



WEST VALLEY WATER DISTRICT
855 W. BASE LINE ROAD RIALTO, CA

BOARD MEETING
AGENDA

THURSDAY, DECEMBER 19, 2019
CLOSED SESSION - 6:00 PM • OPEN SESSION 6:30 PM

"In order to comply with legal requirements for posting of agendas, only those items filed with the District Secretary's office by noon, on Wednesday prior to the following Thursday meeting, not requiring departmental investigation, will be considered by the Board of Directors."

OPENING CEREMONIES

Pledge of Allegiance
Opening Prayer
Call to Order
Roll Call of Board Members

ADOPT AGENDA

PRESENTATIONS

- West Valley Water District Children's Fund Toy Drive

PUBLIC PARTICIPATION

Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the District Clerk. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. No person will be allowed to make comments at any other time in the meeting except if there is a Public Hearing. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine and will be enacted by one vote. There will be no separate discussion of these items unless a member of the Board of Directors, Staff Member, or any member of the public request a specific item(s) be removed for separate action.

Consideration of:

1. November 7, 2019 Regular Board Meeting Minutes.
2. November 21, 2019 Regular Meeting Minutes.
3. December 5, 2019 Regular Meeting Minutes.
4. October 2019 Purchase Order Report.
5. November 2019 Purchase Order Report.
6. Receive and File October 2019 Cash Disbursements Report.
7. Receive and File Monthly Financial Report as of October 2019.
8. SB-998 Discontinuation of residential water service: urban and community water systems. (2017-2018).

BUSINESS MATTERS

Consideration of:

9. Adopting Resolution No. 2019-26 for Organizational Improvement and Transparency.
10. Adopting Resolution No. 2019-27 Approving a Temporary Freeze on Hiring District Personnel.
11. A Request for Proposal for the Recruitment of the Vacant Assistant General Manager Position
12. Adopt Resolution No. 2019-25, Amending Schedule “B” Standing Committees and Schedule “C” Outside Meetings of Ordinance No. 84, Compensation and Policies Related to Board.
13. Adoption of AY 2020 Board of Directors and Committee/Outside Meetings Master Calendar.
14. Consider Purchasing a 2-Yard Dump Truck.

15. Consider Notice of Completion Recordation for the Customer Service Foyer Renovation Project.
16. Approval of an Amendment for Professional Services with MV Cheng & Associates Inc.
17. Increase Amount for Aerotek, Inc. For Temporary Labor Services for Fiscal Year 2019-20.
18. CIP Budget Amendment to Facilitate Additional Maximo User Licensing and Hosting Services.
19. Consider a CIP Budget and Contract Amendments to Implement a Computerized Maintenance Management System (CMMS) Utilizing Maximo Software.
20. Approval of payment to Leal Trejo for professional services rendered June 2019 through November 2019. June 2019, Invoice No. 17648: \$44,344.94; July, 2019, Invoice No. 17686: \$41,717.50; Invoice No. 17685: \$1,581.34; June 2019, Invoice No. 17656: \$10,320.00; July 2019, Invoice No. 17684: \$5,220.00; August 2019, Invoice No. 17718: \$16,043.89; September 2019, Invoice No. 17717: \$15,000.00; August 2019, Invoice No. 17716: \$8,156.00; September 2019, Invoice No. 17765: \$28,500.00; September 2019, Invoice No. 17763: \$9,390.00; November 2019, Invoice No. 17764: \$942.00; October 2019, Invoice No. 17796: \$20,282.50; October 2019, Invoice No. 17794: \$1,760.00; November 2019, Invoice No. 17795: \$657.15; October 2019, Invoice No. 17796: \$20,282.00.
21. Approval of payment to Albright, Yee & Schmit, APC for professional services rendered March 2019 through October 2019. August 2019, Invoice No. 26102: \$34,892.51; September 2019, Invoice No. 26105: \$36,712.83; October 2019, Invoice No. 26107: \$25,875.00; March 2019, Invoice No. 25749: \$2,448.92; August 2019, Invoice No. 26101: \$14,628.97; September 2019, Invoice No. 26104: \$21,246.44; October 2019, Invoice No. 26106: \$6,990.00; August 2019, Invoice No. 26103: \$25,942.50.
22. Approval of payment to the Kaufman Law Firm for professional services rendered in October 2018, Invoice No. 10130: \$24,430.00 and January 2018, Invoice No. 10140: \$69,120.75.
23. Approval of payment to Tafoya & Garcia, LLP for professional services rendered in November 2019, Invoice No. 19-1011: \$10,045.70.

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

- **Board Members**
- **Legal Counsel**
- **General Manager and Staff**

❖ 30 days without a “Lost Time” claim.

FUTURE BUSINESS ITEMS

UPCOMING MEETINGS

- December 20, 2019 - West Valley Water District Finance Committee Meeting at 10:00 AM at the District Headquarters
- December 23 - January 1, 2019 - The West Valley Water District will be CLOSED in observance of the Christmas Holiday
- January 2, 2020 - West Valley Water District Board of Directors Meeting at 6:30 PM (6:00 PM Closed Session) at the District Headquarters - CANCELLED
- January 9, 2020 - West Valley Water District Special Board of Directors Meeting at 6:30 PM (6:00 PM Closed Session) at the District Headquarters
- January 7, 2019 - San Bernardino Valley Municipal Water District Regular Board Meeting at 2:30 PM at 380 E. Vanderbilt Way, San Bernardino, CA
- January 7, 2019 - Bloomington Municipal Advisory Council Meeting at 6:30 PM at Ayala Park, 18313 Valley Boulevard, Bloomington, CA
- January 16, 2020 - West Valley Water District Board of Directors Meeting at 6:30 PM (6:00 PM Closed Session) at the District Headquarters

CLOSED SESSION

- **ANTICIPATED LITIGATION** Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Seven (7)
- **CONFERENCE WITH LEGAL COUNSEL -EXISTING LITIGATION** Pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Clifford Young, Patricia Romero, Naisha Davis, West Valley Water District v. Tafoya and Garcia, et al. Case No.: 19STCV05677

ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on December 16, 2019.

A handwritten signature in blue ink that reads "Crystal L. Escalera". The signature is written in a cursive style and is positioned above a horizontal line.

Crystal L. Escalera, Board Secretary

Please Note:

Material related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 855 W. Baseline, Rialto, during normal business hours. Also, such documents are available on the District's website at www.wvwd.org subject to staff's ability to post the documents before the meeting.

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to Crystal Escalera, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Escalera may be contacted by telephone at (909) 875-1804 ext. 704, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
November 7, 2019

Attendee Name	Present	Excused	Absent
Board of Directors			
Michael Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kyle Crowther	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donald Olinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clifford Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricardo Pacheco	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jeremiah Brosowski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal L. Escalera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shamindra Manhabal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosa Gutierrez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amal Sedrak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telat Yalcin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Blount	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naseem Farooqi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Socorro Pantaleon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Gunn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Counsel			
Robert Tafoya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultant(s)			
Misty Cheng	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WVWD

Minutes: 11/7/19

OPENING CEREMONIES

Pledge of Allegiance - Led by Vice President Kyle Crowther
Opening Prayer - Led by Director Don Olinger
Call to Order
Roll Call of Board Members

ADOPT AGENDA

- **TABLEL ITEMS NO. 5, 6, 7, 8, 9**

Vice President Crowther made a substitute motion to table Items No. 5, 6, 7, 8 and 9 to a future date. Director Dr. Young second the substitute motion and the following vote was taken:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kyle Crowther, Vice President
SECONDER:	Clifford Young, Director
AYES:	Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

- **ADOPT THE REMAINDER OF THE AGENDA WITH THE EXCEPTION OF THE TABLED ITEMS AND AMEND TITLE FOR ITEM NO. 10 FROM TAFOYA LAW GROUP, APC TO TAFOYA & GARCIA, LLC**

President Dr. Taylor motioned to adopt the balance of the agenda with the exception of the items that were tabled. Director Greg Young second the motion and the recorded vote below was taken. Following the vote, President Dr. Taylor clarified that the motion was to include the amendment for Item No. 10 from “Tafoya Law Group to Tafoya & Garcia.” There was no discussion on this item.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Michael Taylor, President
SECONDER:	Gregory Young, Director
AYES:	Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

PUBLIC PARTICIPATION

June Hayes, Director at San Bernardino Municipal Water District, made comments to the Board. There were no other speakers.

INFORMATION

1. The Pacific River Project.

The Information Items were taken after the Consent Calendar and Business Items. General Manager Mansell gave a presentation on the Pacific River Project efforts. Following the presentation there was a brief discussion resulting in Director Dr. Young requesting the Pacific River Project to be placed on a future agenda for Board consideration.

WVWD

Minutes: 11/7/19

2. EMERGENCY WELL OPTIMIZATION PROJECT UPDATE

Operations Manager, Joanne Chan gave a brief presentation on the progress.

CONSENT CALENDAR

President Dr. Taylor motioned to approve the Consent Calendar (items No. 3 and 4) and Business Matters Items No. 10 and 11. Director Greg Young second the motion which passed with Director Dr. Young voting "No." The vote was as follows:

RESULT:	ADOPTED [4 TO 1]
MOVER:	Michael Taylor, President
SECONDER:	Gregory Young, Director
AYES:	Michael Taylor, Kyle Crowther, Donald Olinger, Gregory Young
NAYS:	Clifford Young

3. TREASURER REPORT AUGUST 2019

4. RECEIVE AND FILE SEPTEMBER 2019 CASH DISBURSEMENTS REPORT

BUSINESS MATTERS

5. RESOLUTION 2019-31, APPLICATION FOR BUREAU OF RECLAMATION (WATERSMART) DROUGHT RESILIENCY GRANT FUNDS FOR PACIFIC RIVER PROJECT CONCEPTUAL APPRAISAL AND ANALYSIS

Vice President Crowther made a substitute motion to pull Items No. 5, 6, 7, 8 and 9. Director Dr. Young second the substitute motion and the following vote was taken:

RESULT:	TABLED [UNANIMOUS]
MOVER:	Kyle Crowther, Vice President
SECONDER:	Clifford Young, Director
AYES:	Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

6. BUDGET AMENDMENT TO FUND AGREEMENT WITH AEROTEK, INC. FOR TEMPORARY LABOR SERVICES FOR FISCAL YEAR 2019-20

Vice President Crowther made a substitute motion to pull Items No. 5, 6, 7, 8 and 9. Director Dr. Young second the substitute motion and the following vote was taken:

RESULT:	TABLED [UNANIMOUS]
MOVER:	Kyle Crowther, Vice President
SECONDER:	Clifford Young, Director
AYES:	Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

WVWD

Minutes: 11/7/19

7. CONSIDER ANNUAL RENEWAL OF A PROFESSIONAL SERVICES AGREEMENT FOR L.A. COUNTY PUBLIC SAFETY, SECURITY AND EMERGENCY MANAGEMENT CONSULTING SERVICES, LLC (CONSULTANT)

Vice President Crowther made a substitute motion to pull Items No. 5, 6, 7, 8 and 9. Director Dr. Young second the substitute motion and the following vote was taken:

RESULT:	TABLED [UNANIMOUS]
MOVER:	Kyle Crowther, Vice President
SECONDER:	Clifford Young, Director
AYES:	Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

8. CONSIDER APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR CLIFTON ENGINEERING FOR ENGINEERING SERVICES

Vice President Crowther made a substitute motion to pull Items No. 5, 6, 7, 8 and 9. Director Dr. Young second the substitute motion and the following vote was taken:

RESULT:	TABLED [UNANIMOUS]
MOVER:	Kyle Crowther, Vice President
SECONDER:	Clifford Young, Director
AYES:	Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

9. CIP BUDGET AMENDMENT TO FACILITATE ADDITIONAL MAXIMO LICENSING AND HOSTING SERVICES

Vice President Crowther made a substitute motion to pull Items No. 5, 6, 7, 8 and 9. Director Dr. Young second the substitute motion and the following vote was taken:

RESULT:	TABLED [UNANIMOUS]
MOVER:	Kyle Crowther, Vice President
SECONDER:	Clifford Young, Director
AYES:	Michael Taylor, Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young

10. APPROVAL OF PAYMENT TO TAFOYA & GARCIA, LLP FOR PROFESSIONAL SERVICES RENDERED IN SEPTEMBER 2019, INVOICE NO. 19-1009: \$25,807.57 AND OCTOBER 2019, INVOICE NO. 19-1010: \$21,858.88

During the adoption of the agenda President Dr. Taylor motioned to amend the title for Item No. 10 from "Tafoya Law Group, APC" to "Tafoya & Garcia, LLP." Following the adoption of the agenda President Dr. Taylor then motioned to approve the Consent Calendar and Business Matters Items No. 10 and 11. Director Greg Young second the motion which passed with Director Dr. Young voting "No." The vote was recorded as follows:

WVWD

Minutes: 11/7/19

RESULT:	APPROVED [4 TO 1]
MOVER:	Michael Taylor, President
SECONDER:	Gregory Young, Director
AYES:	Michael Taylor, Kyle Crowther, Donald Olinger, Gregory Young
NAYS:	Clifford Young

11. DISTRICT CLOSURE FOR THE WEEK OF THE 2019 CHRISTMAS HOLIDAY.

President Dr. Taylor motioned to approve the Consent Calendar and Business Matters Items No. 10 and 11. Director Greg Young second the motion which passed with Director Dr. Young voting "No." The vote was as follows:

RESULT:	APPROVED [4 TO 1]
MOVER:	Michael Taylor, President
SECONDER:	Gregory Young, Director
AYES:	Michael Taylor, Kyle Crowther, Donald Olinger, Gregory Young
NAYS:	Clifford Young

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

- **Board Members**
 - **Vice President Kyle Crowther:** Extended his gratitude to the residents that supported him in his re-election and optimism in moving the District forward. He also thanked Joanne Chan for her update on the wells, and Director Olinger for his service.
 - **Director Greg Young:** Thanked the voters in his district for their continued trust in him. He also thanked Director Olinger for his years of service and commented that his presence will be missed. Director Greg Young also informed the Board and attendees that he was awarded a plaque from the Board of Supervisors for successfully completing the Management and Leadership Academy for the County of San Bernardino and attended a graduation ceremony earlier in the day for the employees that successfully completed the program. He then encouraged the employees at West Valley Water District to also take advantage of any programs and certification programs offered at the district.
 - **Director Dr. Young:** Congratulated Vice President Crowther, Director Greg Young and future Director Hawkins on their election. He also commented that Director Olinger’s presence would be missed.
 - **President Dr. Taylor:** Thanked the community for attending and congratulated the re-elected and newly elected Directors. He commented on Director Olinger’s service and remarked on his “class act” during his tenure. President Dr. Taylor also informed the Board that he had a planned
 - **Director Don Olinger:** Informed the Board and attendees that he would have prepared remarks at the next meeting. He thanked Director June Hayes from San Bernardino Valley Municipal Water District, for her remarks and friendship and also

WVWD

Minutes: 11/7/19

congratulated Director Greg Young and Vice President Kyle Crowther on their re-election. He informed the Board that he would be reaching out to Channing Hawkins to help him in the transition. He also acknowledged the Rate Payers Association, Mr. Hardy Brown and Anthony “Butch” Araiza who were in attendance.

- **Legal Counsel**

President Dr. Taylor informed the attendees that he overlooked the report out from Closed Session at the last meeting and asked Legal Counsel to report on the action that was taken. Mr. Tafoya then reported the following:

- Karen Logue v. West Valley Water District Case No.: CIVDS1818381: On November 7, 2019 the Board voted 4-0, with Director Dr. Young being absent, to approval a settlement of \$130,000.00 with \$5,000.00 for lost earnings. Out of caution, the Board voted unanimously again today and approved the previously stated settlement.
- ANTICIPATED LITIGATION: On November 7, 2019 the Board vote of 4-0, with Dr. Young being absent, to approve a settlement and severance agreement for nine months. The Board also voted again today out of caution to approved the settlement and severance agreement for nine months. It was approved unanimously.
- Maria Guerrero vs. West Valley Water District, San Bernardino County Superior Court Case No. CIV DS 1910987: Mr. Tafoya reported that the Board voted unanimously today to settle the case for \$40,000.00

This concluded Mr. Tafoya’s Report.

- **General Manager**

- **Clarence Mansell:** Thanked Director Olinger for his service and asked if he would continue to stay involved in the Hydro Stem program at the district. Mr. Mansell then asked Rosa Gutierrez, Senior Engineer, to come forward and introduce a new employee. Mrs. Gutierrez then introduced the districts new engineer, Bertha Perez, to the Board of Directors. Following this, Mr. Mansell informed the Board that he will have a staff regularly reporting on the finances for the district. Diana Gunn, Asset Management Manager, then reported on the district finances. No further comments were made.

CLOSED SESSION

Robert Tafoya reported on Closed Session during the “Reports” portion of the meeting.

- ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Four (4)
 - On November 7, 2019 the Board vote of 4-0, with Dr. Young being absent, to approve a settlement and severance agreement for nine months. The Board also

WVWD

Minutes: 11/7/19

voted again today out of caution to approved the settlement and severance agreement for nine months. It was approved unanimously.

- CONFERENCE WITH LEGAL COUNSEL -EXISTING LITIGATION Pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Clifford Young, Patricia Romero, Naisha Davis, West Valley Water District v. Tafoya and Garcia, et al. Case No.: 19STCV05677
 - No report.
- CONFERENCE WITH LEGAL COUNSEL -EXISTING LITIGATION Pursuant to Paragraph (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Maria Guerrero vs. West Valley Water District, San Bernardino County Superior Court Case No. CIV DS 1910987
 - Mr. Tafoya reported that the Board voted unanimously today to settle the case for \$40,000.00
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to paragraph one (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Karen Logue v. West Valley Water District Case No.: CIVDS1818381
 - On November 7, 2019 the Board voted 4-0, with Director Dr. Young being absent, to approval a settlement of \$130,000.00 with \$5,000.00 for lost earnings. Out of caution, the Board voted unanimously again today and approved the previously stated settlement.

ADJOURN

The meeting adjourned at 7:05 PM

Channing Hawkins
President of the Board of Directors
of West Valley Water District

ATTEST:

Crystal L. Escalera, Board Secretary

WVWD

Minutes: 11/7/19

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
November 21, 2019

Attendee Name	Present	Excused	Absent
Board of Directors			
Michael Taylor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kyle Crowther	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donald Olinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clifford Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ricardo Pacheco	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jeremiah Brosowski	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crystal L. Escalera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shamindra Manhabal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rosa Gutierrez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Amal Sedrak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bertha Perez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Blount	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naseem Farooqi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diana Gunn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ralph Navarro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kenny Hernandez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bilga Lopez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clifford Ray	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Counsel			
John Moss	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consultant(s)			
Misty Cheng	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WVWD

Minutes: 11/21/19

OPENING CEREMONIES

Pledge of Allegiance - Led by Vice President Kyle Crowther
Opening Prayer - Led by Director Don Olinger
Call to Order
Roll Call of Board Members

ADOPT AGENDA

- **PULL ITEMS NO. 3, 4 AND 7**

Director Dr. Young motioned to pull Items No. 3, 4 and 7 prior to adopting the agenda.
Director Greg Young second the motions which passed as follows:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Clifford Young, Director
SECONDER:	Gregory Young, Director
AYES:	Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
EXCUSED:	Michael Taylor

- **ADOPT BALANCE OF AGENDA**

Director Dr. Young motioned to adopt the balance of the agenda second by Director Olinger.
The motion passed as follows:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Clifford Young, Director
SECONDER:	Donald Olinger, Director
AYES:	Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
EXCUSED:	Michael Taylor

PUBLIC PARTICIPATION

Comments were made to the Board of Directors by Don Griggs, Hardy Brown, Al Vogler, Kelly Gregg, Joseph Mays, and June Hayes (Director, San Bernardino Valley Municipal Water District).

INFORMATION

1. Recognition of Director Don Olinger's Years of Service at West Valley Water District.

Public Affairs Manager, Naseem Farooqi, made a few remarks regarding Director Don Olinger’s tenure at the district. Following these remarks, a plaque commemorating his service on the Board of Directors was presented to Director Olinger and pictures were taken. Director Olinger then made remarks about his service at the district and thanked the district employees and community for their support.

