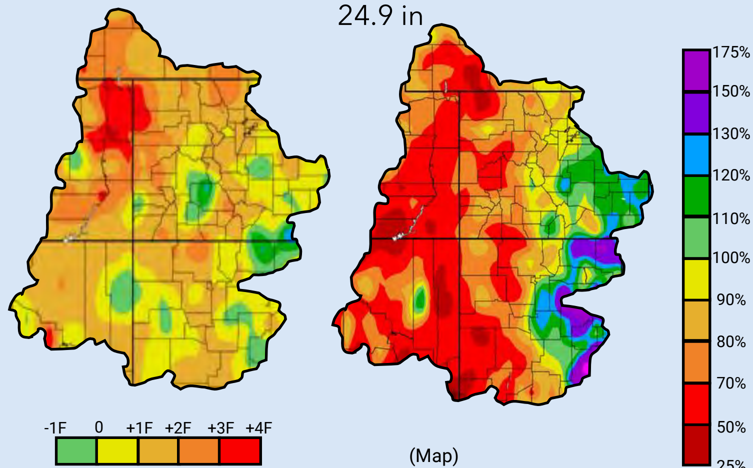
- Lake Mead will continue at Level 1 Shortage for calendar year 2026, with mandatory water reductions to Arizona, Nevada, and the Republic of Mexico

87%

Basin-wide snowpack
April 1, 2025

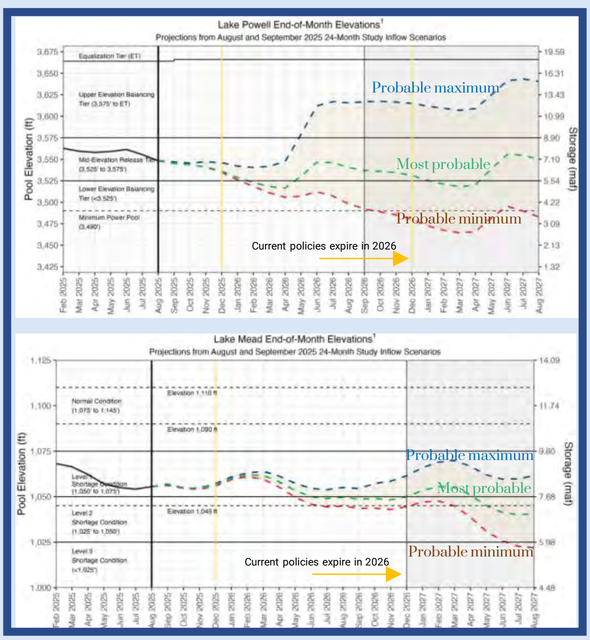
84%

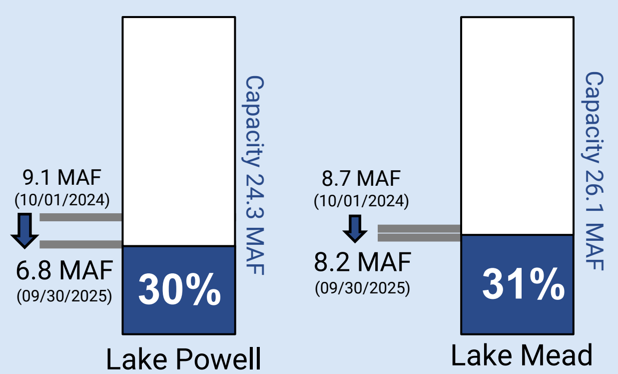
Basin-wide precipitation
24.9 in



(Map) Departure from normal temperature
(Oct 2024 – Sep 2025)

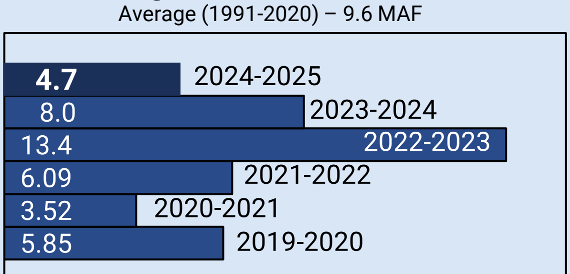
(Map)
% of normal precipitation
(Oct 2024 – Sep 2025)





Powell Unregulated Inflow (Million Acre-Feet)

Average (1991-2020) – 9.6 MAF



Lake Mead – Operating Condition

(August 2025 CRMSS ESP Projections)