WVWD

Minutes: 11/21/19

CONSENT CALENDAR

Director Dr. Young motioned to adopt the Consent Calendar, second by Director Greg Young. The motion passed as follows:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Clifford Young, Director
SECONDER:	Gregory Young, Director
AYES:	Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
EXCUSED:	Michael Taylor

1. OCTOBER 17, 2019 REGULAR MEETING MINUTES

BUSINESS MATTERS

1. APPROVAL OF PAYMENT TO THE KAUFMAN LAW FIRM FOR PROFESSIONAL SERVICES RENDERED IN OCTOBER 2018, INVOICE NO. 10130: \$24,430.00 AND JANUARY 2018, INVOICE NO. 10140: \$69,120.75

This item was pulled during the adoption of the agenda.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Clifford Young, Director
SECONDER:	Gregory Young, Director
AYES:	Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
EXCUSED:	Michael Taylor

2. APPROVAL OF PAYMENT TO LEAL TREJO FOR PROFESSIONAL SERVICES RENDERED JUNE 2019 THROUGH OCTOBER 2019 JUNE 2019, INVOICE NO. 17656: \$44,344.94; JUNE 2019, INVOICE 17648: \$10, 320.00; JULY, 2019, INVOICE NO. 17686: \$41,717.50; JULY 2019, INVOICE NO.: 17684: \$5,220.00; AUGUST 2019, INVOICE NO. 17718: \$16,043.89; AUGUST 2019, INVOICE NO.: 17716: \$8,156.00; SEPTEMBER 2019, INVOICE NO. 17765: \$28,500.00; SEPTEMBER 2019, INVOICE NO. 17763: \$9,390.00; OCTOBER 2019, INVOICE NO. 17796: \$20,282.00, AND OCTOBER 2019, INVOICE NO. 17794: \$1,760.00

This item was pulled during the adoption of the agenda.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Clifford Young, Director
SECONDER:	Gregory Young, Director
AYES:	Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
EXCUSED:	Michael Taylor

WVWD

Minutes: 11/21/19

3. APPROVAL OF PAYMENT TO TAFOYA & GARCIA, LLP FOR PROFESSIONAL SERVICES RENDERED IN NOVEMBER 2019, INVOICE NO. 19-1011: \$10,045.70

This item was taken for separate consideration as requested by Director Greg Young. Director Greg Young began discussion by inquiring about the billing dates that were submitted. Mr. John Moss was in attendance representing Mr. Robert Tafoya from Tafoya & Garcia, informed Director Greg Young that he was not familiar with the billing and could not speak to the matter. With that said, Director Greg Young motioned to table this item. Director Dr. Young second the motion and the following vote was taken:

RESULT:	TABLED [UNANIMOUS]
MOVER:	Clifford Young, Director
SECONDER:	Gregory Young, Director
AYES:	Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
EXCUSED:	Michael Taylor

4. APPROVAL OF PAYMENT TO VARNER & BRANDT, LLP FOR PROFESSIONAL SERVICES RENDERED MARCH 2019 THROUGH AUGUST 2019, 23767-000: \$5,585.18 AND 23767-0002: \$2,209.50

Director Greg Young motioned to approve items No. 6, 8 and 9. Director Dr. Young second and there was no discussion. The following vote was then taken:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gregory Young, Director
SECONDER:	Clifford Young, Director
AYES:	Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
EXCUSED:	Michael Taylor

5. APPROVAL OF PAYMENT TO LAW OFFICES OF WILLOUGHBY & ASSOCIATES FOR PROFESSIONAL SERVICES RENDERED IN JULY 2019, INVOICE NO. 2002: \$8,720.00 AND AUGUST 2019, INVOICE NO. 2007: \$2,420.00

This item was pulled during the adoption of the agenda.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Clifford Young, Director
SECONDER:	Gregory Young, Director
AYES:	Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
EXCUSED:	Michael Taylor

6. CONSIDER WATER SYSTEM INFRASTRUCTURE INSTALLATION AND CONVEYANCE AGREEMENT WITH SC FONTANA DEVELOPMENT COMPANY, LLC FOR TRACT 17039 AND 17039-1

Vice President Crowther motioned to approve Items 5, 6, 8, and 9. Director Greg Young then made a substitute motioned to approve Items No. 6, 8 and 9 only. Director Dr. Young second the motion and there was no discussion. The following vote was then taken:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gregory Young, Director
SECONDER:	Clifford Young, Director
AYES:	Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
EXCUSED:	Michael Taylor

7. CONSIDER AN AGREEMENT WITH ERS INDUSTRIAL SERVICES, INC. FOR FLUIDIZED BED BIOLOGICAL REACTORS (FBR) FILTER UNDERDRAIN INSPECTION AND MEDIA HANDLING

Director Greg Young motioned to approve items No. 6, 8 and 9. Director Dr. Young second and there was no discussion. The following vote was then taken:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Gregory Young, Director
SECONDER:	Clifford Young, Director
AYES:	Kyle Crowther, Donald Olinger, Clifford Young, Gregory Young
EXCUSED:	Michael Taylor

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

- **Board Members**
 - **Director Greg Young:** Commented on Director Olinger's service at the district and extended his well wishes in his future endeavors. He also thanked the attending community and wished them a happy Thanksgiving.
 - **Director Dr. Young:** Also extended his well wishes to Director Olinger and wished him a happy retirement.
 - **Vice President Kyle Crowther:** Thanked Director Olinger for his services and expressed his hope to see him at future community events.
- **Legal Counsel**
 - Mr. John Moss from Tafoya and Garcia was in attendance representing Mr. Robert Tafoya. He had no report.
- **General Manager**
 - **Clarence Mansell:** Thanked Director Olinger for his advice and support. Clarence also informed the Board of staff who participated in a local meeting for asset management. He called the staff forward to brief the Board on their participation.

Mr. Mansell then asked the Board of Directors if there were any questions. At that time Director Dr. Young addressed a question raised by Kelly Gregg during public participation regarding if Mr. Larry Lawrence was employed by the West Valley Water District. Director Dr. Young asked the Mr. Mansell if he could clarify Mr. Lawrence's employee status and if he is receiving any benefits from the district. Mr. Mansell responded by saying Mr. Larry Lawrence has never worked for the district and has not received any benefits from the district. He further stated that Mr. Lawrence cannot work for the district until the Board votes to approve an employment contract for the district. Director Dr. Young then asked the General Manager if there are any people working for the district without contracts or Board approval. Mr. Mansell responded that there are

WVWD

Minutes: 11/21/19

contracts that have expired and the district is working on transitioning them out until contracts can be renewed. Discussion then ensued regarding the accrual of district liability. There were no further comments.

ADJOURN

Being no further business, the meeting adjourned at 6:50 PM.

Channing Hawkins
President of the Board of Directors
of West Valley Water District

ATTEST:

Crystal L. Escalera, Board Secretary

WVWD

Minutes: 11/21/19

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
December 5, 2019

Attendee Name	Present	Excused	Absent
Board of Directors			
Michael Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kyle Crowther	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clifford Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeremiah Brosowske	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crystal L. Escalera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Martinez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shamindra Manhabal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linda Jadeski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naseem Farooqi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Counsel			
Robert Tafoya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISITORS:

Mayor of Rialto, Deborah Robertson

Mayor of Fontana, Acquanetta Warren

Councilman Joe Baca, Jr.

Several West Valley Water District employees and people from surrounding communities and organizations were in attendance for the Administration of Oath of Office for the newly elected and re-elected West Valley Water District Board members.

WVWD

Minutes: 12/5/19

OPENING CEREMONIES

- Pledge of Allegiance - Led by Vice President Kyle Crowther
- Opening Prayer - Led by Pastor Samuel Casey, New Life Christian Church in Fontana, CA
- Call to Order
- Roll Call of Board Members

ADMINISTER OATH OF OFFICE

Fontana Mayor, Acquanetta Warren administered the Oath of Office for Kyle Crowther who was joined by his wife, Amanda Crowther.

Rialto Mayor, Deborah Robertson administered the Oath of Office for Channing Hawkins who was joined by his wife, Daphne Hawkins and his children.

Fontana Mayor, Acquanetta Warren administered the Oath of Office for Greg Young who was joined by his father and mother, Loren and Connie Young.

BOARD REORGANIZATION

• APPOINT DIRECTOR CHANNING HAWKINS AS PRESIDENT OF THE WEST VALLEY WATER DISTRICT BOARD OF DIRECTORS

President Dr. Taylor motioned to appoint Director Channing Hawkins as President of the Board. Director Channing Hawkins second the motion which passed with Director Greg Young abstaining from the vote. Following the vote, President Hawkins assumed the seat of President of the Board.

RESULT:	APPROVED [3 TO 0]
MOVER:	Michael Taylor, President
SECOND:	Channing Hawkins
AYES:	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young
ABSTAIN:	Gregory Young

• APPOINT KYLE CROWTHER AS VICE PRESIDENT OF THE WEST VALLEY BOARD OF DIRECTORS FOR THE REMAINDER OF HIS TERM

Director Dr. Taylor then motioned to have Vice President Kyle Crowther remain in his current role as Vice President for the remainder of his term. President Hawkins second the motion which passed with Director Dr. Young voting “No” and Director Greg Young abstaining.

RESULT:	APPROVED [3 TO 1]
MOVER:	Michael Taylor, President
SECOND:	
AYES:	Channing Hawkins, Michael Taylor, Kyle Crowther
NAYS:	Clifford Young
ABSTAIN:	Gregory Young

ADOPT AGENDA

President Hawkins motioned to adopt the agenda, seconded by Director Dr. Young. The motion passed by the following vote:

RESULT:	APPROVED [UNANIMOUS]
SECONDER:	Clifford Young, Director
AYES:	Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

PUBLIC PARTICIPATION

Junes Hayes, Director from San Bernardino Municipal Valley Water District, made brief comments to the Board of Directors.

REPORTS - LIMITED TO 5 MINUTES MAXIMUM (Presentations or handouts must be provided to Board Members in advance of the Board Meeting).

- **Board Members**

- **Director Dr. Taylor:** Commented that it was nice to see the support by the community. He also briefly commented on the recent change of the Board of Directors and welcomed President Hawkins. He expressed his hope for a new beginning and positive direction. He also congratulated Director Greg Young and Vice President Crowther on their re-election.
- **Vice President Kyle Crowther:** Thanked the community, Mayor Robertson, Mayor Warren, and Councilman Joe Baca Jr. for attending as well as his wife and family for their support. He also expressed hope moving forward and congratulated President Hawkins and Director Greg Young on their elections.
- **Director Greg Young:** Thanked his family for their support and voters for their continued trust in his ability to serve in his capacity. He also thanked the attending community for coming out. He also spoke briefly of the passing of Harold Strauss who was a local football coach and requested to adjourn the meeting in his memory.
- **Director Dr. Young:** Commented briefly on the recent election and re-election of the Board members. He commented that the time has now come for the Board to govern.
- **President Hawkins:** Thanked several people for their help including his wife Daphne and children, and foremost God for the opportunity to serve the community. President Hawkins also thanked the Board for their service. He made further comments on his desire to make the district transparent, hold accountability in enforcing policies, and investing in infrastructure through the district.

WVWD

Minutes: 12/5/19

- **Legal Counsel**
 - **Robert Tafoya:** No report.
- **General Manager**
 - Clarence Mansell: Congratulated the Board on their elections and informed them of two reports. The first report was given by Deborah Martinez, Human Resources and Risk Manager, regarding donations being made by district employees for the “Angel Drive”. The district is sponsoring 15 children from schools in the West Valley Water District service area of Bloomington and Rialto. The second report was given by Naseem Farooqi, Public Affairs Manager. Mr. Farooqi announced that the district is partnering once again with the Children’s Fund to host a toy drive. There were no further reports.

ADJOURN

The meeting adjourned in honor of Harold Strauss at 6:47 PM.

Channing Hawkins
President of the Board of Directors
of West Valley Water District

ATTEST:

Crystal L. Escalera, Board Secretary



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: OCTOBER 2019 PURCHASE ORDER REPORT

BACKGROUND:

The West Valley Water District ("District") generated seventy-eight (78) Purchase Orders ("PO") in the month of October 2019 to various vendors that provide supplies and services to the District. The total amount issued to PO's for the month of October 2019 was **\$1,214,037.89**. A table listing all PO's for October 2019 is shown in **Exhibit A**.

FISCAL IMPACT:

There is no fiscal impact for producing the October 2019 Purchase Order Report.

STAFF RECOMMENDATION:

Receive and file the October 2019 Purchase Order Report.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Clarence C. Mansell Jr." in a cursive style.

Clarence Mansell Jr, General Manager

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ATTACHMENT(S):

1. October 2019 Purchase Order Report

Exhibit A



West Valley Water District, CA

Purchase Order Summary Report

Purchase Order Detail

Issued Date Range 10/01/2019 - 10/31/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0002	CSMFO Conference Registration 00619 - CALIFORNIA SOCIETY OF MUNI FINANCE OFFICI	Partially Received West Valley Water District	10/2/2019 10/16/2019	0.00	1,905.00
20-0003	Control for Filter #3 OPR 01723 - MAGNETROL INTERNATIONAL, INC.	Completed West Valley Water District	10/1/2019 10/15/2019	0.00	2,448.10
20-0004	Meter Stock 00255 - AQUA-METRIC SALES CO	Completed West Valley Water District	10/1/2019 10/15/2019	0.00	4,736.09
20-0005	Copper for Inventory Stock 01657 - CORE & MAIN LP	Completed West Valley Water District	10/2/2019 10/16/2019	0.00	4,460.85
20-0006	Concrete for base of tower at well 42 00502 - ROBERTSONS READY MIX	Outstanding West Valley Water District	10/2/2019 10/16/2019	0.00	1,833.85
20-0007	12"x6" companion Flange for Well 54 00029 - INLAND WATER WORKS SUPPLY CO	Completed West Valley Water District	10/2/2019 10/16/2019	0.00	523.67
20-0008	Calcium Thiosulfate for FBR 00360 - USA BLUEBOOK	Completed West Valley Water District	10/1/2019 10/15/2019	0.00	1,203.61
20-0010	Mikasa MTX 70 HD Rammer 00332 - HUB CONSTRUCTION SPECIALTIES	Completed West Valley Water District	10/3/2019 10/17/2019	0.00	3,322.54
20-0011	Licensing and Hosting Services 01784 - POLARIS SOLUTIONS INC	Outstanding West Valley Water District	10/2/2019 10/16/2019	0.00	129,605.35
20-0012	5/8" Meter Order 00255 - AQUA-METRIC SALES CO	Completed West Valley Water District	10/9/2019 10/23/2019	0.00	8,711.59
20-0013	MXU Stock Order 00255 - AQUA-METRIC SALES CO	Completed West Valley Water District	10/9/2019 10/23/2019	0.00	21,548.81
20-0014	Well 15 Rehabilitation Project 01124 - GENERAL PUMP COMPANY INC	Partially Received West Valley Water District	10/2/2019 10/16/2019	0.00	150,000.00
20-0015	District Landscape Maintenance Service 01473 - CALIFORNIA LANDSCAPE & DESIGN INC.	Partially Received West Valley Water District	10/2/2019 10/16/2019	0.00	71,028.00
20-0016	Parking Striping Customer Service Trailer 01702 - HARDY & HARPER	Partially Received West Valley Water District	10/3/2019 10/17/2019	0.00	2,900.00
20-0017	Construction Inspection Zone 4-30" 00272 - ENGINEERING RESOURCES INC	Completed West Valley Water District	10/3/2019 10/17/2019	0.00	6,343.90
20-0018	Soft Start Motor Drives for Booster #5 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	10/3/2019 10/17/2019	0.00	10,828.88
20-0019	Meter Stock 00255 - AQUA-METRIC SALES CO	Completed West Valley Water District	10/10/2019 10/24/2019	0.00	24,695.31
20-0022	Emergency Street Repair Rialto (BA:09/19/19) 01321 - MIKE ROQUET CONSTRUCTION, INC.	Completed West Valley Water District	10/10/2019 10/24/2019	0.00	120,857.40

Purchase Order Summary Report

Issued Date Range 10/01/2019 - 10/31/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0023	Sand Blast Curb and Gutter Coyote Canyon 01786 - BLASTING AND COATING ENTERPRISES INC	Completed West Valley Water District	10/11/2019 10/25/2019	0.00	16,045.00
20-0024	Blanket PO for On Call Paving 01702 - HARDY & HARPER	Partially Received West Valley Water District	10/11/2019 10/25/2019	0.00	250,000.00
20-0028	Parts for OPR water Fauset 01567 - MCMMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	10/11/2019 10/25/2019	0.00	570.21
20-0029	Poly Blend Install Pad 01567 - MCMMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	10/11/2019 10/25/2019	0.00	556.66
20-0030	Hose for C600 00328 - AIR & HOSE SOURCE INC	Completed West Valley Water District	10/11/2019 10/25/2019	0.00	1,009.28
20-0031	Bachoe CAT 420E Repair 01528 - QUINN COMPANY	Completed West Valley Water District	10/10/2019 10/24/2019	0.00	786.11
20-0032	Urgent Stock Order 00748 - YO FIRE	Completed West Valley Water District	10/11/2019 10/25/2019	0.00	7,306.53
20-0033	Quarterly Sampling for Three Wells 00085 - GEOSCIENCE SUPPORT SVCS INC	Partially Received West Valley Water District	10/10/2019 10/24/2019	0.00	4,835.00
20-0034	Meter Box Order 00941 - OLDCASTLE ENCLOSURE SOLUTIONS	Completed West Valley Water District	10/14/2019 10/28/2019	0.00	23,443.70
20-0035	Seepaex package 01128 - CORTECH ENGINEERING	Voided West Valley Water District	10/15/2019 10/29/2019	0.00	1,850.07
20-0036	Control for Filter at Roemer 01723 - MAGNETROL INTERNATIONAL, INC.	Completed West Valley Water District	10/16/2019 10/30/2019	0.00	2,473.10
20-0037	Apraisal Service Zone 8 01120 - THE SCHOOLER COMPANY	Outstanding West Valley Water District	10/17/2019 10/31/2019	0.00	1,300.00
20-0038	ACETIC ACID 80% 10-18-2019 00827 - BRENNTAG PACIFIC INC	Outstanding West Valley Water District	10/18/2019 11/1/2019	0.00	12,189.16
20-0039	Service Lateral Replacement (BA:9/19/19) 00206 - MERLIN JOHNSON CONST INC.	Outstanding West Valley Water District	10/16/2019 10/30/2019	0.00	32,935.00
20-0040	Compaction Testing for Zone 6 00072 - JOHN R BYERLY INC	Completed West Valley Water District	10/17/2019 10/31/2019	0.00	8,274.50
20-0041	Chlorine for OPR Plant 01641 - HASA INC.	Partially Received West Valley Water District	10/16/2019 10/30/2019	0.00	24,000.00
20-0042	Fontana Herald 01323 - FONTANA HERALD NEWS	Outstanding West Valley Water District	10/15/2019 10/29/2019	0.00	699.00
20-0044	All ages First Aid-CPR/AED 00955 - CHR SERVICES	Outstanding West Valley Water District	10/14/2019 10/28/2019	0.00	3,960.00
20-0045	Seepex large part package 01128 - CORTECH ENGINEERING	Outstanding West Valley Water District	10/17/2019 10/31/2019	0.00	1,850.07
20-0046	FENCING MATERIAL FBR 00628 - LOWES	Outstanding West Valley Water District	10/22/2019 11/5/2019	0.00	425.72

Purchase Order Summary Report

Issued Date Range 10/01/2019 - 10/31/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0047	EAR PLUGS AND KNEELING MAT FOR ROEMER 00066 - GRAINGER INC	Outstanding West Valley Water District	10/22/2019 11/5/2019	0.00	176.62
20-0048	MAGNETIC MOTOR STARTER AND CONTROL 00066 - GRAINGER INC	Outstanding West Valley Water District	10/22/2019 11/5/2019	0.00	415.96
20-0049	STRUT CHANNEL FOR ROEMER 00066 - GRAINGER INC	Outstanding West Valley Water District	10/22/2019 11/5/2019	0.00	37.56
20-0050	SUPPORT COVERAGE PLANT OPERATION # 21231857 01221 - THERMO ELECTRON NORTH AMERICA LLC	Outstanding West Valley Water District	10/17/2019 10/31/2019	0.00	920.00
20-0051	Compactor Tool for Maintenance 00332 - HUB CONSTRUCTION SPECIALTIES	Completed West Valley Water District	10/23/2019 11/6/2019	0.00	3,376.36
20-0052	BAE EMAIL 2019 01264 - BAE SYSTEMS APPLIED INTELLIGENCE	Outstanding West Valley Water District	10/23/2019 11/6/2019	0.00	25,000.00
20-0053	SPILL CONTAINMENT PALLET 01782 - NEW PIG CORPORATION	Completed West Valley Water District	10/18/2019 11/1/2019	0.00	1,409.37
20-0054	ROEMER FILTER REPAIR 00467 - ERS INDUSTRIAL SERVICES INC.	Outstanding West Valley Water District	10/22/2019 11/5/2019	0.00	9,840.00
20-0055	Office Furniture for Rosa Gutierrez 01729 - TOTAL PLAN OF THE INLAND EMPIRE	Completed West Valley Water District	10/21/2019 11/4/2019	0.00	2,691.56
20-0056	Warranty For MXUS 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	10/23/2019 11/6/2019	0.00	19,442.30
20-0057	Zone 4-1 Booster 2 01124 - GENERAL PUMP COMPANY INC	Completed West Valley Water District	10/24/2019 11/7/2019	0.00	630.00
20-0058	FBR Influent Pump A 01124 - GENERAL PUMP COMPANY INC	Completed West Valley Water District	10/24/2019 11/7/2019	0.00	6,682.07
20-0059	Zone 2-3 Booster 1 Repair 01124 - GENERAL PUMP COMPANY INC	Completed West Valley Water District	10/24/2019 11/7/2019	0.00	11,388.87
20-0060	Clifton Engineering SWIFT Basin Project 01651 - NEIL WAYNE CLIFTON	Partially Received West Valley Water District	10/24/2019 11/7/2019	0.00	25,000.00
20-0061	GAC Booster 1 01124 - GENERAL PUMP COMPANY INC	Completed West Valley Water District	10/24/2019 11/7/2019	0.00	5,844.80
20-0062	Emergency Fueling for wells Oct 11-12 2019 01783 - SC COMMERCIAL LLC	Completed West Valley Water District	10/24/2019 11/7/2019	0.00	2,316.36
20-0063	Stationary Car PSI Washer 00066 - GRAINGER INC	Completed West Valley Water District	10/24/2019 11/7/2019	0.00	3,463.09
20-0064	3/8" x 240" Lifting Chain 01421 - FASTENAL COMPANY	Completed West Valley Water District	10/24/2019 11/7/2019	0.00	537.26
20-0065	Mueller Hot Tap Equipment 00055 - WESTERN WATER WORKS SUPPLY CO INC	Outstanding West Valley Water District	10/24/2019 11/7/2019	0.00	4,554.92
20-0066	Meter 3/4 Order 10-23-19 01722 - HONEYWELL	Outstanding West Valley Water District	10/23/2019 11/6/2019	0.00	24,793.28

Purchase Order Summary Report

Issued Date Range 10/01/2019 - 10/31/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0067	Cleaning Module 00114 - HACH COMPANY	Completed West Valley Water District	10/24/2019 11/7/2019	0.00	918.62
20-0068	NeoGov Conference Registrations 01348 - BANK OF AMERICA-3810	Outstanding West Valley Water District	10/23/2019 11/6/2019	0.00	2,250.00
20-0069	Diesel Order 10/28/19 01783 - SC COMMERCIAL LLC	Completed West Valley Water District	10/28/2019 11/11/2019	0.00	12,199.83
20-0070	Gasoline Order 10/28/19 01783 - SC COMMERCIAL LLC	Completed West Valley Water District	10/28/2019 11/11/2019	0.00	11,563.02
20-0071	T5 Training Workshop for Roemer Operator 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	10/28/2019 11/11/2019	0.00	850.00
20-0072	T5 Training Workshop for FBR Operator 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	10/28/2019 11/11/2019	0.00	850.00
20-0074	Lab Tests 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Outstanding West Valley Water District	10/30/2019 11/13/2019	0.00	285.00
20-0075	Emergency Diesel Order 12/25-26/19 01783 - SC COMMERCIAL LLC	Completed West Valley Water District	10/31/2019 11/14/2019	0.00	2,640.16
20-0076	UV reactor spare parts 00848 - DC FROST ASSOCIATES INC	Outstanding West Valley Water District	10/31/2019 11/14/2019	0.00	8,435.48
20-0077	ACETIC ACID 00827 - BRENNTAG PACIFIC INC	Outstanding West Valley Water District	10/31/2019 11/14/2019	0.00	12,388.34
20-0078	ACH Chemical Coagulant 00810 - STERLING WATER TECHNOLOGIES LLC	Outstanding West Valley Water District	10/31/2019 11/14/2019	0.00	13,576.50
20-0079	Emergency Mgmt Consulting Serv Inv #09011 01649 - LOS ANGELES COUNTY PUBLIC SAFETY	Completed West Valley Water District	10/31/2019 11/14/2019	0.00	7,500.00
20-0080	OPR ROLL UP DOOR 00385 - VORTEX INDUSTRIES INC	Outstanding West Valley Water District	10/31/2019 11/14/2019	0.00	12,423.17
20-0081	Acct 339 381-4275 815 2 00039 - AT&T	Outstanding West Valley Water District	10/31/2019 11/14/2019	0.00	600.00
20-0082	American Tamper APT 131 00332 - HUB CONSTRUCTION SPECIALTIES	Completed West Valley Water District	10/10/2019 10/24/2019	0.00	1,546.82
20-0083	Filter N#4 level controllers 01723 - MAGNETROL INTERNATIONAL, INC.	Outstanding West Valley Water District	10/31/2019 11/14/2019	0.00	4,476.48
20-0084	San Bernardino County Fire Protection District 00232 - SB COUNTY FIRE PROTECTION DISTRICT	Completed West Valley Water District	10/31/2019 11/14/2019	0.00	874.00
20-0085	Logoed Hard Hats 01421 - FASTENAL COMPANY	Completed West Valley Water District	10/31/2019 11/14/2019	0.00	778.60
20-0086	COMPUTER AND PRINTER SUPPLY 01450 - AMAZON	Outstanding West Valley Water District	10/31/2019 11/14/2019	0.00	2,399.43

Purchase Order Summary Report

Issued Date Range 10/01/2019 - 10/31/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0281	LA County Public Safety - Emergency Management 01649 - LOS ANGELES COUNTY PUBLIC SAFETY	Completed West Valley Water District	10/23/2019 11/6/2019	0.00	7,500.00
<hr/>			<hr/>		
Purchase Order Count: (78)			Total Trade Discount: 0.00	Total: 1,214,037.89	



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: NOVEMBER 2019 PURCHASE ORDER REPORT

BACKGROUND:

The West Valley Water District (“District”) generated two hundred eighty-eight (288) Purchase Orders (“PO”) in the month of November 2019 to various vendors that provide supplies and services to the District. The total amount issued to PO’s for the month of November 2019 was **\$1,173,147.10**. A table listing all PO’s for November 2019 is shown in **Exhibit A**.

FISCAL IMPACT:

There is no fiscal impact for producing the November 2019 Purchase Order Report.

STAFF RECOMMENDATION:

Receive and file the November 2019 Purchase Order Report.

Respectfully Submitted,

Clarence Mansell Jr, General Manager

CM;ar

ATTACHMENT(S):

1. November 2019 Purchase Order Report

Exhibit A



West Valley Water District, CA

Purchase Order Summary Report

Purchase Order Detail

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0087	District Trash Service October 2019 00022 - BURRTEC WASTE INDUSTRIES INC	Completed West Valley Water District	11/4/2019 11/18/2019	0.00	661.91
20-0088	OPR Trash Service October 2019 00022 - BURRTEC WASTE INDUSTRIES INC	Completed West Valley Water District	11/5/2019 11/19/2019	0.00	242.91
20-0089	Costco Order for Office Supplies/ October 2019 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	11/5/2019 11/19/2019	0.00	486.01
20-0090	Tool Room 00628 - LOWES	Outstanding West Valley Water District	11/5/2019 11/19/2019	0.00	425.50
20-0091	419 WILDROSE 00502 - ROBERTSONS READY MIX	Completed West Valley Water District	11/6/2019 11/20/2019	0.00	1,888.46
20-0092	Transciever units 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	11/5/2019 11/19/2019	0.00	2,853.26
20-0093	Emergency Fueling for generators 10/29/19-11/1/19 01783 - SC COMMERCIAL LLC	Completed West Valley Water District	11/5/2019 11/19/2019	0.00	6,727.80
20-0094	Supplies for Maint. 00386 - HOME DEPOT	Received West Valley Water District	11/6/2019 11/20/2019	0.00	161.58
20-0095	Meter Equivalent Unit Charge 01739 - INLAND EMPIRE UTILITIES AGENCY	Completed West Valley Water District	11/6/2019 11/20/2019	0.00	3,140.80
20-0096	Professional services for Casmalia St. 01440 - ALBERT A WEBB ASSOCIATES	Outstanding West Valley Water District	11/1/2019 11/15/2019	0.00	6,900.00
20-0098	Toll Road Fee for Meter Supervisor 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	11/6/2019 11/20/2019	0.00	6.33
20-0099	USB Host Adapters 01352 - CALIFORNIA SURVEYING & DRAFT SUPPLY	Received West Valley Water District	11/6/2019 11/20/2019	0.00	202.50
20-0101	4 " #78 FP for Maint. 00748 - YO FIRE	Received West Valley Water District	11/6/2019 11/20/2019	0.00	188.56
20-0102	Johnsons Tools for Maint. 00030 - JOHNSON'S HARDWARE INC	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	37.69
20-0103	Superviposr and Managers training 01439 - LIEBERT CASSIDY WHITMORE	Completed West Valley Water District	11/6/2019 11/20/2019	0.00	630.00
20-0104	Spare 400 HP Motor 01800 - WATER WAYS IRRIGATION ENGINEERS, INC	Outstanding West Valley Water District	11/4/2019 11/18/2019	0.00	32,060.59
20-0105	SCE 3036809305 (10/11/19) 00050 - SO CALIFORNIA EDISON	Completed West Valley Water District	11/7/2019 11/21/2019	0.00	14,597.24
20-0106	Phosphoric Acid for FBR 01269 - UNIVAR USA INC	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	3,083.81

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0107	REPAIR CAT 420F/250 HOUR MAINT. 01700 - PG MECHANICAL	Completed West Valley Water District	11/7/2019 11/21/2019	0.00	380.00
20-0108	johnsons torch kits 00030 - JOHNSON'S HARDWARE INC	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	66.78
20-0109	CROSS CONNECTION CERTIFICATION CARLOS SALCEDO 00322 - CA-NV AWWA	Completed West Valley Water District	11/7/2019 11/21/2019	0.00	80.00
20-0110	Uniforms 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	8.50
20-0111	Type 2 Base 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	11/7/2019 11/21/2019	0.00	145.97
20-0112	Spoil/Breakage Disposal 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	11/7/2019 11/21/2019	0.00	200.00
20-0113	Repair/Diagnose PTO Truck 105 01584 - COLTON TRUCK TERMINAL GARAGE	Completed West Valley Water District	11/7/2019 11/21/2019	0.00	240.00
20-0114	Parts For New Holland B95 01394 - SCOTT EQUIPMENT INC.	Completed West Valley Water District	11/7/2019 11/21/2019	0.00	305.20
20-0115	Repair and maintenance uv reactor 2 00848 - DC FROST ASSOCIATES INC	Outstanding West Valley Water District	11/1/2019 11/15/2019	0.00	8,650.17
20-0116	spoil/breakage disposal 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Received West Valley Water District	11/7/2019 11/21/2019	0.00	125.00
20-0117	Lab Tests 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	402.25
20-0118	MCMaster COMPRESSED AIR PARTS 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	11/7/2019 11/21/2019	0.00	481.68
20-0119	MILWAKEE TEMP GUN 00066 - GRAINGER INC	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	247.32
20-0120	Repairs For HQ 00030 - JOHNSON'S HARDWARE INC	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	43.08
20-0121	NED'S 00037 - NED'S OIL SALES INC	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	12.80
20-0122	75% PHOSPHORIC ACID 01269 - UNIVAR USA INC	Partially Received West Valley Water District	11/7/2019 11/21/2019	0.00	16,446.96
20-0123	MXU Warranty (16 Years) 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	11,499.71
20-0124	Stock Order 11/07/19 00748 - YO FIRE	Partially Received West Valley Water District	11/7/2019 11/21/2019	0.00	23,670.46
20-0125	Repairs to Entrance and Exit Gates 00676 - AUTOMATED GATE SERVICES INC	Completed West Valley Water District	11/7/2019 11/21/2019	0.00	4,175.00
20-0126	CED 00016 - CED CREDIT OFFICE	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	362.88

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0127	Home Depot Water Supplies 00386 - HOME DEPOT	Received West Valley Water District	11/8/2019 11/22/2019	0.00	281.23
20-0128	Backfill Sand 00579 - CEMEX INC	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	207.18
20-0129	JANITORIAL ROEMER 00936 - DIAMOND ENVIRONMENTAL SERVICES LLC	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	106.63
20-0130	Chain 00066 - GRAINGER INC	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	388.63
20-0131	Spoil/Breakage Disposal 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	250.00
20-0132	Sampling Supplies 01450 - AMAZON	Received West Valley Water District	11/8/2019 11/22/2019	0.00	75.96
20-0133	Royal Industrail 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	445.33
20-0134	Repair NEw Holland B95 01700 - PG MECHANICAL	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	380.00
20-0135	October Landscaping Services 01473 - CALIFORNIA LANDSCAPE & DESIGN INC.	Outstanding West Valley Water District	11/7/2019 11/21/2019	0.00	5,919.00
20-0136	Network Fleet Late Fee 01514 - NETWORK	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	130.02
20-0137	Auto Parts 01125 - O'REILLY AUTO PARTS	Outstanding West Valley Water District	11/8/2019 11/22/2019	0.00	215.41
20-0138	Safety Gear 01421 - FASTENAL COMPANY	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	196.06
20-0139	Restroom Deep Clean October 2019 00337 - CINTAS CORPORATION	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	358.69
20-0140	Control Temp Quarterly Service Nov 2019 00828 - CONTROL TEMP INC	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	872.40
20-0141	Janitorial Service for November 2019 00931 - ALL PRO ENTERPRISES INC.	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	3,156.01
20-0142	Janitorial Supplies for October 2019 00931 - ALL PRO ENTERPRISES INC.	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	735.79
20-0143	Paper and Office Supplies 01233 - OFFICE SOLUTIONS	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	458.26
20-0144	Business Cards 00053 - ADVANTAGE BUSINESS FORMS INC	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	107.75
20-0145	AC Repairs to Receptionist Area 00828 - CONTROL TEMP INC	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	302.65
20-0146	Restroom Deep Cleaning October 2019 00337 - CINTAS CORPORATION	Voided West Valley Water District	11/11/2019 11/25/2019	0.00	358.69

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0147	Pest Control October 2019 00065 - SHARP EXTERMINATOR COMPANY	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	185.00
20-0148	Rugs/Towels 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	236.48
20-0149	Uniforms Engineering 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	8.50
20-0150	Uniforms Purchasing 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	10.40
20-0151	Production Uniforms 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	39.25
20-0152	Uniforms FBR 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	20.91
20-0153	Q- Air Maintenance 01707 - Q AIR-CALIFORNIA	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	925.57
20-0154	Brenntag Chemistry 00827 - BRENTAG PACIFIC INC	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	12,243.01
20-0155	Repair CAT 420E 01700 - PG MECHANICAL	Completed West Valley Water District	11/8/2019 11/22/2019	0.00	870.00
20-0156	OPR Uniforms 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	14.73
20-0157	Uniforms Quality 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/12/2019 11/26/2019	0.00	14.01
20-0158	Uniforms Maintenance 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/12/2019 11/26/2019	0.00	43.84
20-0159	Uniforms Meters 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/12/2019 11/26/2019	0.00	41.25
20-0160	Fontana Water Stock Holder Renewal Nov 2019 00026 - FONTANA UNION WATER CO	Completed West Valley Water District	11/12/2019 11/26/2019	0.00	424.00
20-0161	BUCKET RENTAL 01590 - BANK OF AMERICA-1405	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	10.67
20-0162	Meal for 11-07-19 Board Meeting 00417 - MISC-RESTAURANTS/DINNERS	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	65.80
20-0163	CSMFO CONFERENCE REGISTRATION 01776 - BANK OF AMERICA-1676	Voided West Valley Water District	11/12/2019 11/26/2019	0.00	585.00
20-0164	Pressure Booster System for Residence near 3-1 Res 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	1,229.00
20-0165	UPS APC 1500 01450 - AMAZON	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	954.63
20-0166	Rugs/Towels for OPR 11/05/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/13/2019 11/27/2019	0.00	95.16

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0167	Rugs/Towels 11/06/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/13/2019 11/27/2019	0.00	236.48
20-0168	Uniforms Engineering 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	8.50
20-0169	Uniforms Purchasing 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	10.40
20-0170	Colton Electric Bill 01621 - COLTON PUBLIC UTILITIES	Completed West Valley Water District	11/13/2019 11/27/2019	0.00	695.24
20-0171	LAB TESTS 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Outstanding West Valley Water District	11/13/2019 11/27/2019	0.00	1,983.50
20-0172	Lab Tests 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	11/13/2019 11/27/2019	0.00	708.50
20-0173	Lab Tests 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	11/13/2019 11/27/2019	0.00	731.25
20-0174	Production Uniforms 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	39.25
20-0175	Maximo Conference for Asset Mgmt Sept 2019 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	11/13/2019 11/27/2019	0.00	2,488.96
20-0176	Uniforms FBR 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	20.91
20-0177	OPR Uniforms 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/11/2019 11/25/2019	0.00	14.73
20-0178	Uniforms Quality 11/06/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/12/2019 11/26/2019	0.00	14.01
20-0180	Uniforms Maintenance 11/06/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/12/2019 11/26/2019	0.00	43.84
20-0181	W19048 PHONE SYSTEM UPGRADES 01151 - CONVERGEONE, INC	Outstanding West Valley Water District	11/13/2019 11/27/2019	0.00	10,731.45
20-0182	W19048 PHONE SYSTEM UPGRADES 01151 - CONVERGEONE, INC	Outstanding West Valley Water District	11/13/2019 11/27/2019	0.00	24,903.80
20-0183	Reimburse D2 Online class and Application Fee 01226 - GUNN, DIANA N	Completed West Valley Water District	11/13/2019 11/27/2019	0.00	264.99
20-0184	Uniforms Meters 10/30/19 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	11/12/2019 11/26/2019	0.00	41.25
20-0185	Distribution Certificate Request 01213 - STATE WATER RESOURCES CONTROL BOARD	Completed West Valley Water District	11/13/2019 11/27/2019	0.00	80.00
20-0186	SO CAL GAS 00051 - THE GAS COMPANY	Completed West Valley Water District	11/13/2019 11/27/2019	0.00	30.80
20-0187	Sampling Supplies 01450 - AMAZON	Received West Valley Water District	11/13/2019 11/27/2019	0.00	78.93

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0188	AT&T 9098741861249 4 (10/25/19) 00039 - AT&T	Completed West Valley Water District	11/12/2019 11/26/2019	0.00	1,596.05
20-0189	Chain - Grade 70 Straight Chain, 5/16" Trade Size, 00066 - GRAINGER INC	Completed West Valley Water District	11/14/2019 11/28/2019	0.00	777.27
20-0190	Lab Tests 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Outstanding West Valley Water District	11/14/2019 11/28/2019	0.00	77.25
20-0191	AIRGAS 00651 - AIRGAS USA LLC	Completed West Valley Water District	11/14/2019 11/28/2019	0.00	124.06
20-0192	Invoice 12218 01470 - CRB SECURITY SOLUTIONS	Received West Valley Water District	11/14/2019 11/28/2019	0.00	380.00
20-0193	Annual Permit 00075 - STATE WATER RESOURCES CONTROL BOARD	Completed West Valley Water District	11/14/2019 11/28/2019	0.00	2,572.00
20-0194	Lab Tests 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Outstanding West Valley Water District	11/13/2019 11/27/2019	0.00	996.75
20-0195	Repair and maintenance uv reactor 3 00848 - DC FROST ASSOCIATES INC	Outstanding West Valley Water District	11/1/2019 11/15/2019	0.00	3,443.69
20-0196	ACOM MICR PRINTER Hardware Maint 2019 00387 - ACOM SOLUTIONS INC	Completed West Valley Water District	11/14/2019 11/28/2019	0.00	499.00
20-0197	PMP Review Course 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	11/14/2019 11/28/2019	0.00	4,380.00
20-0198	Iseries Modle 515 Hardware Maintenance 9407-515-00 01194 - INNOVATIVE TECHNICAL CONSULTING INC	Completed West Valley Water District	11/14/2019 11/28/2019	0.00	3,445.20
20-0199	Parts for Booster 5 drive at 3A-1 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	86.50
20-0200	Ratcheting Valve Key 00748 - YO FIRE	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	484.88
20-0201	Parts for 3-1 Hydro-Booster 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	30.43
20-0202	Verizon CELL PHONES 672029282-00002 10-22-2019 00344 - VERIZON WIRELESS PHONES	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	53.68
20-0203	Spectrum Time Warner TV Service 0282151102519 00752 - TIME WARNER CABLE	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	115.92
20-0204	HTE MAINTENANCE 08/01/19-11/30/19 (PRORATED CC 00308 - SUPERION LLC	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	18,466.20
20-0205	Edison Bill for BLF sites 00050 - SO CALIFORNIA EDISON	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	140.76
20-0206	VerizonConnect 42 Device monthly Service 01752 - VERIZON CONNECT NWF INC	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	795.90
20-0207	Verizon CELL phone 672029282-00001 11-14-19 00344 - VERIZON WIRELESS PHONES	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	6,685.46

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0208	Computers and Computer Supplies CS PCs aclinger 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	11/14/2019 11/28/2019	0.00	19,174.33
20-0209	INVOICE 517296 00030 - JOHNSON'S HARDWARE INC	Received West Valley Water District	11/14/2019 11/28/2019	0.00	30.78
20-0210	Invoice 9309053818 00066 - GRAINGER INC	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	5.10
20-0211	INVOICE 517294 00030 - JOHNSON'S HARDWARE INC	Received West Valley Water District	11/15/2019 11/29/2019	0.00	54.93
20-0212	INVOICE 6903-426409 00016 - CED CREDIT OFFICE	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	5.23
20-0213	Purchased Water 00102 - CITY OF SAN BERNARDINO	Completed West Valley Water District	11/14/2019 11/28/2019	0.00	10,508.07
20-0214	Clamshell Locks 00748 - YO FIRE	Completed West Valley Water District	11/14/2019 11/28/2019	0.00	1,956.74
20-0215	BAE MAIL OCTOBER 2019 01264 - BAE SYSTEMS APPLIED INTELLIGENCE	Outstanding West Valley Water District	11/14/2019 11/28/2019	0.00	2,608.72
20-0216	INVOICE 661062 01641 - HASA INC.	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	211.35
20-0217	INVOICE 661063 01641 - HASA INC.	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	247.98
20-0218	INVOICE 661064 01641 - HASA INC.	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	235.30
20-0219	INVOICE 661065 01641 - HASA INC.	Received West Valley Water District	11/15/2019 11/29/2019	0.00	94.40
20-0220	INVOICE PCA00145235 01528 - QUINN COMPANY	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	471.29
20-0221	INVOICE PCA00145957 01528 - QUINN COMPANY	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	120.65
20-0222	AT&T 837977752 NOV19 00908 - AT&T MOBILITY	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	46.78
20-0223	Edison Bill 10272 Cedar Pl. 00050 - SO CALIFORNIA EDISON	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	66.53
20-0224	Rialto Water Services HQ Sewer 00047 - RIALTO WATER SERVICES	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	127.34
20-0225	Gas bill for HQ 00051 - THE GAS COMPANY	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	38.42
20-0226	HOME DEPOT 00386 - HOME DEPOT	Received West Valley Water District	11/15/2019 11/29/2019	0.00	423.08
20-0227	JOHNSON HARDWARE 00030 - JOHNSON'S HARDWARE INC	Outstanding West Valley Water District	11/15/2019 11/29/2019	0.00	38.73