		2026	2027*	2028*	2029*	2030*
	Surplus (above 1,145 ft)	0%	0%	0%	0%	0%
	Normal Year (between 1,075 and 1,145 ft)	0%	7%	3%	10%	13%
Shortage	1st Level (between 1,050 and 1,075 ft)	100%	50%	30%	20%	27%
Shortage	2nd Level (between 1,025 and 1,050 ft)	0%	40%	53%	43%	40%
Shortage	3rd Level (below 1,025 ft)	0%	3%	13%	27%	20%

*Years beyond 2026 assume continuation of 2007 Interim Guidelines

All data are preliminary and may be subjected to change.
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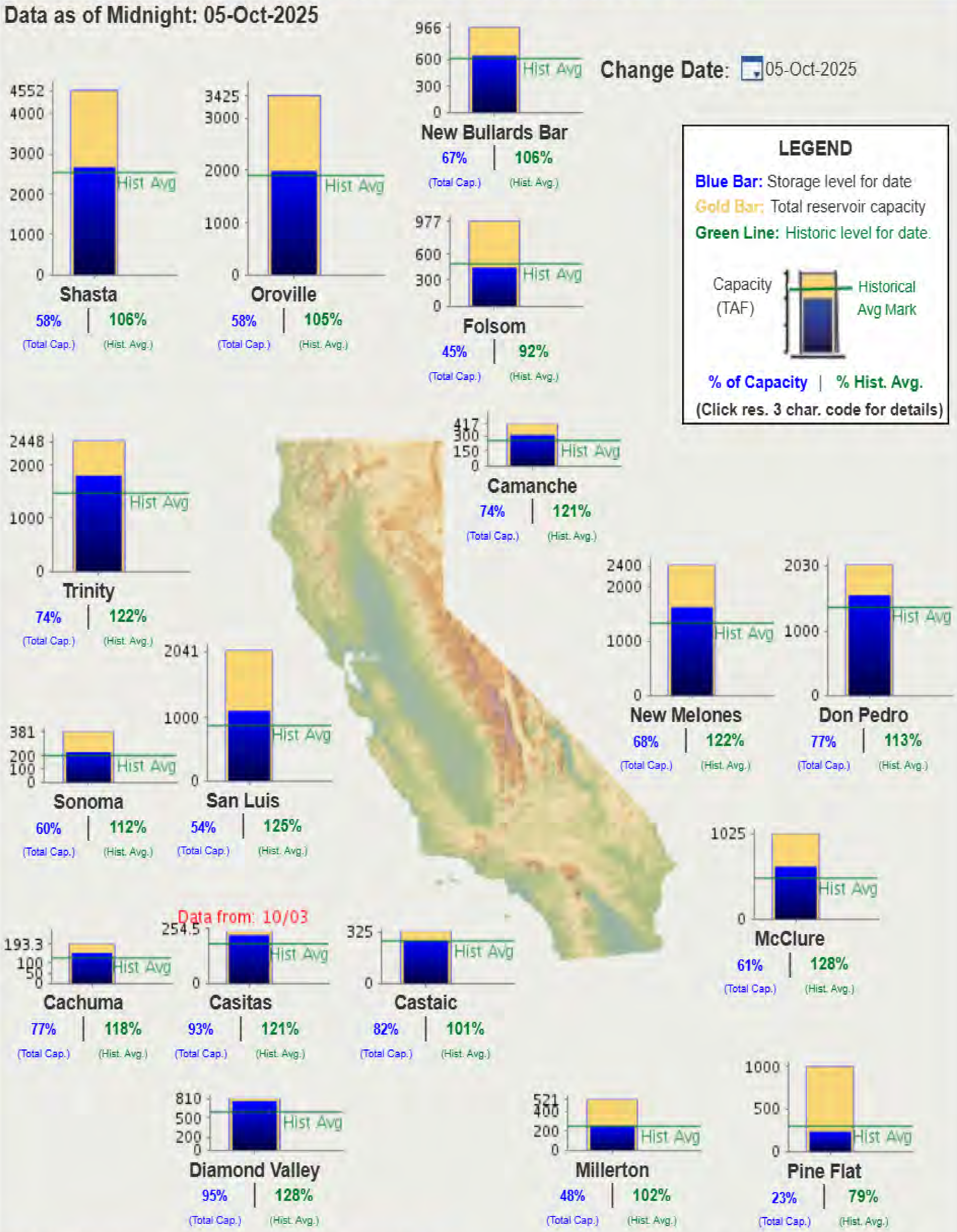
CURRENT CONDITIONS: MAJOR WATER SUPPLY RESERVOIRS:05-OCT-2025



Click to download printable version of current data.

Report Generated: 06-Oct-2025 3:22 PM

The CSI link has been disabled to zoom in, for the lack of historical data.