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0228	NEW PIG 01782 - NEW PIG CORPORATION	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	55.54
20-0229	ROYAL 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	28.28
20-0230	ROYAL 00150 - ROYAL INDUSTRIAL SOLUTIONS	Voided West Valley Water District	11/15/2019 11/29/2019	0.00	197.27
20-0231	Annual Permit 00075 - STATE WATER RESOURCES CONTROL BOARD	Completed West Valley Water District	11/14/2019 11/28/2019	0.00	14,815.00
20-0232	Leadership Training Program for Engineering Coord. 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	549.00
20-0233	Leadership Training Program for Eng Dev Coord. 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	499.00
20-0234	HASA 12.5% Chlorine 01641 - HASA INC.	Completed West Valley Water District	11/15/2019 11/29/2019	0.00	3,037.48
20-0235	CRB Monitoring Invoice 01470 - CRB SECURITY SOLUTIONS	Outstanding West Valley Water District	11/15/2019 11/29/2019	0.00	2,069.00
20-0236	Temporary Asphalt 00245 - VULCAN MATERIALS COMPANY	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	773.82
20-0237	Distribution Course D4 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	299.99
20-0238	Temporary Asphalt 00245 - VULCAN MATERIALS COMPANY	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	3,030.46
20-0239	Association of SBC Special District Dinner 10/21/1 00002 - ASBCSD	Completed West Valley Water District	11/18/2019 12/2/2019	0.00	385.00
20-0240	Amazon Computer Supplies 01450 - AMAZON	Outstanding West Valley Water District	11/15/2019 11/29/2019	0.00	7,916.84
20-0241	SWRCB Annual Permit 00075 - STATE WATER RESOURCES CONTROL BOARD	Completed West Valley Water District	11/18/2019 12/2/2019	0.00	2,572.00
20-0242	Office Supplies 11/13/19 01233 - OFFICE SOLUTIONS	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	388.49
20-0243	Office Supplies Recycling Supplies 01233 - OFFICE SOLUTIONS	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	21.55
20-0244	Window Cleaning Nov 2019 00900 - FISH WINDOW CLEANING	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	175.00
20-0245	Hydrant Meter Stand Supplies 00030 - JOHNSON'S HARDWARE INC	Outstanding West Valley Water District	11/19/2019 12/3/2019	0.00	40.22
20-0246	Home Depot 00386 - HOME DEPOT	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	70.53
20-0247	SHIPPING FOR BACKFLOW TESTER GAUGE 00108 - FEDEX	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	42.68

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0248	Invoice 32265 - Well 54 00072 - JOHN R BYERLY INC	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	1,173.75
20-0249	Backflow Tester Gauge Annual Calibration 00750 - BAVCO	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	118.70
20-0250	LAB TESTS 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	60.75
20-0251	City of Rialto False Alarm fee 01367 - CITY OF RIALTO-ALARM PROGRAM	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	520.20
20-0252	ATT 2508324296158 NOV19 WTP 00039 - AT&T	Completed West Valley Water District	11/14/2019 11/28/2019	0.00	82.79
20-0253	HOME DEPOT 00386 - HOME DEPOT	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	172.09
20-0254	Dionex 01221 - THERMO ELECTRON NORTH AMERICA LLC	Received West Valley Water District	11/19/2019 12/3/2019	0.00	4,123.18
20-0255	FLOW METER SERVICE 01227 - GOLD COAST ENVIRONMENTAL	Completed West Valley Water District	11/12/2019 11/26/2019	0.00	500.00
20-0256	MCMasterCARR 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	407.32
20-0257	Window Cleaning 11/19/19 00900 - FISH WINDOW CLEANING	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	45.00
20-0258	FBR ELETRICAL PARTS 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	197.27
20-0259	Background Checks 00621 - EMPLOYEE RELATIONS	Completed West Valley Water District	11/18/2019 12/2/2019	0.00	892.95
20-0260	Safety Luncheon 01348 - BANK OF AMERICA-3810	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	1,151.09
20-0261	Postage Costs for Billing Dept 01052 - INFOSEND INC	Completed West Valley Water District	11/18/2019 12/2/2019	0.00	12,940.23
20-0262	Edison bill Sept 2019 00050 - SO CALIFORNIA EDISON	Completed West Valley Water District	11/18/2019 12/2/2019	0.00	151,390.54
20-0263	Edison bill Sept 2019 00050 - SO CALIFORNIA EDISON	Completed West Valley Water District	11/18/2019 12/2/2019	0.00	148,040.00
20-0264	Acetic acid 11/19/19 00827 - BRENNTAG PACIFIC INC	Outstanding West Valley Water District	11/19/2019 12/3/2019	0.00	12,311.53
20-0265	Carbon dioxide purchase 00651 - AIRGAS USA LLC	Completed West Valley Water District	11/19/2019 12/3/2019	0.00	207.15
20-0266	REPLENISH POSTAGE METER 00261 - UNITED STATES POSTAL SERVICE	Received West Valley Water District	11/20/2019 12/4/2019	0.00	500.00
20-0267	McCalls Meter Test 00492 - MCCALLS METERS INC	Completed West Valley Water District	11/20/2019 12/4/2019	0.00	40.00

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0268	FIRE ALARM SYSTEM ANNUAL TEST FOR CUSTOMER SE 01606 - CHAMPION FIRE SYSTEMS, INC.	Outstanding West Valley Water District	11/20/2019 12/4/2019	0.00	2,250.00
20-0270	ONLINE BILLER - OCT 2019 01052 - INFOSEND INC	Completed West Valley Water District	11/20/2019 12/4/2019	0.00	1,847.55
20-0271	Artificial Plants for Customer Service Foyer Renov 01830 - CARIN FOR PLANTS	Partially Received West Valley Water District	11/20/2019 12/4/2019	0.00	2,552.63
20-0272	NEOPOST 00380 - TOTALFUNDS	Completed West Valley Water District	11/20/2019 12/4/2019	0.00	259.11
20-0273	Driver Monitor 00883 - SAMBA HOLDINGS INC	Completed West Valley Water District	11/20/2019 12/4/2019	0.00	105.00
20-0274	PROFESSIONAL SERVICES 01345 - TAFOYA & GARCIA LLP	Voided West Valley Water District	11/18/2019 12/2/2019	0.00	21,858.88
20-0275	PROFESSIONAL SERVICES - LEGAL SEPT 2019 01345 - TAFOYA & GARCIA LLP	Voided West Valley Water District	11/18/2019 12/2/2019	0.00	25,807.57
20-0276	Emergency sound barrier for well 54 01442 - BEHRENS AND ASSOCIATES INC	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	19,043.74
20-0277	AC system 00828 - CONTROL TEMP INC	Outstanding West Valley Water District	11/15/2019 11/29/2019	0.00	20,975.00
20-0278	Repair and maintenance uv reactor 1 00848 - DC FROST ASSOCIATES INC	Outstanding West Valley Water District	11/15/2019 11/29/2019	0.00	19,074.93
20-0279	PHYSICAL EXAMINATION 01725 - OCCUPATIONAL HEALTH CENTERS OF CALIFORI	Outstanding West Valley Water District	11/20/2019 12/4/2019	0.00	1,771.00
20-0280	FBR Economy Floor Drill Press 01567 - MCMaster-CARR SUPPLY COMPANY	Outstanding West Valley Water District	11/21/2019 12/5/2019	0.00	847.54
20-0282	Annual Maintenance 10/01/19-09/30/20 01727 - TYLER TECHNOLOGIES INC	Completed West Valley Water District	11/21/2019 12/5/2019	0.00	33,407.20
20-0283	WELL 41/49 ION EXCHANGE VESSEL RELOCATION CO1 00206 - MERLIN JOHNSON CONST INC.	Completed West Valley Water District	11/20/2019 12/4/2019	0.00	53,864.00
20-0284	MV CHENG CONSULTING 01697 - MV CHENG & ASSOCIATES INC	Completed West Valley Water District	11/21/2019 12/5/2019	0.00	30,280.00
20-0285	Edison Bill for Well 6 00050 - SO CALIFORNIA EDISON	Completed West Valley Water District	11/21/2019 12/5/2019	0.00	16,624.57
20-0286	Board Room repair and disgnostics 01218 - SPINITAR	Outstanding West Valley Water District	11/21/2019 12/5/2019	0.00	445.00
20-0287	Water bill for East Complex 00102 - CITY OF SAN BERNARDINO	Completed West Valley Water District	11/21/2019 12/5/2019	0.00	34.30
20-0288	Edison bill for Well 22 00050 - SO CALIFORNIA EDISON	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	11.82
20-0289	Safety Boots Ernie M. 00090 - MONTELONGO, ERNEST	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	200.00

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0290	HOME DEPOT 00386 - HOME DEPOT	Outstanding West Valley Water District	11/22/2019 12/6/2019	0.00	31.20
20-0291	Sampling Station Supplies 00030 - JOHNSON'S HARDWARE INC	Outstanding West Valley Water District	11/22/2019 12/6/2019	0.00	100.62
20-0292	Back Fill Sand 00579 - CEMEX INC	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	129.89
20-0293	90 Day Inspection For Truck 104,105,137 01700 - PG MECHANICAL	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	475.00
20-0294	CAT Keys 01528 - QUINN COMPANY	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	75.82
20-0295	Fastenal Vending Restock 01421 - FASTENAL COMPANY	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	204.18
20-0296	Fastenal Vending Restock 01421 - FASTENAL COMPANY	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	107.08
20-0297	Fastenal Vending Resupply 01421 - FASTENAL COMPANY	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	119.21
20-0298	vending restock 01421 - FASTENAL COMPANY	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	264.80
20-0299	Building C items 00030 - JOHNSON'S HARDWARE INC	Outstanding West Valley Water District	11/22/2019 12/6/2019	0.00	45.23
20-0300	Parts and Tools For truck 189 00030 - JOHNSON'S HARDWARE INC	Outstanding West Valley Water District	11/22/2019 12/6/2019	0.00	109.31
20-0301	FBR DISTRICT COST 00066 - GRAINGER INC	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	72.26
20-0302	FBR DISTRICT COSTS 00066 - GRAINGER INC	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	400.19
20-0303	Distribution Exam Prep 01754 - BANK OF AMERICA-1771	Outstanding West Valley Water District	11/22/2019 12/6/2019	0.00	199.99
20-0304	Restroom Deep Cleaning Nov 2019 00337 - CINTAS CORPORATION	Completed West Valley Water District	11/23/2019 12/7/2019	0.00	358.69
20-0305	Name Plaque for Board Room 01337 - FAST SIGNS	Completed West Valley Water District	11/23/2019 12/7/2019	0.00	16.47
20-0306	Restroom Deep Cleaning 11/13/19 00337 - CINTAS CORPORATION	Completed West Valley Water District	11/23/2019 12/7/2019	0.00	146.88
20-0307	Uniforms FBR 11/13/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	20.34
20-0308	OPR Uniforms 10/30/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	15.30
20-0309	Uniforms Purchasing 11/13/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	10.40

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0310	Rugs/Towels 11/13/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/13/2019 11/27/2019	0.00	236.48
20-0311	Uniforms Engineering 11/13/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	8.50
20-0312	Uniforms Asset Mgmt 11/13/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/24/2019 12/8/2019	0.00	5.30
20-0313	Uniforms Meters 11/13/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/24/2019 12/8/2019	0.00	35.95
20-0314	Uniforms Quality 11/13/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	14.01
20-0315	Uniforms Maintenance 11/13/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	43.84
20-0316	Production Uniforms 10/30/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	39.25
20-0317	Rugs/Towels District Office 11/20/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/24/2019 12/8/2019	0.00	236.48
20-0318	Uniforms Engineering 11/20/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	8.50
20-0319	Uniforms Purchasing 11/20/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	56.93
20-0320	Production Uniforms 10/20/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	39.25
20-0321	Uniforms FBR 11/13/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	20.34
20-0322	OPR Uniforms 11/20/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	15.30
20-0323	Uniforms Quality 11/20/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	14.01
20-0324	Uniforms Maintenance 11/20/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	43.84
20-0325	Uniforms Meters 11/20/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/24/2019 12/8/2019	0.00	124.81
20-0326	Uniforms Asset Mgmt 11/20/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/24/2019 12/8/2019	0.00	5.30
20-0327	Meter Boxes for Stock 11/18/19 00941 - OLDCASTLE ENCLOSURE SOLUTIONS	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	22,291.82
20-0328	Hydrant Diffusers 00360 - USA BLUEBOOK	Received West Valley Water District	11/25/2019 12/9/2019	0.00	287.15
20-0329	Colorimeters for Meter Dept 00360 - USA BLUEBOOK	Outstanding West Valley Water District	11/22/2019 12/6/2019	0.00	4,134.93

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0330	GARDA Nov 2019 01481 - GARDA CL WEST INC	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	555.75
20-0331	Safety Meetings Oct 2019 00862 - SAFETY COMPLIANCE COMPANY	Completed West Valley Water District	11/22/2019 12/6/2019	0.00	650.00
20-0333	Enterprise Invoice Nov 2019 00926 - ENTERPRISE FLEET MANAGEMENT INC	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	5,576.48
20-0334	Network Fleet Invoice Nov 2019 01514 - NETWORK	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	2,865.09
20-0335	S801_T24N3S Soft Stater 00150 - ROYAL INDUSTRIAL SOLUTIONS	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	8,316.66
20-0336	Rugs/Towels OPR 10/15/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/25/2019 12/9/2019	0.00	95.16
20-0337	ROYAL 11/15/19 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	381.05
20-0338	Rugs/Towels for OPR 11/12/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/25/2019 12/9/2019	0.00	95.16
20-0339	Rugs/Towels for OPR 11/19/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/25/2019 12/9/2019	0.00	95.16
20-0340	Replacement battery for charger 01125 - O'REILLY AUTO PARTS	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	79.55
20-0341	Rugs/Towels for OPR 11/26/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/25/2019 12/9/2019	0.00	95.16
20-0342	QWEL TRAINING 01575 - NAVARRO, NOVITA TESSA	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	113.84
20-0343	Stock Meter Order 11/22/19 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	11/22/2019 12/6/2019	0.00	24,650.59
20-0344	FBR DAF REPAIR 00386 - HOME DEPOT	Received West Valley Water District	11/25/2019 12/9/2019	0.00	481.51
20-0345	QWEL TRAINING 01618 - ZAVALA, JULIANA	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	126.28
20-0346	ANSWERING SERVICE 00044 - INLAND DESERT SECURITY	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	491.45
20-0347	D2 TEST 01718 - RIQUELME-BIRTS, CYNTHIA	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	65.00
20-0348	repair compactor 00017 - DAN'S LAWNMOVER CENTER	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	353.92
20-0349	Answering Service 00044 - INLAND DESERT SECURITY	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	502.35
20-0350	CSMFO Conference for CFO 01776 - BANK OF AMERICA-1676	Outstanding West Valley Water District	11/25/2019 12/9/2019	0.00	585.00

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0351	Electric Bill for Roemer Plant 00050 - SO CALIFORNIA EDISON	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	33,577.30
20-0352	Mathis Group Invoices Oct-Nov 2019 01685 - ROBERT WILLIAM MATHIS	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	12,854.40
20-0353	D1 TEST AND CERTIFICATE 00933 - YULO, ALBERTO G	Completed West Valley Water District	11/25/2019 12/9/2019	0.00	120.00
20-0354	D2 CERTIFICATE FOR CYNTHIA BIRTS 01213 - STATE WATER RESOURCES CONTROL BOARD	Completed West Valley Water District	11/26/2019 12/10/2019	0.00	60.00
20-0355	T2 Renewal Cody Ludwig 01213 - STATE WATER RESOURCES CONTROL BOARD	Completed West Valley Water District	11/26/2019 12/10/2019	0.00	60.00
20-0356	John G. D4 Cert. 01213 - STATE WATER RESOURCES CONTROL BOARD	Completed West Valley Water District	11/26/2019 12/10/2019	0.00	105.00
20-0357	LA County Public Safety Emergency Mgmt Sept Invoic 01649 - LOS ANGELES COUNTY PUBLIC SAFETY	Completed West Valley Water District	11/26/2019 12/10/2019	0.00	9,500.00
20-0358	ROYAL 11/14/19 00150 - ROYAL INDUSTRIAL SOLUTIONS	Received West Valley Water District	11/26/2019 12/10/2019	0.00	275.94
20-0360	PORTABAND PRO-DELUXS KIT VENDOR TRICK TOOLS 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	11/26/2019 12/10/2019	0.00	484.86
20-0361	Re-program check functionality smoke detectors 01112 - JOHNSON CONTROLS FIRE PROTECTION LP	Outstanding West Valley Water District	11/26/2019 12/10/2019	0.00	1,128.00
20-0362	HACH METERS 00360 - USA BLUEBOOK	Outstanding West Valley Water District	11/26/2019 12/10/2019	0.00	2,912.15
20-0363	DMV Fees for New Trash Pump 01443 - ROAD READY REGISTRATION INC	Completed West Valley Water District	11/26/2019 12/10/2019	0.00	1,491.00
20-0364	RESERVOIR R2-3 IMPROV/MODIFCATION C/O 1 01561 - MICHAEL BAKER INTERNATIONAL, INC	Outstanding West Valley Water District	11/25/2019 12/9/2019	0.00	19,195.00
20-0365	News Publication/Social Media 01842 - MELTWATER NEWS US INC	Outstanding West Valley Water District	11/27/2019 12/11/2019	0.00	5,000.00
20-0366	Forklift Certification for Purchasing Supervisor 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	11/27/2019 12/11/2019	0.00	80.00
20-0376	Chino Basin Watermaster 00012 - CHINO BASIN WATERMASTER	Received West Valley Water District	11/27/2019 12/11/2019	0.00	13,537.93
20-0377	Lab Tests 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Outstanding West Valley Water District	11/20/2019 12/4/2019	0.00	2,281.50
20-0378	Rugs/Towels District Office 11/27/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/24/2019 12/8/2019	0.00	236.48
20-0379	Uniforms Engineering 11/27/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	8.50
20-0380	Uniforms Purchasing 11/27/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	11.25

Purchase Order Summary Report

Issued Date Range 11/01/2019 - 11/30/2019

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-0381	Production Uniforms 11/27/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	39.25
20-0382	Uniforms FBR 11/27/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	20.34
20-0385	OPR Uniforms 11/27/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/11/2019 11/25/2019	0.00	15.30
20-0386	Uniforms Quality 11/29/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	14.01
20-0387	Uniforms Maintenance 11/27/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/12/2019 11/26/2019	0.00	43.84
20-0388	Uniforms Meters 11/27/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/24/2019 12/8/2019	0.00	31.06
20-0389	Uniforms Asset Mgmt 11/27/19 01175 - UNIFIRST CORPORATION	Outstanding West Valley Water District	11/24/2019 12/8/2019	0.00	5.30
20-0417	Change Order #1 for (the Customer Service Foyer R 01732 - CALTEC CORP.	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	16,524.66
20-0418	Change Order No. 2 for the Customer Service Foyer 01732 - CALTEC CORP.	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	30,768.64
20-0419	Change Order No. 3 for the Customer Service Foyer 01732 - CALTEC CORP.	Outstanding West Valley Water District	11/18/2019 12/2/2019	0.00	23,378.70

Purchase Order Count: (288)

Total Trade Discount: 0.00

Total: 1,173,147.10



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: RECEIVE AND FILE OCTOBER 2019 CASH DISBURSEMENTS REPORT

BACKGROUND:

Each month, the Accounting Department provides a complete listing of all disbursements for the previous month in an effort to promote fiscal responsibility and accountability over the expenditure of public funds. This process includes providing the Board of Directors and ratepayers the opportunity to review expenses for supplies, materials, services, and payroll for review and approval. Payroll is processed bi-weekly and accounts payable is processed weekly. Information to justify each payment is available through the Accounting Department. For reference, Customer Refunds are credits due as a result of closing a water account.

DISCUSSION:

Accounts payable for October 2019 include 108 checks issued from check numbers 76443 through 76554 and 66 electronic fund transfers (EFT) from 4108 through 4175 for a total of \$1,505,662.88. Payroll disbursements for October 2019 total \$746,927.64. Disbursements for October 2019 for both accounts payable and payroll total \$2,252,590.52.

STAFF RECOMMENDATION:

Receive and file.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Clarence C. Mansell Jr." in a cursive script.

Clarence Mansell Jr, General Manager

CM;sm

ATTACHMENT(S):

1. 2019 October Cash Disbursements Board Report
2. 2019 October Payroll Cash Board Report

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
OCTOBER 2019

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
4108	ALBERT A WEBB ASSOCIATES	ENGINEERING SERVICES		3,062.30
4108	ALBERT A WEBB ASSOCIATES	ENGINEERING SERVICES		670.00
4109	ARROWHEAD UNITED WAY	EMPLOYEES PAYMENTS FOR SEPTEMBER	18.00	
4110	ENGINEERING RESOURCES INC	ENGINEERING SERVICES		4,480.00
4110	ENGINEERING RESOURCES INC	ENGINEERING SERVICES		1,740.00
4111	FASTENAL COMPANY	REPAIRS/MAINTENANCE	376.04	
4111	FASTENAL COMPANY	REPAIRS/MAINTENANCE	101.09	
4111	FASTENAL COMPANY	SHOP SUPPLIES	133.43	
4112	HACH COMPANY	REPAIRS/MAINTENANCE	173.90	
4113	HASA INC.	CHEMICALS	140.90	
4113	HASA INC.	CHEMICALS	197.26	
4113	HASA INC.	CHEMICALS	133.85	
4113	HASA INC.	BLF CHEMICALS	1,056.74	
4113	HASA INC.	CHEMICALS	239.53	
4113	HASA INC.	CHEMICALS	338.16	
4113	HASA INC.	CHEMICALS	126.81	
4113	HASA INC.	CHEMICALS	281.80	
4113	HASA INC.	CHEMICALS	283.20	
4113	HASA INC.	CHEMICALS	162.03	
4113	HASA INC.	CHEMICALS	176.12	
4113	HASA INC.	CHEMICALS	242.34	
4113	HASA INC.	CHEMICALS	135.26	
4113	HASA INC.	CHEMICALS	225.44	
4113	HASA INC.	CHEMICALS	253.62	
4113	HASA INC.	CHEMICALS	140.90	
4113	HASA INC.	CHEMICALS	281.80	
4113	HASA INC.	CHEMICALS	260.66	
4113	HASA INC.	CHEMICALS	140.90	
4113	HASA INC.	CHEMICALS	267.71	
4113	HASA INC.	CHEMICALS	338.16	
4113	HASA INC.	CHEMICALS	180.35	
4113	HASA INC.	CHEMICALS	211.35	
4113	HASA INC.	CHEMICALS	197.26	
4114	LOS ANGELES COUNTY PUBLIC SAFETY	CONSULTANTS	7,500.00	
4115	OFFICE SOLUTIONS	OFFICE SUPPLIES	453.97	
4116	RAINTEK ENTERPRISES INC	CONSULTANTS-MAXIMO - ASSET MGMT		36,960.00
4117	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	124.03	
4117	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	61.95	
4117	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	127.07	
4117	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	200.00	
4117	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	100.00	
4117	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	100.00	
4118	ROBERT WILLIAM MATHIS	CONSULTANT	11,525.00	
4118	ROBERT WILLIAM MATHIS	CONSULTANT	3,750.00	
4118	ROBERT WILLIAM MATHIS	CONSULTANT	8,812.50	
4118	ROBERT WILLIAM MATHIS	CONSULTANT	7,757.50	
4118	ROBERT WILLIAM MATHIS	CONSULTANT	2,250.00	
4118	ROBERT WILLIAM MATHIS	CONSULTANT	1,125.00	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
OCTOBER 2019

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
4118	ROBERT WILLIAM MATHIS	CONSULTANT	8,250.00	
4119	YOUNG, CLIFFORD	OCTOBER-CALPERS LONG TERM CARE	527.91	
4120	ADVANTAGE BUSINESS FORMS INC	OFFICE SUPPLIES	53.88	
4120	ADVANTAGE BUSINESS FORMS INC	BREAST CANCER AWARENESS T SHIRTS	2,652.00	
4121	AIR & HOSE SOURCE INC	PRODUCTION REPAIRS/MAINTENANCE	57.11	
4122	ARAIZA, ANTHONY W	MEDICARE PART B JULY-SEPTEMBER 2019	1,300.20	
4123	ARAIZA, DIANA	MEDICARE PART B JULY-SEPTEMBER 2019	1,300.20	
4124	ARAMARK REFRESHMENT SERVICES	OFFICE SUPPLIES	318.20	
4125	BRENNTAG PACIFIC INC	CHEMICALS	12,188.19	
4126	BURNETT PHOTOGRAPHY	SAFETY SUPPLIES	156.24	
4127	CALIFORNIA LANDSCAPE & DESIGN INC.	DISTRICT LANDSCAPE MAINTENANCE	4,669.00	
4127	CALIFORNIA LANDSCAPE & DESIGN INC.	DISTRICT LANDSCAPE MAINTENANCE	4,669.00	
4127	CALIFORNIA LANDSCAPE & DESIGN INC.	DISTRICT LANDSCAPE MAINTENANCE	4,669.00	
4127	CALIFORNIA LANDSCAPE & DESIGN INC.	DISTRICT LANDSCAPE MAINTENANCE	1,250.00	
4127	CALIFORNIA LANDSCAPE & DESIGN INC.	DISTRICT LANDSCAPE MAINTENANCE	1,250.00	
4127	CALIFORNIA LANDSCAPE & DESIGN INC.	DISTRICT LANDSCAPE MAINTENANCE	1,250.00	
4128	CDW GOVERNMENT INC	COMPUTER SUPPLIES		3,179.45
4129	CED CREDIT OFFICE	PRODUCTION REPAIRS/MAINTENANCE	1,839.60	
4130	CHANDLER ASSET MANAGEMENT	CONSULTANTS-SEPTEMBER	1,064.56	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-MAY	204.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-MAY	172.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-MAY	827.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-MAY	69.00	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-MAY	209.00	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-MAY	448.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-MAY	34.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-MAY	69.00	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-MAY	34.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-JUNE	827.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-JUNE	448.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-JUNE	209.00	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-JUNE	204.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-JUNE	172.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-JUNE	69.00	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-JUNE	69.00	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-JUNE	34.50	
4131	CRB SECURITY SOLUTIONS	ALARM FEES-JUNE	34.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-AUGUST	172.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-AUGUST	204.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-AUGUST	209.00	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-AUGUST	448.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-AUGUST	827.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-AUGUST	69.00	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-AUGUST	34.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-AUGUST	69.00	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-AUGUST	34.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-SEPTEMBER	172.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-SEPTEMBER	209.00	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
OCTOBER 2019

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-SEPTEMBER	448.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-SEPTEMBER	827.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-SEPTEMBER	34.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-SEPTEMBER	34.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-SEPTEMBER	69.00	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-SEPTEMBER	69.00	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-SEPTEMBER	204.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-OCTOBER	34.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-OCTOBER	34.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-OCTOBER	69.00	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-OCTOBER	204.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-OCTOBER	69.00	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-OCTOBER	827.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-OCTOBER	448.50	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-OCTOBER	209.00	
4131	CRB SECURITY SOLUTIONS	ALARMS FEES-OCTOBER	172.50	
4133	CURTIS, DEVI A	MEDICARE PART B JULY-SEPTEMBER 2019	568.80	
4134	CURTIS, MITCHELL A	MEDICARE PART B JULY-SEPTEMBER 2019	568.80	
4135	ELITE ROAD SERVICE & TIRE INC	VEHICLE MAINTENANCE	405.08	
4136	ENGINEERING RESOURCES INC	ENGINEERING SERVICES		6,343.90
4137	FASTENAL COMPANY	SHOP SUPPLIES	322.57	
4138	GETZ, BETTY	MEDICARE PART B JULY-SEPTEMBER 2019	406.50	
4139	HACH COMPANY	PRODUCTION REPAIR/MAINTENANCE	125.61	
4139	HACH COMPANY	CHEMICALS	567.12	
4140	HARRINGTON INDUSTRIAL PLASTICS	PRODUCTION REPAIR/MAINTENANCE	178.87	
4141	HASA INC.	FBR CHEMICALS	3,037.48	
4141	HASA INC.	ARSENIC CHEMICALS	1,408.98	
4141	HASA INC.	WTP CHEMICALS	3,037.48	
4142	INFOSEND INC	PROGRAMMING	1,050.00	
4142	INFOSEND INC	ONLINE PAYMENTS-JULY	1,852.02	
4142	INFOSEND INC	ONLINE PAYMENTS-AUGUST	1,778.92	
4143	MCMMASTER-CARR SUPPLY COMPANY	FBR SUPPLIES	435.75	
4143	MCMMASTER-CARR SUPPLY COMPANY	FBR SUPPLIES	438.29	
4144	NAVARRO, RALPH	MAXIMO CONFERENCE EXPENSES	24.29	
4145	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	51.52	
4145	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	61.75	
4145	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	53.07	
4145	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	300.00	
4145	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	200.00	
4145	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	300.00	
4145	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	200.00	
4145	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	200.00	
4146	SAFETY COMPLIANCE COMPANY	SAFETY TRAINING	225.00	
4146	SAFETY COMPLIANCE COMPANY	SAFETY TRAINING	200.00	
4147	SHARP EXTERMINATOR COMPANY	DISTRICT MAINTENANCE	185.00	
4148	TAYLOR, MICHAEL R	WATER SMART CONFERENCE-LAS VEGAS	830.18	
4148	TAYLOR, MICHAEL R	WATER SMART CONFERENCE-LAS VEGAS	577.96	
4149	ADVANTAGE BUSINESS FORMS INC	OFFICE SUPPLIES	371.74	
4149	ADVANTAGE BUSINESS FORMS INC	OFFICE SUPPLIES	53.88	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
OCTOBER 2019

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
4149	ADVANTAGE BUSINESS FORMS INC	BREAST CANCER AWAENES MAGNETS	789.93	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	36.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	36.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	13.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	13.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	31.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	66.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	42.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	20.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	45.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	20.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	20.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	15.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	135.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	128.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	15.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	40.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	15.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	182.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	40.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	128.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	13.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	20.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	15.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	20.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	20.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	13.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	20.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	20.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	182.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	29.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	211.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	6.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	15.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	211.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	211.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FXB	249.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	167.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FXB	249.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	167.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	169.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	35.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	167.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FXB	249.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	169.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	249.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	52.50	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	35.00	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
OCTOBER 2019

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	35.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	113.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	80.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	30.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	113.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	80.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	30.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	80.00	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	113.25	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	497.75	
4150	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WTP	30.00	
4152	DIAMOND ENVIRONMENTAL SERVICES LL	PORTABLE RESTROOM RENTAL	106.63	
4153	FASTENAL COMPANY	SAFETY SUPPLIES	214.85	
4153	FASTENAL COMPANY	SAFETY SUPPLIES	497.46	
4153	FASTENAL COMPANY	SAFETY SUPPLIES	207.18	
4153	FASTENAL COMPANY	SAFETY SUPPLIES	179.15	
4153	FASTENAL COMPANY	SAFETY SUPPLIES	65.47	
4153	FASTENAL COMPANY	MAINTENANCE SUPPLIES	414.36	
4153	FASTENAL COMPANY	SHOP SUPPLIES	183.70	
4153	FASTENAL COMPANY	VEHICLE MAINTENANCE	59.21	
4154	HERCULES INDUSTRIES	PADLOCKS FOR WATER QUALITY	904.21	
4155	MCMMASTER-CARR SUPPLY COMPANY	FBR SUPPLIES	475.62	
4155	MCMMASTER-CARR SUPPLY COMPANY	WTP SUPPLIES	570.22	
4156	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	46.92	
4156	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	113.27	
4156	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	69.34	
4156	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	62.40	
4156	RAMCO RECYCLED AGGREGATE MATERIA	SHOP SUPPLIES	58.00	
4156	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	200.00	
4156	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	75.00	
4156	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	75.00	
4156	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	75.00	
4156	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	75.00	
4156	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	150.00	
4156	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	100.00	
4156	RAMCO RECYCLED AGGREGATE MATERIA	DISPOSAL FEES	100.00	
4157	VULCAN MATERIALS COMPANY	SHOP SUPPLIES	1,575.89	
4157	VULCAN MATERIALS COMPANY	SHOP SUPPLIES	747.63	
4158	ACWA/JOINT POWERS INSURANCE	AUTO AND GENERAL LIABILITY INSURANCE	215,898.47	
4159	AIR & HOSE SOURCE INC	WTP REPAIR/MAINTENANCE	540.43	
4159	AIR & HOSE SOURCE INC	WTP REPAIR/MAINTENANCE	407.30	
4159	AIR & HOSE SOURCE INC	WTP REPAIR/MAINTENANCE	60.00	
4160	ALBERT A WEBB ASSOCIATES	ENGINEERING SERVICES		1,234.65
4160	ALBERT A WEBB ASSOCIATES	ENGINEERING SERVICES		880.00
4161	ASHWORTH, JOHN C	JULY-SEPTEMBER MEDICARE PART B REIMB	447.30	
4162	ASHWORTH, MARIADA L	JULY-SEPTEMBER MEDICARE PART B REIMB	406.50	
4163	GENERAL PUMP COMPANY INC	Well 15 Rehabilitation Project		11,320.00
4163	GENERAL PUMP COMPANY INC	Well 15 Rehabilitation Project		56,930.39

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
OCTOBER 2019

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
4164	HALL, BARBARA A.	JULY-SEPTEMBER MEDICARE PART B REIMB	406.50	
4165	HONEYWELL	METER STOCK	2,492.40	
4165	HONEYWELL	METER STOCK	246.24	
4166	KRUEGER, WILLIAM E	EMPLOYMENT LAW CONFERENCE	53.39	
4166	KRUEGER, WILLIAM E	COMMUNICATOR SEMINAR	15.21	
4167	MCMASTER-CARR SUPPLY COMPANY	FBR SUPPLIES	556.66	
4168	PANTALEON, SOCORRO	FONTANA CHAMBER OF COMMERCE	20.00	
4169	PRUITT, BARBARA J	JULY-SEPTEMBER MEDICARE PART B REIMB	406.50	
4170	SALLENDER, PAULETTE	JULY-SEPTEMBER MEDICARE PART B REIMB	406.50	
4171	SANDER, THOMAS O	JULY-SEPTEMBER MEDICARE PART B REIMB	406.50	
4172	SIKORSKI, KENNETH	JULY-SEPTEMBER MEDICARE PART B REIMB	406.50	
4173	SPIK, LINDA M	JULY-SEPTEMBER MEDICARE PART B REIMB	568.80	
4174	WESTBROOK, LAURA	JULY-SEPTEMBER MEDICARE PART B REIMB	406.50	
4175	GENERAL PUMP COMPANY INC	Zone 4-1 Booster 2	630.00	
4175	GENERAL PUMP COMPANY INC	Zone 2-3 Booster 1 Repair	11,388.87	
4175	GENERAL PUMP COMPANY INC	FBR BUSTER PUMP 110 B	1,050.00	
4175	GENERAL PUMP COMPANY INC	FBR Influent Pump A	6,682.07	
4175	GENERAL PUMP COMPANY INC	GAC Booster 1	5,844.80	
76443	AEROTEK INC	OUTSIDE LABOR	3,149.60	
76443	AEROTEK INC	OUTSIDE LABOR	347.60	
76443	AEROTEK INC	OUTSIDE LABOR	1,086.65	
76444	ASBCSD	MEETING-NASEEM/SOCORRO	34.00	
76444	ASBCSD	MEETING-NASEEM/SOCORRO	34.00	
76445	BC RENTALS, INC	REPAIRS/MAINTENACE	535.47	
76446	BOOT BARN INC	UNIFORMS-BOSTAN/A.LOPEZ	151.11	
76446	BOOT BARN INC	UNIFORMS-BOSTAN/A.LOPEZ	200.00	
76447	CED CREDIT OFFICE	REPAIRS/MAINTENANCE	81.43	
76447	CED CREDIT OFFICE	REPAIRS/MAINTENANCE	919.80	
76447	CED CREDIT OFFICE	REPAIRS/MAINTENANCE	491.62	
76447	CED CREDIT OFFICE	REPAIRS/MAINTENANCE	123.37	
76447	CED CREDIT OFFICE	REPAIRS/MAINTENANCE	186.30	
76448	CITY OF RIALTO	SEPTEMBER UTILITY USER TAX	60,737.34	
76448	CITY OF RIALTO	SEPTEMBER UTILITY USER TAX	(128.09)	
76449	CITY OF RIALTO-ALARM PROGRAM	ALARM FEES	25.90	
76450	CITY OF SAN BERNARDINO	BLF WATER	34.30	
76451	CLIFTON LARSON ALLEN	CONSULTANTS-TREASURERS REPORTS	5,000.00	
76452	COLTON PUBLIC UTILITIES	WELL 18A ELECTRIC	328.60	
76453	GEOTEK INC	CONTRACTOR LABOR		1,742.50
76454	GRAINGER INC	REPAIRS/MAINTENANCE	99.84	
76454	GRAINGER INC	REPAIRS/MAINTENANCE	82.07	
76455	INFOSEND INC	BILLS PRINTING/POSTAGE-JULY	3,312.92	
76455	INFOSEND INC	BILLS PRINTING/POSTAGE-AUGUST	2,987.58	
76455	INFOSEND INC	BILLS PRINTING/POSTAGE-JULY	9,760.43	
76455	INFOSEND INC	BILLS PRINTING/POSTAGE-AUGUST	8,849.13	
76456	INMARK-PRECISION SIGNS	OFFICE SUPPLIES	52.04	
76457	MV CHENG & ASSOCIATES INC	CONSULTANTS-AUGUST	10,281.25	
76457	MV CHENG & ASSOCIATES INC	CONSULTANTS-AUGUST	5,285.00	
76458	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	116.86	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
OCTOBER 2019

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
76458	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	195.08	
76458	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	87.14	
76459	QUINN COMPANY	EQUIPMENT MAINTENANCE	679.59	
76460	R&S OVERHEAD DOORS OF INLAND EMPIRE	VANDALISM REPAIRS	538.75	
76461	RIALTO WATER SERVICES	WATER-WELL #16	30.42	
76462	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	8.00	
76463	SO CALIFORNIA EDISON	BLF EAST COMPLEX ELECTRIC BILL	157.40	
76464	STATE OF CALIFORNIA FRANCHISE TAX	EMPLOYEE PAYMENT	404.07	
76466	LOCAL AGENCY INVESTMENT FUND	CONFERENCE-SHAMINDRA MANBAHAL	150.00	
76467	AIRGAS USA LLC	SHOP SUPPLIES-METERS	77.53	
76468	AT&T	WTP MAIN LINE	268.43	
76468	AT&T	WTP FAX LINE	229.69	
76468	AT&T	WTP FIRE SERVICE LINE	450.29	
76468	AT&T	TELEMETRY LINE	134.51	
76468	AT&T	CIRCUIT LINES	881.82	
76468	AT&T	CIRCUIT LINES	857.33	
76468	AT&T	OFFICE LINES	1,734.66	
76468	AT&T	OFFICE MAIN LINE	5,943.67	
76468	AT&T	SOUTH SYSTEM OPERATIONS BUILDING	661.06	
76469	AT&T INTERNET	INTERNET SERVICE	74.25	
76470	AT&T LONG DISTANCE	OFFICE/WTP LONG DISTANCE BILL	73.39	
76470	AT&T LONG DISTANCE	OFFICE/WTP LONG DISTANCE BILL	60.60	
76471	AT&T MOBILITY	CELL PHONES	23.44	
76472	BEARCOM COMMUNICATIONS INC	COMMUNICATION EQUIPMENT REPAIR	300.00	
76473	CALIFORNIA SOCIETY OF MUNI FINANCE (CSMFO CONFERENCE REGISTRATION	735.00	
76473	CALIFORNIA SOCIETY OF MUNI FINANCE (CSMFO CONFERENCE REGISTRATION	585.00	
76473	CALIFORNIA SOCIETY OF MUNI FINANCE (CSMFO CONFERENCE REGISTRATION	585.00	
76474	CINTAS CORPORATION	JANITORIAL SERVICES	358.69	
76475	CITY OF RIALTO	ASSESSMENT FEES PARCEL	2.05	
76475	CITY OF RIALTO	ASSESSMENT FEES PARCEL	2.05	
76476	COLONIAL SUPPLEMENTAL INSURANCE	EMPLOYEES INSURANCE PREMIUMS	2,819.17	
76477	CORE & MAIN LP	SHOP SUPPLIES-METERS	385.44	
76478	EMPLOYEE RELATIONS	HUMAN RESOURCES RECRUITMENT	351.90	
76479	FAST SERVICE	SATELITE LOCATION PAYMENT	302.00	
76480	FMB TRUCK OUTFITTERS, INC.	EQUIPMENT REPAIR/MAINTENANCE	264.58	
76481	GRAINGER INC	PRODUCTION REPAIR/MAINTENANCE	143.31	
76481	GRAINGER INC	FBR SUPPLIES	811.95	
76482	HARDY & HARPER	PARKING STRIPING CUSTOMER SERVICE		968.00
76483	HERNANDEZ, KENNY J	MAXIMO CONFERENCE EXPENSES	206.35	
76484	INLAND EMPIRE UTILITIES AGENCY	WATER	70,392.80	
76484	INLAND EMPIRE UTILITIES AGENCY	WATER	76,240.80	
76485	KNAPP & ASSOCIATES, INC.	ENGINEERING SERVICES		4,900.00
76486	LEGAL SHIELD	EMPLOYEES SERVICES PREMIUMS	630.85	
76487	LIEBERT CASSIDY WHITMORE	HUMAN RESOURCES TRAINING	525.00	
76488	NED'S OIL SALES INC	PRODUCTION REPAIR/MAINTENANCE	41.90	
76488	NED'S OIL SALES INC	PRODUCTION REPAIR/MAINTENANCE	4.17	
76488	NED'S OIL SALES INC	SHOP SUPPLIES	37.39	
76489	OCCUPATIONAL HEALTH CENTERS OF CAL	HUMAN RESOURCES SERVICES	103.00	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
OCTOBER 2019

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
76490	PACK N MAIL	SATELITE LOCATION PAYMENT	189.00	
76491	PEP BOYS	VEHICLE MAINTENANCE	58.55	
76492	RIALTO WATER SERVICES	OFFICE WATER	134.54	
76493	ROAD READY REGISTRATION INC	DMV TITLES TRANSFER	560.00	
76494	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION REPAIR/MAINTENANCE	109.00	
76495	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	8.00	
76496	SB COUNTY FIRE PROTECTION DISTRICT	WELL #30 PERMIT FEES	420.00	
76496	SB COUNTY FIRE PROTECTION DISTRICT	WELL 18A PERMIT FEES	420.00	
76496	SB COUNTY FIRE PROTECTION DISTRICT	WELL #42 PERMIT FEES	420.00	
76497	SO CALIFORNIA EDISON	WTP ELECTRIC	55,887.67	
76498	SOUTH COAST AQMD	EMISSIONS FEES	136.40	
76499	TIME WARNER CABLE	CABLE/INTERNET SERVICES	117.58	
76500	VERIZON WIRELESS PHONES	SERVICE AND EQUIPMENT	4,211.36	
76500	VERIZON WIRELESS PHONES	CELL PHONE	53.63	
76500	VERIZON WIRELESS PHONES	SERVICE AND EQUIPMENT	186.89	
76500	VERIZON WIRELESS PHONES	SERVICE AND EQUIPMENT	700.33	
76501	YO FIRE	PRODUCTION REPAIR/MAINTENANCE	59.26	
76502	A.V.H. ASSOCIATES	CONTINGENCY REFUND		720.00
76503	AGENCY ETA INC.	CONTRACTS/LICENSING	1,300.00	
76504	AIRGAS USA LLC	METERS-SHOP SUPPLIES	120.70	
76505	AT&T	WTP TELEMETRY LINE	185.58	
76506	BC RENTALS, INC	MAINTENANCE SUPPLIES	152.28	
76507	BERTOLINE, GINA E	AMERICAN PAYROLL ASSOC MEETING	36.01	
76508	BOOT BARN INC	SAFETY BOOTS- ROBERT TEETER	134.02	
76508	BOOT BARN INC	SAFETY BOOTS-CLIFF RAY	200.00	
76509	CALTEC CORP.	FOYER RENOVATION PROJECT		82,965.65
76510	CEMEX INC	SHOP SUPPLIES	342.16	
76511	CITY OF RIALTO	ASSESSMENT FEES	20.61	
76511	CITY OF RIALTO	ASSESSMENT FEES	20.61	
76512	CITY OF RIALTO	TRAILER PERMIT FEE		1,521.90
76513	CITY OF SAN BERNARDINO	BLF WATER	36.30	
76514	CLEAN CUT LANDSCAPE	CONTINGENCY/METER BOX REFUNDS		350.00
76514	CLEAN CUT LANDSCAPE	CONTINGENCY/METER BOX REFUNDS		416.52
76515	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	233.50	
76515	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	474.28	
76515	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	27.93	
76516	DSJB RIALTO	METER BOX REFUND		1,350.00
76517	EL-CO CONTRACTORS INC	CONTRACTOR LABOR		200,183.05
76518	FIRST AMERICAN TITLE COMPANY	TITLE REPORT FOR APN 0239-041-23	400.00	
76519	HILDA GUZMAN	TURF REPLACEMENT REBATE	1,230.00	
76520	INLAND EMPIRE CHAPTER APA	AMERICAN PAYROLL ASSOC MEMBERSHIP	40.00	
76521	KONICA MINOLTA BUSINESS SOLUTIONS I	COPIER MAINTENANCE	886.08	
76522	MIKE ROQUET CONSTRUCTION, INC.	STREET REPAIRS	120,857.40	
76525	Q AIR-CALIFORNIA	FBR SUPPLIES	3,788.52	
76526	QUINN COMPANY	BACKHOE REPAIR	786.11	
76527	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION REPAIRS/MAINTENANCE	260.18	
76527	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION REPAIRS/MAINTENANCE	16.87	
76527	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION REPAIRS/MAINTENANCE	124.54	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
OCTOBER 2019

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
76527	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION REPAIRS/MAINTENANCE	85.91	
76527	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION REPAIRS/MAINTENANCE		10,929.38
76528	SEDRAK, AMAL	CIVIL ENGINEER LICENSE RENEWAL	115.00	
76529	SO CALIFORNIA EDISON	SOUTH END SHOP ELECTRIC	73.81	
76529	SO CALIFORNIA EDISON	WELL #22 ELECTRIC	10.42	
76529	SO CALIFORNIA EDISON	WELL# 17 / 19920 COUNTRY CLUB ELECTRIC	261.82	
76529	SO CALIFORNIA EDISON	WELL# 17 / 19920 COUNTRY CLUB ELECTRIC	213.91	
76529	SO CALIFORNIA EDISON	WELL 11X ELECTRIC	50.67	
76530	THE GAS COMPANY	OFFICE GAS	17.39	
76531	USA BLUEBOOK	FBR CHEMICALS	1,203.61	
76532	VERIZON CONNECT NWF INC	CONTRACTS/LICENSING	616.82	
76533	VORTEX INDUSTRIES INC	ARSENIC PLANT REPAIRS/MAINTENANCE	6,586.20	
76535	AQUA-METRIC SALES CO	INVENTORY	21,548.81	
76536	BRENNER - FIEDLER & ASSOCIATES	WTP REPAIRS/MAINTENANCE	3,414.42	
76537	CALTEC CORP.	CONTRACTOR LABOR		54,232.43
76538	CHANDI & KARAN LLC	DEPOSIT REFUND		10.00
76539	EMPIRE LAND LLC	DEPOSITS REFUND		500.00
76539	EMPIRE LAND LLC	DEPOSITS REFUND		40,600.00
76539	EMPIRE LAND LLC	DEPOSITS REFUND		8,850.00
76540	JOHN R BYERLY INC	ENGINEERING SERVICES		8,274.50
76541	KNOWLAND CONSTRUCTION SERVICES IN	CONTRACTOR LABOR		4,312.00
76542	MURPHY, RONALD	JULY-SEPTEMBER MEDICARE PART B REIMB	406.50	
76543	PACE, JOYCE E	JULY-SEPTEMBER MEDICARE PART B REIMB	406.50	
76544	RUHNAU CLARKE ARCHITECTS	ENGINEERING SERVICES		154.17
76545	SC COMMERCIAL LLC	UNLEADED GASOLINE	11,446.42	
76546	SCHNEIDER ELECTRIC SYSTEMS INC	I/A SERIES MAGNETIC FLOW METER	2,097.66	
76547	SHERAZ, ZAHOOR	CUSTOMER REFUND	150.53	
76548	SILVIA ZAVALA	TURF REPLACEMENT REBATE	662.00	
76549	TSAI, LINDA H.K	JANUARY-SEPTEMBER MEDICARE PART B REIMB	1,219.50	
76550	TSAI, LON S	JANUARY-SEPTEMBER MEDICARE PART B REIMB	1,219.50	
76551	YO FIRE	INVENTORY	18,598.49	
76552	NEIL WAYNE CLIFTON	Clifton Engineering SWIIFT Basin Project	12,400.00	
76553	TOTAL PLAN OF THE INLAND EMPIRE	Office Furniture for Rosa Gutierrez	2,451.31	
76554	SUZAN CAREY	CUSTOMER REFUND	69.35	
SUBTOTALS			955,882.09	549,780.79
GRAND TOTAL			1,505,662.88	1,505,662.88

**WEST VALLEY WATER DISTRICT
PAYROLL GROSS WAGES
FISCAL YEAR 2019 - 2020**

Report Month	Description	From	To	Gross Wages Paid
July 2019	Pay Period #14	06/14/19	06/28/19	294,891.84
July 2019	Monthly Pay Period #7	06/01/19	06/30/19	6,953.10
July 2019	Manual Check	06/28/19	07/12/19	1,093.93
July 2019	Manual Check	06/28/19	07/12/19	6,052.00
July 2019	Manual Check	06/28/19	07/12/19	5,832.62
July 2019	Pay Period #15	06/28/19	07/12/19	298,232.04
Total for July 2019				613,055.53
August 2019	Pay Period #16	07/12/19	07/26/19	291,405.81
August 2019	Monthly Pay Period #8	07/01/19	07/31/19	6,953.10
August 2019	Supplemental Payroll	07/12/19	07/26/19	163.17
August 2019	Pay Period #17	07/26/19	08/09/19	303,037.85
August 2019	Pay Period #18	08/09/19	08/23/19	311,612.04
Total for August 2019				913,171.97
September 2019	Monthly Pay Period #9	08/01/19	08/31/19	6,791.40
September 2019	Pay Period #19	08/23/19	09/06/19	303,532.86
September 2019	Pay Period #20	09/06/19	09/20/19	302,357.04
Total for September 2019				612,681.30
October 2019	Monthly Pay Period #10	09/01/19	09/30/19	6,629.70
October 2019	Pay Period #21	09/20/19	10/04/19	304,038.46
October 2019	Supplemental Payroll	various	09/20/19	7,368.91
October 2019	Pay Period #22	10/04/19	10/18/19	305,086.01
October 2019	Manual Check	10/18/19	10/30/19	2,650.72
October 2019	Safety Pays		10/31/19	5,017.95
Total for October 2019				630,791.75

**WEST VALLEY WATER DISTRICT
EFT AND PAYROLL ITEMS
OCTOBER 2019**

Date	Item	Check No. or EFT	Amount
10/02/19	Monthly Pay Period #10	none	
10/10/19	Pay Period #21	8610 - 8614	8,414.88
10/10/19	Supplemental Payroll	none	
10/24/19	Pay Period #22	8615 - 8618	5,592.34
10/30/19	Manual Check	8619	1,868.82
10/31/19	Safety Pays	8620 - 8632	650.00
	Total Checks		<u>16,526.04</u>
10/02/19	Monthly Pay Period #10 Direct Deposits	EFT	5,813.01
10/02/19	Federal Tax Withheld Social Security & Medicare	EFT	1,179.19
10/02/19	State Tax Withheld	EFT	96.14
10/10/19	Pay Period #21 Direct Deposits	EFT	200,839.05
10/10/19	Federal Tax Withheld Social Security & Medicare	EFT	73,197.47
10/10/19	State Tax Withheld and State Disability Insurance	EFT	13,976.32
10/10/19	Lincoln Deferred Compensation Withheld	EFT	14,201.78
10/10/19	Lincoln - Employer Match Benefit	EFT	3,425.00
10/10/19	Lincoln - 401a Employer Match Benefit	EFT	192.50
10/10/19	Nationwide Deferred Compensation Withheld	EFT	2,084.20
10/10/19	Nationwide - Employer Match Benefit	EFT	525.00
10/10/19	Nationwide - 401a Employer Match Benefit	EFT	200.00
10/10/19	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	25,812.48
10/10/19	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	17,972.15
10/10/19	California State Disbursement	EFT	1,378.91
10/10/19	California Employment Development Department	EFT	175.00
10/10/19	Supplemental Payroll Direct Deposit (Retroactive Pay - 3 employees)	EFT	4,737.49
10/10/19	Federal Tax Withheld Social Security & Medicare	EFT	2,220.90
10/10/19	State Tax Withheld and State Disability Insurance	EFT	506.42
10/24/19	Pay Period #22 Direct Deposits	EFT	202,614.33
10/24/19	Federal Tax Withheld Social Security & Medicare	EFT	74,316.06
10/24/19	State Tax Withheld and State Disability Insurance	EFT	14,959.12
10/24/19	Lincoln Deferred Compensation Withheld	EFT	13,996.05
10/24/19	Lincoln - Employer Match Benefit	EFT	3,450.00
10/24/19	Lincoln - 401a Employer Match Benefit	EFT	192.50
10/24/19	Nationwide Deferred Compensation Withheld	EFT	2,084.20
10/24/19	Nationwide - Employer Match Benefit	EFT	525.00
10/24/19	Nationwide - 401a Employer Match Benefit	EFT	200.00
10/24/19	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	25,196.50
10/24/19	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	17,141.77
10/24/19	California State Disbursement	EFT	1,378.91
10/24/19	California Employment Development Department	EFT	175.00
10/30/19	Federal Tax Withheld Social Security & Medicare	EFT	740.69
10/30/19	State Tax Withheld and State Disability Insurance	EFT	146.41
10/31/19	Safety Pays Payroll Direct Deposit	EFT	2,500.00
10/31/19	Federal Tax Withheld Social Security & Medicare	EFT	1,872.03
10/31/19	State Tax Withheld and State Disability Insurance	EFT	380.02
	Total EFT		<u>730,401.60</u>
	Grand Total Payroll Cash		<u>746,927.64</u>



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: RECEIVE AND FILE MONTHLY FINANCIAL REPORT AS OF
OCTOBER 2019

BACKGROUND:

The Board of Directors have requested the Monthly Financial Status report be presented to the Board at a previous meeting for receive and file action. The report will be produced from the new accounting system Incode and be given to the Board on a monthly basis.

DISCUSSION:

The Monthly Financial Status report as of October 2019 summarizes the District's revenue categories and as well expenditures for all departments. The original total budget includes the adopted budget. Current total budget includes the adopted budget plus any budget amendments or adjustments made during the year. Period activity column represents activity for October 2019. Fiscal activity column represents the year to date activity or transactions that have been recorded in the general ledger from the beginning of the fiscal year July 1st through October 31st. The encumbrance column represents the monies that have been encumbered via a purchase order that have yet to be spent or paid. The Percent used column represents the percentage of the Current Budget that has been collected (Revenue) or spent (Expenditure).

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Staff recommends the Board of Directors to receive and file the Monthly Financial Status report ending October 31, 2019.

Respectfully Submitted,



Clarence Mansell Jr, General Manager

SM:ce

ATTACHMENT(S):

1. 2019 Monthly Budget vs Actual Report October 2019



West Valley Water District, CA

Budget Report Group Summary

For Fiscal: 2019-2020 Period Ending: 10/31/2019

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Revenue							
4000 - Water consumption sales	17,077,918.00	17,077,918.00	1,592,894.98	7,064,375.87	0.00	-10,013,542.13	41.37 %
4010 - Water service charges	6,999,071.00	6,999,071.00	574,323.32	2,372,790.39	0.00	-4,626,280.61	33.90 %
4020 - Other operating revenue	3,683,235.00	3,683,235.00	161,884.91	1,116,326.03	0.00	-2,566,908.97	30.31 %
4030 - Property Taxes	1,970,000.00	1,970,000.00	0.00	0.00	0.00	-1,970,000.00	0.00 %
4040 - Interest & Investment Earnings	375,000.00	375,000.00	0.00	260,322.60	0.00	-114,677.40	69.42 %
4050 - Rental Revenue	30,000.00	30,000.00	2,879.34	11,517.36	0.00	-18,482.64	38.39 %
4060 - Grants and Reimbursements	0.00	0.00	0.00	55,331.53	0.00	55,331.53	0.00 %
4080 - Other Non-Operating Revenue	11,800.00	11,800.00	2,048.46	5,727.27	0.00	-6,072.73	48.54 %
8200 - Capacity Charges	0.00	0.00	183,155.00	1,217,978.00	0.00	1,217,978.00	0.00 %
Revenue Total:	30,147,024.00	30,147,024.00	2,517,186.01	12,104,369.05	0.00	-18,042,654.95	40.15 %

Budget Report

For Fiscal: 2019-2020 Period Ending: 10/31/2019

Department	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Expense							
5110 - Source Of Supply	1,682,292.00	1,682,292.00	167,305.06	180,337.94	0.00	1,501,954.06	10.72 %
5210 - Production	3,227,110.00	3,227,110.00	126,807.96	692,780.23	39,877.66	2,494,452.11	22.70 %
5310 - Water Quality	667,679.00	667,679.00	32,289.63	152,468.89	1,956.74	513,253.37	23.13 %
5320 - Water Treatment - Perchlorate	601,600.00	601,600.00	2,270.04	51,093.22	3,865.76	546,641.02	9.14 %
5350 - Water Treatment - FBR/FXB	2,314,210.00	2,314,210.00	90,817.51	460,315.82	240,244.09	1,613,650.09	30.27 %
5390 - Water Treatment - Roemer/Arsenic	1,840,730.00	1,840,730.00	138,210.12	503,377.66	257,942.08	1,079,410.26	41.36 %
5410 - Maintenance - T & D	2,427,170.00	2,427,170.00	251,365.67	635,787.71	363,535.24	1,427,847.05	41.17 %
5420 - Asset Management	422,570.00	422,570.00	30,530.57	128,933.59	0.00	293,636.41	30.51 %
5510 - Customer Service	847,550.00	847,550.00	53,290.71	289,365.83	5,282.15	552,902.02	34.76 %
5520 - Meter Reading	1,160,926.00	1,160,926.00	55,740.08	267,619.51	19,442.30	873,864.19	24.73 %
5530 - Billing	529,525.00	529,525.00	50,707.10	129,806.70	0.00	399,718.30	24.51 %
5610 - Administration	2,361,280.00	2,361,280.00	138,569.80	522,661.07	12,582.17	1,826,036.76	22.67 %
5615 - General Operations	2,734,890.00	2,734,890.00	69,719.00	666,536.11	96,729.70	1,971,624.19	27.91 %
5620 - Accounting	777,983.00	777,983.00	51,665.17	242,413.86	0.00	535,569.14	31.16 %
5630 - Engineering	-12,308.00	-12,308.00	101,113.29	390,551.18	0.00	-402,859.18	-3,173.15 %
5640 - Business Systems	1,225,074.00	1,225,074.00	61,569.06	258,540.51	45,442.26	921,091.23	24.81 %
5645 - GIS	150,200.00	150,200.00	0.00	1,255.96	0.00	148,944.04	0.84 %
5650 - Board Of Directors	226,350.00	226,350.00	13,494.96	64,080.63	0.00	162,269.37	28.31 %
5660 - Human Resources/Risk Management	809,684.00	809,684.00	39,958.05	164,422.32	6,890.00	638,371.68	21.16 %
5680 - Purchasing	462,390.00	462,390.00	26,026.84	107,046.48	524.51	354,819.01	23.26 %
5710 - Public Affairs	1,115,252.00	1,115,252.00	83,690.34	330,565.34	28,480.07	756,206.59	32.19 %
5720 - Grants & Rebates	146,000.00	146,000.00	2,192.00	2,847.53	0.00	143,152.47	1.95 %
5730 - Water Resources Management	340,060.00	340,060.00	12,400.00	12,400.00	87,600.00	240,060.00	29.41 %
5740 - HydroSTEM	99,650.00	99,650.00	0.00	1,500.00	0.00	98,150.00	1.51 %
6200 - Interest Expense	974,350.00	974,350.00	0.00	226,390.53	0.00	747,959.47	23.24 %
8000 - Capital	19,527,628.00	19,527,628.00	527,735.93	527,735.93	2,670,711.50	16,329,180.57	16.38 %
Expense Total:	46,659,845.00	46,659,845.00	2,127,468.89	7,010,834.55	3,881,106.23	35,767,904.22	23.34 %
Report Surplus (Deficit):	-16,512,821.00	-16,512,821.00	389,717.12	5,093,534.50	-3,881,106.23	17,725,249.27	-7.34 %



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: SB-998 DISCONTINUATION OF RESIDENTIAL WATER SERVICE:
 URBAN AND COMMUNITY WATER SYSTEMS. (2017-2018)

BACKGROUND:

Intended to minimize the number of Californians who lose access to water service due to their inability to pay, Senate Bill 998 (“SB 998”) provides additional procedural protections before residential water service can be discontinued. These protections apply to water service provided by an “urban and community water system,” a “public water system,” and an “urban water supplier” as those terms are defined. Among other things, SB 998 requires specified water providers to have a written policy on discontinuation of services, prohibits discontinuance until accounts are at least 60 days delinquent, requires 7 business days’ notice before discontinuance, and prohibits discontinuance when doing so would pose a serious threat to the health and safety of a resident if the customer demonstrates an inability to pay and is willing to make payments via alternative methods.

DEFINITIONS:

SB 998 defines a “public water system” as a system for the provision of water that has at least 15 service connections or serves at least 25 individuals at least 60 days out of the year.¹ An “urban and community water system” is defined as a public water system that supplies water to more than 200 service connections,² and an “urban water supplier” is defined as a supplier of water for municipal purposes to more than 3,000 customers.³

Both urban water suppliers and urban and community water systems that are regulated by the Public Utilities Commission (“PUC”) must comply with SB 998 starting on February 1, 2020, but urban and community water systems not regulated by the PUC must comply with SB 998 starting on April 1, 2020.⁴

New Procedures Applicable to Urban and Community Water Systems

SB 998 requires all “urban and community water systems” to have a written policy on the discontinuation of residential service and translated into other languages as necessary. This policy must be posted on the system’s website and contain a plan for deferred or reduced payments, alternative payment schedules, appeal/contest procedures, and a phone number for customers to call to avert discontinuation.⁵

Further, “urban and community water systems” (“water systems”) cannot discontinue residential water service due to non-payment until the customer has been delinquent for at least 60 days, and

notice of discontinuance is given at least 7 business days beforehand.⁶ This notice must contain, among other things, the amount of the delinquency, the date payment is required to avoid discontinuance, a description of the process to apply for an extension or to appeal the bill, and the procedure to request an alternative payment procedure.⁷ Further, the system must provide to the residential customer its service discontinuation policy and offer to discuss options to avert discontinuation of service.⁸ If the water system is unable to make contact with the customer by telephone and the notice of discontinuance is returned through the mail as undeliverable, the water system must make a good faith effort to visit the residence and post the notice at the residence.⁹

Water systems cannot discontinue residential water service for non-payment if:

1. The customer submits certification from a primary care provider that discontinuance would be life-threatening or pose a serious threat to the health and safety of a resident;
2. The customer demonstrates he/she is financially unable to pay within the water system's normal billing cycle; and
3. The customer is willing to enter into an alternative payment schedule.¹⁰

Water systems that discontinue residential service must also provide information on how to restore service.¹¹ Where the customer demonstrates household income below 200 percent of the federal poverty line, water systems cannot charge a reconnection fee exceeding \$50 during normal hours or a reconnection fee exceeding \$150 for after-hours reconnections.¹²

Where the water system customer is the landlord and not the actual occupant of the residence, the water system must every good faith effort to notify the actual resident that the water account is in arrears and that service will be terminated at least 10 days prior to termination.¹³ Finally, water systems must report the number of annual disconnections of residential service due to inability to pay on its website and to the State Water Resources Control Board.¹⁴

BILL MESSAGE:

WVWD is changing its billing process in accordance to SB 998. The change will mainly impact ~~about~~ residential customer's billing cycle and providing customers the ability to enter into an alternative payment schedule. The change will take effect in February 1, 2020. If you need more information about SB 998 please contact our Customer Service during business hours.

CURRENT BILLING PROCESS:

WVWD reads meters according to routes based on service address. Bills will be due on or about the same day each month. Customers have 21 days to pay their bill before it becomes past due. After the bill is past due, an Important Notice Postcard is generated with a grace period allowing customers an additional 7 days to pay before a \$20 late fee is charged. Once a late fee is charged, an Urgent Notice Letter is generated with an additional 7 days to pay before an order to disconnect service is generated. If payment is still not received, then a \$50 disconnection fee is charged and the Meter Department will disconnect service. In addition, delinquent customers will receive an automated phone call from the District when the \$20 late fee and \$50 disconnection fee is charged.

Respectfully Submitted,

Clarence C. Mansell Jr.

Clarence Mansell Jr, General Manager



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: ADOPTING RESOLUTION 2019-26 FOR ORGANIZATIONAL
IMPROVEMENT AND TRANSPARENCY

BACKGROUND

West Valley Water District must demonstrate to its ratepayers, the public, and other key stakeholders, its commitment to operate in a sound, responsible manner, with ratepayer's best interests in mind, with transparency throughout the organization. The District wishes to improve upon the areas of governance, board conduct, fiscal responsibility, and transparency.

DISCUSSION:

The District will seek to accomplish the District of Distinction Accreditation (Platinum Level) offered by the Special District Leadership Foundation.

FISCAL IMPACT:

Fiscal impact yet to be determined.

STAFF RECOMMENDATION:

Respectfully Submitted,

Clarence Mansell Jr, General Manager

PMB

ATTACHMENT(S):

1. Resolution No. 2019-XX - District of Distinction Certification

**RESOLUTION NO. 2019-26
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WEST VALLEY WATER DISTRICT APPROVING
PARTICIPATION OF THE SPECIAL DISTRICT LEADERSHIP PLATIMUN LEVEL
DISTRICT DISTINCTION ACCREDITATION TO IMPROVE UPON THE AREAS OF
GOVERNANCE, BOARD CONDUCT, FISCAL RESPONSIBILITY, AND
TRANSPARENCY**

WHEREAS, the West Valley Water District (“District”) must demonstrate to its ratepayers, the public, and other key stakeholders, its commitment to operate in a sound, responsible manner, with ratepayer’s best interests in mind, with transparency throughout the organization; and

WHEREAS, the District wishes to improve upon the areas of governance, board conduct, fiscal responsibility, transparency; and

WHEREAS, the District wishes to showcase its understanding of, and respect for, its responsibilities inherent in providing essential public services; and

WHEREAS, the District wishes to improve upon itself through its consciousness of the ever-changing operating environment by having current and relevant policies and procedures in place that properly support the organization and conform to all statutes and regulations under governing laws.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT DOES HEREBY ORDAIN AS FOLLOWS:

- SECTION 1.** The District will acknowledge and communicate its full intent to achieve the District of Distinction Accreditation (Platinum Level) offered by the Special District Leadership Foundation.
- SECTION 2.** The District will provide all required resources, to include: fiscal, personnel, and management oversight, in the pursuit and completion of the accreditation.
- SECTION 3** The Board will place an emphasis on continuing education completed by having each of the district’s board members and executive staff trained in ethics, governance and leadership as required by the accreditation.

ADOPTED, SIGNED AND APPROVED THIS 19th DAY OF DECEMBER, 2019 BY THE FOLLOWING VOTE:

**AYES: DIRECTORS:
NOES: DIRECTORS:**

ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:

Channing Hawkins
President of the Board of Directors of the
West Valley Water District

ATTEST:

Crystal Escalera
Board Secretary



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: RESOLUTION 2019-27 APPROVING A TEMPORARY FREEZE ON
HIRING DISTRICT PERSONNEL

DISCUSSION:

West Valley Water District will commence with a temporary freeze on hiring of District personnel. The District will undertake its fiduciary responsibility to ensure recruitment and staffing of District personnel is being conducted in accordance with District policy, procedures, and to the expectation of District ratepayers. The District will assess its current state of staffing levels and staffing procedures within the district.

FISCAL IMPACT:

No Fiscal Impact

STAFF RECOMMENDATION:

Respectfully Submitted,

Clarence Mansell Jr, General Manager

PMB

ATTACHMENT(S):

1. Resolution No. 2019-XX - Ban On Recruitment And Staffing

**RESOLUTION NO. 2019-27
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WEST VALLEY WATER DISTRICT APPROVING
A TEMPORARY FREEZE ON HIRING OF DISTRICT PERSONNEL**

WHEREAS, the West Valley Water District (“District”) must undertake its fiduciary responsibility to ensure recruitment and staffing of District personnel is being conducted in accordance with District policy, procedures, and to the expectation of District ratepayers; and

WHEREAS, the District will assess its current state of staffing levels and staffing procedures within the district.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS
OF THE WEST VALLEY WATER DISTRICT DOES HEREBY ORDAIN AS FOLLOWS:**

SECTION 1. The District hereby puts forth a temporary ban, with exceptions, on recruitment and staffing efforts in the hiring of new personnel into the District, or the promotion and/or transfer of existing personnel within the District. This temporary ban may only be lifted by a duly adopted resolution of the Board reenacting the recruitment and staffing efforts of the District.

SECTION 2. It is hereby understood that the following exceptions apply to the ban on recruitment and staffing efforts of the District:

- 1) Critical Positions: Should the vacancy of any position be deemed as critical to the safe and effective operations of the District, the General Manager may present to the Board for approval to resume recruitment and staffing efforts, internal transfers, or promotions for that position only. The Board must approve any request to commence recruitment and staffing, internal transfers, or promotional efforts in order for the District to proceed.

**ADOPTED, SIGNED AND APPROVED THIS 19th DAY OF DECEMBER, 2019 BY
THE FOLLOWING VOTE:**

**AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:**

Channing Hawkins
President of the Board of Directors of the
West Valley Water District

ATTEST:

Crystal Escalera
Board Secretary

RESOLUTION NO. 2019-25

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WEST VALEY WATER DISTRICT AMENDING SCHEDULES “B”
STANDING COMMITTEES AND SCHEDULE “C” OUTSIDE MEETINGS OF
ORDINANCE NO. 85 WITH RESPECT TO COMPENSATION AND POLICIES
RELATED TO BOARD ACTIVITIES**

WHEREAS, the West Valley Water District (“District”) Board of Directors (“Board”) conducted an election of officers for the position of President; and

WHEREAS, the need to amend Schedule “B” Standing Committees and Schedule “C” Outside Meetings is necessary; and

WHEREAS, Schedule “B” is a list of Standing Committee Meetings of the Board of Directors and the designated Directors for each Committee, attached hereto; and

WHEREAS, as Schedule “C” is a list of Outside Meetings of the Board of Directors and the designated Director for each Meeting, attached hereto. Each Outside Meeting listed on Schedule “C” sets forth a primary representative and alternate representative.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT DOES HEREBY ORDAIN AS FOLLOWS:

Article 1. Superseding of Previous Enactments.

All other previous enactments providing for Board of Directors committee appointments have been superseded by this resolution. Schedules “B” & “C” may be amended from time to time by a duly adopted resolution of the Board.

ADOPTED, SIGNED AND APPROVED THIS ___ DAY OF ____, 2019 BY THE FOLLOWING VOTE:

**AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:**

**Channing Hawkins, President
Board of Directors of the
West Valley Water District**

ATTEST:

Crystal L. Escalera, Board Secretary

SCHEDULE "B"

STANDING COMMITTEES

<u>ORGANIZATION</u>	<u>DESIGNATED REPRESENTATIVE</u>
Executive Committee	President Vice President
Engineering, Operations and Planning Committee	_____ _____
External Affairs Committee	_____ _____
Finance Committee	_____ _____
Human Resources Committee	_____ _____
Safety and Technology Committee	_____ _____

**First position is the Chairperson.*

**SCHEDULE "C"
OUTSIDE MEETINGS**

<u>ORGANIZATION</u>	<u>DESIGNATED REPRESENTATIVE</u>	<u>ALTERNATE</u>
ACWA/JPIA	_____ _____	_____ _____
ACWA	All Directors	
Bloomington Municipal Advisory Council (MAC)	_____ _____	_____ _____
San Bernardino Valley Municipal Water District Board Meetings	_____	_____
San Bernardino Valley Municipal Water District Advisory Commission On Water Policy	_____ _____	_____ _____
West End Water Development Treatment and Conservation Joint Powers Authority	_____ _____	_____ _____
Western Coalition of Arid States	_____ _____	_____ _____

WEST VALLEY WATER DISTRICT

AY 2020 BOARD of DIRECTORS AND COMMITTEE/OUTSIDE MEETING MASTER CALENDAR

JANUARY

January 1, 2020	DISTRICT CLOSED (NEW YEARS DAY)
January 2, 2020	Regular Board of Directors Meeting @ 6:00 PM - CANCELLED
January 9, 2020	Special Board of Directors Meeting @ 6:00 PM
January 7, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
January 7, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
January 13, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
January 13, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
January 14, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
January 15, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
January 16, 2020	Regular Board of Directors Meeting @ 6:00 PM
January 17, 2020	WVWD Finance Committee Meeting @ 10:00 AM
January 20, 2020	DISTRICT CLOSED (MARTIN LUTHER KING JR. HOLIDAY)
January 21, 2020	WVWD All Hands Meeting @ 8:15 AM
January 21, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM

FEBRUARY

February 4, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
February 4, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
February 6, 2020	Regular Board of Directors Meeting @ 6:00 PM
February 10, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
February 10, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
February 11, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
February 17, 2020	DISTRICT CLOSED (PRESIDENT'S DAY)
February 18, 2020	WVWD All Hands Meeting @ 8:15 AM
February 18, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
February 19, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
February 20, 2020	Regular Board of Directors Meeting @ 6:00 PM
February 21, 2020	WVWD Finance Committee Meeting @ 10:00 AM

MARCH

March 3, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
March 3, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
March 5, 2020	Regular Board of Directors Meeting @ 6:00 PM
March 9, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
March 9, 1930	WVWD External Affairs Committee Meeting @ 6:20 PM
March 10, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
March 17, 2020	WVWD All Hands Meeting @ 8:15 AM
March 17, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
March 18, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
March 19, 2019	Regular Board of Directors Meeting @ 6:00 PM
March 20, 2020	WVWD Finance Committee Meeting @ 10:00 AM

WEST VALLEY WATER DISTRICT

AY 2020 BOARD of DIRECTORS AND COMMITTEE/OUTSIDE MEETING MASTER CALENDAR

APRIL

April 2, 2020	Regular Board of Directors Meeting @ 6:00 PM
April 7, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
April 7, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
April 13, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
April 13, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
April 14, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
April 15, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
April 16, 2020	Regular Board of Directors Meeting @ 6:00 PM
April 17, 2020	WVWD Finance Committee Meeting @ 10:00 AM
April 21, 2020	WVWD All Hands Meeting @ 8:15 AM
April 21, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM

MAY

May 5, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
May 5, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
May 7, 2020	Regular Board of Directors Meeting @ 6:00 PM
May 11, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
May 11, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
May 12, 2020	WVWD Finance Committee Meeting @ 10:00 AM
May 15, 2020	WVWD All Hands Meeting @ 8:15 AM
May 19, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
May 20, 2019	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
May 21, 2020	Regular Board of Directors Meeting @ 6:00 PM
May 25, 2020	DISTRICT CLOSED (MEMORIAL DAY)

JUNE

June 2, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
June 20, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
June 4, 2020	Regular Board of Directors Meeting @ 6:00 PM
June 8, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
June 8, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
June 9, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
June 16, 2020	WVWD All Hands Meeting @ 8:15 AM
June 16, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
June 17, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
June 18, 2020	Regular Board of Directors Meeting @ 6:00 PM
June 19, 2020	WVWD Finance Committee Meeting @ 10:00 AM

WEST VALLEY WATER DISTRICT

AY 2020 BOARD of DIRECTORS AND COMMITTEE/OUTSIDE MEETING MASTER CALENDAR

JULY

July 2, 2020	Regular Board of Directors Meeting @ 6:00 PM
July 3, 2020	DISTRICT CLOSED (4th OF JULY OBSERVED)
July 7, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
July 7, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
July 13, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
July 13, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
July 14, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
July 15, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
July 16, 2020	Regular Board of Directors Meeting @ 6:00 PM
July 17, 2020	WVWD Finance Committee Meeting @ 10:00 AM
July 21, 2020	WVWD All Hands Meeting @ 8:15 AM
July 21, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM

AUGUST

August 4, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
August 4, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
August 6, 2020	Regular Board of Directors Meeting @ 6:00 PM
August 10, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
August 10, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
August 11, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
August 18, 2020	WVWD All Hands Meeting @ 8:15 AM
August 18, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
August 19, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
August 20, 2020	Regular Board of Directors Meeting @ 6:00 PM
August 21, 2020	WVWD Finance Committee Meeting @ 10:00 AM

SEPTEMBER

September 1, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
September 1, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
September 3, 2020	Regular Board of Directors Meeting @ 6:00 PM
September 7, 2020	DISTRICT CLOSED (LABOR DAY)
September 8, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
September 14, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
September 14, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
September 15, 2020	WVWD All Hands Meeting @ 8:15 AM
September 15, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
September 16, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
September 17, 2020	Regular Board of Directors Meeting @ 6:00 PM
September 18, 2020	WVWD Finance Committee Meeting @ 10:00 AM

WEST VALLEY WATER DISTRICT

AY 2020 BOARD of DIRECTORS AND COMMITTEE/OUTSIDE MEETING MASTER CALENDAR

OCTOBER

October 1, 2019	Regular Board of Directors Meeting @ 6:00 PM
October 6, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
October 6, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
October 12, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
October 12, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
October 13, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
October 15, 2020	Regular Board of Directors Meeting @ 6:00 PM
October 16, 2020	WVWD Finance Committee Meeting @ 10:00 AM
October 20, 2020	WVWD All Hands Meeting @ 8:15 AM
October 20, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
October 21, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM

NOVEMBER

November 3, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
November 3, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
November 5, 2020	Regular Board of Directors Meeting @ 6:00 PM
November 9, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
November 9, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
November 10, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
November 11, 2020	DISTRICT CLOSED (VETERAN'S DAY OBSERVED)
November 17, 2020	WVWD All Hands Meeting @ 8:15 AM
November 17, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
November 18, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
November 19, 2020	Regular Board of Directors Meeting @ 6:00 PM
November 20, 2020	WVWD Finance Committee Meeting @ 10:00 AM
November 26, 2020	DISTRICT CLOSED (THANKSGIVING)

DECEMBER

December 1, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
December 1, 2020	Bloomington Municipal Advisory Council @ 6:30 PM
December 3, 2020	Regular Board of Directors Meeting @ 6:00 PM
December 8, 2020	WVWD Safety & Technology Committee Meeting @ 6:00 PM
December 14, 2020	WVWD Human Resources Committee Meeting @ 6:00 PM
December 14, 2020	WVWD External Affairs Committee Meeting @ 6:20 PM
December 15, 2020	WVWD All Hands Meeting @ 8:15 AM
December 15, 2020	SBVMWD Board of Directors Meeting @ 2:30 PM
December 16, 2020	WVWD Engineering, Operations and Planning Committee @ 6:00 PM
December 17, 2020	Regular Board of Directors Meeting @ 6:00 PM
December 18, 2020	WVWD Finance Committee Meeting @ 10:00 AM
December 24-25, 2020	DISTRICT CLOSED (CHRISTMAS HOLIDAY)



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: CONSIDER PURCHASING A 2-YARD DUMP TRUCK

BACKGROUND:

The Operations Department has budgeted for a new 2-yard dump truck in the Fiscal Year 2019/20 budget. West Valley Water District (“District”) currently operates two (2) 5-yard dump trucks and one (1) 2-yard dump truck which are shared by the five Operations Divisions. Bigger dump trucks are used for larger hauling jobs and towing trailers with large equipment such as backhoes, whereas the smaller trucks are used to haul more frequent smaller loads. The present 10-year-old 5-yard dump truck has accumulated 45,000 miles and the down time for anticipated wear and tear repairs is about one work week.

District staff has identified a need to purchase a 2-yard dump truck to reduce crew down time when hauling spoils or waiting for delivery of raw materials to multiple job sites. Unlike bigger dump trucks, Class C drivers can operate 2-yard dump trucks. More Operations staff will be able to haul materials, and to tow smaller equipment such as air compressors, vacuum trailers, pipes, fittings and welding supplies.

DISCUSSION:

On November 14, 2019, a Request for Bids (“RFB”) was issued and publicly advertised on PlanetBids. Two (2) firms – Rotolo Chevrolet Inc. (“RCI”) and Dick Dewese Chevrolet Inc. (“DDC”) – submitted bid for a 2-yard dump truck. Attached as **Exhibit A** is the RFB for a Two-Yard Dump Truck.

The two bids were as follows:

Rotolo Chevrolet Inc.	Dick Dewese Chevrolet Inc.
\$48,483.99	\$57,822.75

Based on the information received, District staff reviewed the two bids and found the lowest bid submitted by Rotolo Chevrolet Inc. to be in conformance with the requirements. Attached as **Exhibit B** are the bids submitted by RCI and DDC.

FISCAL IMPACT:

This item was included in the Fiscal Year 2019/20 Capital Budget and will be funded from project number W19047 titled "2-Yard Dump Truck" with a budget of \$50,000.00.

The District has complied with the District's purchasing policy regarding this item.

STAFF RECOMMENDATION:

Staff recommends that the Board of Directors approve the purchase of a new 2-Yard Dump Truck in the amount of \$48,483.99 from Rotolo Chevrolet Inc.

Respectfully Submitted,



Clarence Mansell Jr, General Manager

CM;jc

ATTACHMENT(S):

1. Exhibit A - RFB for Two-Yard Dump Truck
2. Exhibit B - RCI Bid and DDC Bid

EXHIBIT A



REQUEST FOR BIDS (RFB) For Two-Yard Dump Truck

INVITATION

The West Valley Water District ("District") is accepting bids from authorized distributors for the purchase of a new Two-Yard Dump Truck.

All inquiries, questions, addendums, extensions, submissions and notifications will be facilitated solely through Planet Bids. No bids shall be submitted after **4:00 p.m. on Monday, November 28, 2019**. Late qualification documents will not be accepted.

During the RFB process, contractors shall direct all questions on Planet Bids. Any other inquiries, requests, addendums will be facilitated solely through Planet Bids. Responses to questions received four (4) days prior to the RFP deadline will not be available. If there is any revision to the RFP, an addendum will be issued on Planet Bids (PB) and made available to all firms receiving RFP documents.

BACKGROUND

West Valley Water District (“District”) is a County Water District, a public agency of the State of California, organized and existing under the County Water District Law (Division 12, Section 30,000 of the Water Code) of the State of California. The District serves water to over 20,000 connections within the Cities of Rialto, Fontana, Colton, Jurupa Valley (Riverside County) and to unincorporated areas of San Bernardino County. The District’s service area includes a large amount of undeveloped land which is described in various specific plans.

The District’s distribution system includes eight pressure zones which are divided into a northern and southern system with the City of Rialto serving the area in between. The system includes 72.61 million gallons of storage capacity, 12 booster pump stations, 17 active production wells, several treatment facilities and over 150 miles of transmission lines.

Water supplies include groundwater from District wells in 4 groundwater basins, from imported State Water Project water and Lytle Creek surface flows treated at the Oliver P. Roemer Water Filtration Facility, from water purchased through the Base Line Feeder pipeline and from groundwater treated at our new Groundwater Wellhead Treatment System.

INTRODUCTION

The District anticipates the need for one new two-yard dump truck. The equipment shall be either a new 2019 or 2020 model and meet all minimum specifications. Any additions, deletions or variations from the following specifications contained in this bid must be noted or the bid will be rejected.



SCHEDULE OF EVENTS

- | | |
|------------|---|
| 11/14/2019 | Issuance of Request for Bids |
| 11/21/2019 | Deadline for Written Questions |
| 11/28/2019 | Bids Due by 4:00 PM |
| 12/19/2020 | District Approval of Contract (est. date) |
| 12/20/2020 | Issuance of Notice-to-Proceed (est. date) |

SPECIFICATIONS

2-Yard Dump Truck	
Model Profile	2019 or 2020 Chevrolet Silverado 3500HD 2WD Reg Cab 162" WB, 83.58" CA WT or approved equivalents
Emissions	Emission, California State Requirements
Engine, Gasoline	Vortec 6.0L Variable Valve Timing V8 SFI (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm) (STD)
Transmission	6-Speed automatic, heavy-duty electronically controlled with overdrive and tow/haul mode. Includes cruise grade braking and powertrain grade braking (STD) (Requires (L96) Vortec 6.0 L V8 SFI engine.)
AXLE	4.10 Ratio (Requires (L96) Vortec 6.0L V8 SFI engine.)
TIRES	LT235/80R17E All-Season Highway (STD)
PAINT	Summit White
SEAT TYPE	Front 40/20/40 Split-bench 3-passenger, driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)
SEAT TRIM	Dark Ash, Vinyl includes fixed driver lumbar and jet black interior accents.
RADIO	AM/FM stereo. (STD)
AIR CONDITIONING	Include air conditioning.
ACCESSORIES	12 ft long Rugby's 2-Yard Dump includes its patented EZ-LATCH system, coal chute, hitch plates, ladders, spreader aprons, tailgate bumpers, tarp hooks and manual spring loaded tarp.
ADDITIONAL EQUIPMENT	Outside heated power-adjustable vertical camper mirrors, (DD8) inside rearview auto-dimming mirror and (AQQ) remote keyless entry, regular cab also includes (A31) power windows.
	Battery, 730 cold-cranking AMPS, auxiliary.
	Cap roof-mounted lamp/beacon provides instrument panel-mounted switch and electrical wiring tucked beneath the headliner for a body upfitter to connect a body-mounted warning or emergency lamp.
	Mirrors, outside heated power-adjustable vertical trailering, upper glass, manual-folding and extending, black. Includes integrated turn signal indicators consisting of 51 square inch flat mirror surface positioned over a 24.5 square inch convex mirror surface with a common head and lower convex spotter glass (convex glass is not heated and not power adjustable) and addition of Auxiliary cargo lamp for backing up (helps to see trailer when backing up with a trailer) and amber auxiliary clearance lamp.

	License plate kit, front.
	Windows, power with driver express up and down and express down on all other windows.
	Remote Keyless Entry
	Upfitter switches (4) Provides 4-30 amp circuits to facilitate installation of aftermarket electrical accessories.

All equipment parts shall be of sufficient strength, quality of material and workmanship to what is generally provided in the industry. It shall be bidder’s obligation to respond to the bid specifications and to indicate whether or not the equipment it bids meets, or does not meet, each listed bid specification. For each deviation from the specifications, bidder may provide documentation, if any, of equivalence. Bidder should include any manufacturer’s literature or specification sheets evidencing compliance with the specifications.

EQUIVALENTS

Where, in the Bid documents, one certain kind, type, brand, technology or product manufacturer is named, it shall be regarded as the required standard of quality. It is not meant to exclude competition in any way. Similar equipment, products, or service, which are equal in quality, performance, and compatibility and equally adaptable for the intended purposes, as determined by the District and are submitted as specified in the bid documents, will be considered and may be accepted.

DELIVERY

The equipment purchased as a result of this Bid solicitation shall be delivered to a District Headquarters located at 855 W. Base Line Road in Rialto, California 92377. All responsibility, liability and cost associated with the delivery of the equipment shall be borne by the vendor. The vendor shall provide training for all staff.

WARRANTY

Unless specified otherwise herein, Bidder will be required in the purchase contract to warrant that all the equipment furnished under the Contract will be free from defects in workmanship and conform to the requirements of the Contract as set forth in the Bid Specifications and to all warranties, representations, and literature furnished with Sell’s bid hereunder. Seller will also be required to warrant the goods against all defects for at least twelve (12) months from the date of acceptance except where warranties of Seller’s vendors or subcontractors are longer, in which case the longer warranty will apply, and Seller will be required to agree to repair or replace all defective items, parts or components under the warranty at no cost to the District. Under the contract, if the Seller fails or refuses to correct the defect, the District would be allowed to correct or repair the equipment and charge to the Seller the cost incurred to the District or obtain an equitable adjustment in the Contract price.

Any manufacturer’s warranties that Seller receives applicable to the equipment or their parts, would survive the executed Contract and will run to the District and will not be

deemed exclusive but in addition to any warranty provided by Seller under the Contract.

BID REQUIREMENTS

Although the District requires no specific format, this section is intended to provide guidelines to the firm regarding features that the District will look for and expect to be included in the bid.

1. Content & Format

Bids should include the following:

- Transmittal/offer letter signed by an individual authorized to act on behalf of the Firm.
- Statement of Qualifications, Experience, and Reference.
- Cost

GENERAL REQUIREMENTS

1. Bids

Bids must be submitted on blank forms prepared and furnished with this Request for Bids, for that purpose. Contractors may obtain copies of the specifications through the District's Planet Bids (PB) electronic bidding system. Only bids submitted in electronic format through the District's PB site will be accepted.

2. Prevailing Wages

Contractors on this Work will be required to comply with the President's Executive Order No. 11246 (Equal Employment Opportunity Clause) as amended, California Government Code Section 12900 et. seq., California Labor Code Section 177.6 and implementing regulations concerning equal opportunity for Apprentices.

The Director of the Department of Industrial Relations has ascertained the general prevailing rate of per diem wages and the general rate for holiday and over-time work in the locality in which the work is to be performed for each craft or type of workmen needed to execute the Contract of Work as hereinafter set forth (see Labor Code 1770 et. seq., effective January 1, 1977). Copies of the rates are available online at <http://www.dir.ca.gov/oprl>. The successful Contractor shall provide a copy of such determinations to each crew working on this maintenance contract. Attention is called to the fact that not less than the minimum salaries and wages shall be paid on these Projects by all Contractors and Subcontractors.

Pursuant to Section 1740 of the California Labor Code, contractors are notified that the said wage rates shall be subject to modification to comply with revisions in

Federal Minimum Wage schedules without necessity of republication.

3. Department of Industrial Relations Compliance

West Valley Water District requires all contractors/vendors to be registered with the State of California Department of Industrial Relations (DIR). This provision applies to all public works contracts in excess of \$15,000 or more. *Public Works* is defined as “construction, alteration, demolition and installation, or repair work (including maintenance) performed under a contract utilizing public funds.” **All bidders or contractors must provide proof of registration with the DIR in their bids or the bid will be rejected.**

4. Workers Compensation Clause

The Contractor and its Subcontractor(s) shall comply with the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for worker’s compensation or to undertake self-insurance in accordance with the provisions of that code.

5. Payment

Payments will be made to the Contractor in accordance with the provisions of the specifications and on itemized estimates duly certified by the Contractor and approved by the District. Payment shall not be made more often than once each thirty (30) days.

6. Award and Execution

The award of contract, if made, will be made within thirty (30) calendar days from the date of the bid opening.

The Contractor shall execute the Agreement within fifteen (15) days from the date of the Notice of Award.

The Contractor shall receive the Notice to Proceed within ten (10) days from the date of the execution of the Agreement by the District and shall commence the maintenance work 10 days from the date of the Notice to Proceed. If at any time the Contractor fails to perform the scheduled work, the District shall be notified in writing of the reason why the work was not performed and an alternate date scheduled with the District’s Maintenance Supervisor. If the Contractor fails to perform the scheduled maintenance for more than thirty days, they will be notified in writing of the District’s intent to terminate the contract.

The District hereby reserves the right to reject any and all bids, to waive any irregularity, and to award the contracts to the lowest responsive bidder. No bidder may withdraw his bid and the bid is to remain firm for a period of ninety (90) days after bid opening.

7. Contractual Documents

Contractual Documents, including specifications, may be downloaded through the District's Planet Bids (PB) System.

EVALUATION PROCESS AND SELECTION CRITERIA

The District's evaluation and selection process is based upon meeting all requirements listed in the scope of work. The district reserves the right to award project to the lowest responsible responsive bidder.

EXHIBIT B

West Valley Water District

Page 1

2 Yard Dump Truck (2019-09), bidding on November 28, 2019 4:00 PM (Pacific)

Printed 12/02/2019

Bid Results**Bidder Details**

Vendor Name Rotolo Chevrolet Inc
Address 16666 S Highland Ave
 Fontana, CA 92336
 United States

Respondee Jamie Harshman
Respondee Title Director of Fleet Sales
Phone 909-822-1111 Ext. 8220
Email jamie@rotolo.com
Vendor Type

Bid Detail

Bid Responsive

Line Items

Discount Terms		no discount					
Num	Item Code	UOM	Qty	Unit Price	Line Total	Discount	Comment
Section 1							
1	Chevrolet Silverado 3500HD 2WD Reg Cap (per specs on RFB)	each	1	\$44,902.0000	\$44,902.0000	\$44,902.0000	
2	Tax	each	1	\$3,486.4900	\$3,486.4900	\$3,486.4900	
3	Other Fees	each	1	\$95.5000	\$95.5000	\$95.5000	Doc Fee and California Tire Fee
4	Delivery Charge	each	1	0	0	0	
				Subtotal	\$48,483.9900	\$48,483.9900	
				Total	\$48,483.9900	\$48,483.9900	

West Valley Water District

Page 1

2 Yard Dump Truck (2019-09), bidding on November 28, 2019 4:00 PM (Pacific)

Printed 12/02/2019

Bid Results**Bidder Details**

Vendor Name Dick Dewese Chevrolet Inc.
Address 800 Alabama St
 Redlands, CA 92374
 United States

Respondee Larry Stafford
Respondee Title Fleet sales Manager
Phone 909-793-2681 Ext. 258
Email lstafford@tombellchevy.com
Vendor Type

Bid Detail

Bid Responsive

Line Items

Num	Item Code	UOM	Qty	Unit Price	Line Total	Discount	Comment
Discount Terms no discount							
Section 1							
1	Chevrolet Silverado 3500HD 2WD Reg Cap (per specs on RFB)	each	1	\$53,549.0000	\$53,549.0000	\$53,549.0000	2020 Silverado 3500 HD CC w/ 12' Rugby Dump 3-4 Yard Model DUi2-3
2	Tax	each	1	\$4,150.0000	\$4,150.0000	\$4,150.0000	7.75%
3	Other Fees	each	1	\$123.7500	\$123.7500	\$123.7500	Doc Fees
4	Delivery Charge	each	1	0	0	0	
				Subtotal	\$57,822.7500	\$57,822.7500	
				Total	\$57,822.7500	\$57,822.7500	



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: CONSIDER NOTICE OF COMPLETION RECORDATION FOR THE CUSTOMER SERVICE FOYER RENOVATION PROJECT

BACKGROUND:

The West Valley Water District (“District”) has identified a need to improve the Customer Service Foyer (“Foyer Project”). The project goal is to make this area inviting and comfortable for our customers and the general public with structural and aesthetic enhancements.

On May 29, 2018, the City of Rialto approved the drawings for the Foyer Project prepared by Ruhnau Clarke Architects (“Architect”). On July 2, 2018, a Request for Bids (“RFB”) was posted on PlanetBids for the Foyer Project. On July 30, 2018, one (1) bid was received. This item was presented to the Engineering and Planning Committee on August 8, 2018. At the meeting, District Staff was directed to re-bid the Foyer Project and publically advertise in a newspaper.

On September 25, 2018, an RFB was posted on PlanetBids for the Foyer Project to general building contractors and eight (8) construction firms. On September 28, 2018 the Bid Notice Inviting Bids for the Foyer Project was published in the San Bernardino County Sun newspaper. On October 30, 2018 four (4) bid were received and Caltec Corporation was determined to be the lowest and responsible bidder.

DISCUSSION:

On January 25, 2019, the District entered into a contract with Caltec Corporation for the construction of the Customer Service Foyer Renovation Capital Improvement Project.

The District’s Project Manager, Rosa M. Gutierrez, P.E., has confirmed the substantial completion of the Customer Service Foyer Renovation Project. Attached as **Exhibit A** is a copy of the certificate of substantial completion.

FISCAL IMPACT:

No fiscal impact.

STAFF RECOMMENDATION:

It is recommended that the Board of Directors authorize staff to file the Notice of Completion for the project.

Respectfully Submitted,



Clarence Mansell Jr, General Manager

RMG:ce

ATTACHMENT(S):

1. Exhibit A - Notice of Substantial Completion for Customer Service Foyer Renovation

EXHIBIT A

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: West Valley Water District Project: Customer Service Foyer Renovation (W17040)

Contractor: Caltec Corp.

Project: West Valley Water District

Manager: Rosa M. Gutierrez, P.E.

Inspector: James Carter

This Certificate of Substantial Completion applies to:

- All Work
- The following specified portions of the Work:

November 27, 2019

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, Inspector and Construction Manager, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract.

The following documents are attached to and made a part of this Certificate: Punchlist

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

EXECUTED BY PROJECT MANAGER:		RECEIVED:	RECEIVED:
By: 	By: 	By: <u>Frankie Ramirez</u>	
(Authorized signature)	(Authorized Signature)	(Authorized Signature)	
Name: <u>Rosa M. Gutierrez, P.E.</u>	<u>Loic Thirant</u>	<u>Frankie Ramirez</u>	
(Print)	(Print)	(Print)	
Title: <u>Project Manager</u>	Title: <u>Construction Manager</u>	Title: <u>Contractor - Superintendent</u>	
Date: <u>12/05/19</u>	Date: <u>12/05/2019</u>	Date: <u>12/05/2019</u>	



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: APPROVAL OF AN AMENDMENT FOR PROFESSIONAL SERVICES
 WITH MV CHENG & ASSOCIATES INC.

BACKGROUND:

The District engaged MV Cheng & Associates Inc. (MV Cheng) in November 2018 to perform a high level assessment of the finance department. The assessment consisted of reviewing policies, procedures, interviewing all finance staff members and other staff related to finance to determine the productivity, efficiency and effectiveness of the operations and internal controls of the finance department. Upon completion of the assessment, it was found there were several areas that were deficient and improvements were necessary.

- Ineffective policies and procedures relating to internal controls, segregation of duties and daily functions.
- Lack of experienced leadership in the Accounting/Finance department.
- Poor and inconsistent communication within the departmental staff and management.
- Limited staff resources to support functional needs/tasks.
- Fiscal policies are not maintained in a central location. Finance and management staff could not locate key policies (e.g., capital asset management, debt and investment and risk management).
- Checks requiring two signatures is usually slow to obtain signature and mail.
- Inconsistent purchasing and contract requirement, that creates confusion among accounting staff.
- Lack of internal audit function, which can be very useful.
- Purchasing forms are not consistent with policy.
- Purchasing policy is unclear and challenging to comply with. In addition, the policy is confusing on approval of purchases.
- Invoices are being sent to several locations which is difficult to track and process.
- Establishing, approving and processing of vendors and vendor invoices are challenging and not efficiently managed.
- Purchase orders are issued without an approved and executed contract.
- W-9 are not completed for all vendors timely.
- Payroll function should be in a secured location, currently payroll is in an unsecured location accessible to anyone.

The high level assessment was Task Order #1 of the MV Cheng contract and completed by December 2018. In February 2019, MV Cheng's contract was amended to add Task Order #2 which

consisted of the following:

- Perform a detailed review of finance and purchasing division operations and workflow processes.
- Preparation of Policies/Procedures Manual or Desk Procedures Manual to improve processes and internal controls.
- Assist in training/mentoring staff to improve employee efficiency, effectiveness and morale.
- Assist in implementation of various finance or purchasing related projects as assigned by the General Manager or his designee to improve operations or internal controls.
- Work in conjunction with independent auditor, RAMS, on Agreed Upon Procedures and/or forensic audit.

During this Task Order #2, Misty Cheng of MV Cheng & Associates worked with Lanita McCauley Bates, the interim Chief Financial Officer, to assist with mentoring, reviewing operations and workflow processes of finance staff. An independent auditor, Pun Group, was brought on board to perform a special 7 month audit, instead of RAMS. MV Cheng staff assisted with the preparation of this special audit and served as the liaison between the District finance staff and the auditors. Upon completion of this special audit, an Internal Control Memorandum itemizing various significant deficiencies and material weaknesses was produced by the auditors. The same findings from the MV Cheng assessment was noted in the Pun Group internal control letter as well. As a result, MV Cheng staff began to rectify the internal control comments by updating and preparing drafts of policies and procedures. The draft policies and procedures include:

- Inventory
- Purchase card (credit card)
- Travel
- Payroll
- Purchasing Policy
- Billing
- Cash Receipts
- Cash Drawer and Payment Handling

These policies and procedures will be a part of the accounting manual once approved by the General Manager, Finance Committee and the Board of Directors. This remains to be a work in progress as more subject area policies and procedures are still needed. However, all work has come to a halt as the MV Cheng contract has expired and this special project cannot be done by District staff due to lack of time and resources.

Upon completion of the special audit, the State Controller's Office audit commenced. Once again MV Cheng staff acted as the liaison for the State auditors and District staff. The auditors were on site for 2 months of field work. The District is awaiting the draft report from the State Controller's Office. MV Cheng staff is responsible for drafting the management response and finalizing the report with the State Controller's Office. However, this will come to a halt as the MV Cheng contract has expired.

After the State Controller's Office field work was completed, the regular financial audit commenced shortly thereafter. Pun Group, the auditor for the special audit, performed this audit. Once again MV Cheng staff acted as the liaison between the auditors and District staff. MV Cheng staff left immediately after the field work of the auditors came to an end. However, the financial statement draft was not reviewed by MV Cheng staff due to the MV Cheng contract being expired.

There was also a Task Order #3, which was for the purpose of an interim Chief Financial Officer between Ms. Bates and the District's permanent Chief Financial Officer, Shamindra Manbahal.

A project schedule of the auditors findings has been prepared and its progress tracked in a software program. MV Cheng staff are responsible for implementing the recommendations of these findings. The internal control letter findings include:

- Developing a comprehensive accounting manual
- Identifying and resolving the lack of segregation of duties in the accounting systems with concurrence of the MV Cheng assessment report findings
- Establishing sound internal controls over procurement process and contract management
- Develop a promotion protocol (HR)
- Strengthen control over inventory

As stated earlier, MV Cheng staff have been working on developing policies and procedures on various items which will be a part of the comprehensive accounting manual. These policies and procedures are not only used as an accounting manual, but also as a process to strengthen internal controls and to be compliant with GAAP, GASB and GFOA best practices. Thus far, as illustrated by the various auditors report and preliminary findings, the District's internal controls are dismal and not in compliance with best practices.

DISCUSSION:

The District feels it is imperative to renew the contract for MV Cheng & Associates to continue to assist in the completion of the State Controller's Office audit, completion of the regular financial audit, developing policies and procedures as part of an accounting manual and to establish sound internal controls. MV Cheng staff is very familiar with the current operational processes of the finance department in conjunction with other departments such as purchasing and customer service as well as the District staff. District staff do not have the time to handle the extra workload of implementing resolutions to the various auditor's findings on top of daily operational functions. This is typically done by an outside consultant as a special project, one that specializes in implementing policies and procedures and strengthening internal controls. MV Cheng and Associates specializes in municipal finance staffing and consulting. On average, MV Cheng staff have 25 years of experience in municipal accounting and the staff that have been placed at the District have had these years of experience. The District will benefit from having the knowledge and expertise the MV Cheng staff will bring, not to mention the continuity with the on going special projects.

FISCAL IMPACT:

A budget amendment is necessary in the amount of \$65,000 to complete internal control policies and procedures.

STAFF RECOMMENDATION:

It is recommended that the Board of Directors approve the Amendment to the Agreement for Professional Services for MV Cheng & Associates Inc. for finance consulting services and authorize the General Manager to execute the necessary documents.

Respectfully Submitted,



Clarence Mansell Jr, General Manager

CM;rm

ATTACHMENT(S):

1. MV Cheng and Associates_ PSA_ 11.06.19_12.5
2. Internal Control Status Timeline
3. MV Cheng Client List



West Valley Water District

AGREEMENT FOR PROFESSIONAL SERVICES

With

MV Cheng & Associates, Inc.

TABLE OF CONTENTS

	Page
Section 1. Term of Agreement	1
Section 2. Scope and Performance of Services	1
Section 3. Additional Services and Changes in Services	3
Section 4. Familiarity with Services and Site	3
Section 5. Compensation and Payment	4
Section 6. Required Documentation prior to Performance	4
Section 7. Project Documents	5
Section 8. Consultant’s Books and Records	5
Section 9. Status of Consultant	6
Section 10. Compliance with Applicable Laws	7
Section 11. Conflicts of Interest.....	7
Section 12. Confidential Information □ Release of Information.....	7
Section 13. Indemnification	8
Section 14. Insurance.....	9
Section 15. Assignment.....	9
Section 16. Termination of Agreement.....	9
Section 17. Notices	10
Section 18. General Provisions	11
Exhibit “A” Task Order	
Exhibit “B” Key Personnel	
Exhibit “C” Insurance	

AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) effective as of this 6th day of November, 2019 (“Effective Date”) is by and between West Valley Water District (“District”) and MV Cheng & Associates (“Consultant”). The District and Consultant may be collectively referred to as the “Parties” and individually as a “Party.”

RECITALS

A. The Parties desire to enter into this Agreement for the purpose of setting forth the terms and conditions upon which Consultant shall provide certain services to District.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

Section 1. Term of Agreement.

(a) Subject to subsection (b) below, the term of this Agreement will be for a period of one (1) year commencing on the Effective Date and terminating one (1) year after the Effective Date.

(b) This Agreement shall renew automatically for continuous one (1) year periods for no more than two (2) additional years, unless either Party, prior to the end of the existing one (1) year period, delivers written notice to the other Party, that the Agreement shall not be extended.

Section 2. Scope and Performance of Services.

2.1 (a) District may, from time to time, by written instructions from the general manager or assistant general manager of the District (“Authorized Representative”) issue task orders (“Task Orders”) to the Consultant. The Task Order shall be in such form and content as shall be set forth on Exhibit “A” attached hereto and by this reference incorporated herein. The Task Order shall set forth: (i) the scope of services to be performed by Consultant (ii) the compensation to be paid to Consultant and (iii) the time to complete the Task Order. The provisions of this Agreement shall apply to all such Task Orders.

(b) For each Task Order, Consultant shall confer, as requested, with District representatives to review progress of work elements, adherence to work schedule, coordination of work, scheduling of review and resolution of problems which may develop.

2.2 Consultant will furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing,

vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as otherwise expressly specified in this Agreement, necessary or proper to perform and complete the services required of Consultant under this Agreement.

- 2.3** Consultant's designated representative(s) who are authorized to act on its behalf and to make all decisions in connection with the performance of services under this Agreement are listed in Exhibit "B" attached hereto and by this reference incorporated herein ("Key Personnel").
- 2.4** Consultant represents and warrants that it has the qualifications, experience and facilities necessary to properly perform the services required under this Agreement in a thorough, competent and professional manner. Notwithstanding Section 3 below, in the event Consultant utilizes the services of subcontractors or sub-consultants, Consultant assumes sole and complete responsibility for the performance of the subcontractor or sub-consultant to the specifications provided hereunder for Consultant's work, and no adjustment will be made to Consultant's requirements under this Agreement for timely completion of services, complete performance of services, or delivery of products or deliverables in a timely fashion, and no adjustment will be made to performance deadlines, or compensation due to Consultant, due to or arising from issues Consultant may have with any subcontractor or sub-consultant. Consultant will at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described in this Agreement. In meeting its obligations under this Agreement, Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing services similar to those required of Consultant under this Agreement.

Consultant warrants it will perform its engineering and design under the Task Order, as more particularly described in Exhibit A (Task Order) in accordance with the current standards of care and diligence normally practiced by recognized engineering and design firms in performing services of a similar nature. Further, Consultant warrants that the engineering and design performed has been performed in accordance with the then current standards of care and diligence normally practiced by recognized engineering and design firms in performing services of a similar nature. If within one (1) year after substantial completion of the engineering and design work it is shown that there is an error in that work as a result of the Consultant's failure to meet those standards and the District has notified the Consultant in writing of any such error within that period, Consultant shall re-perform such engineering and design work within the original scope of such services, as may be necessary to remedy such error. All costs incurred by Consultant in performing such corrective services shall be the sole responsibility of the Consultant and such costs shall not be reimbursable in any way.

Section 3. Additional Services and Changes in Services

- 3.1** Consultant will not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in the Task Orders, unless such additional services are authorized in advance and in writing by District.
- 3.2** If Consultant believes that additional services are needed to complete a Task Order, Consultant will provide the Authorized Representative with written notification describing the proposed additional services, the reasons for such services, and a detailed proposal regarding cost.
- 3.3** District may order changes to a Task Order, consisting of additions, deletions, or other revisions, and the compensation to be paid Consultant will be adjusted accordingly. All such changes must be authorized in writing, and executed by Consultant and District. The cost or credit to District resulting from changes in a Task Order will be determined by the written agreement between the Parties.

Section 4. Familiarity with Services and Site

- 4.1** By executing this Agreement, Consultant warrants that Consultant shall, prior to undertaking a Task Order:
- (a) investigate and consider the services to be performed
 - (b) carefully consider how and within what time frame the services should be performed
 - (c) understand the facilities, difficulties, and restrictions attending performance of the services under a Task Order and
 - (d) possesses all licenses required under local, state or federal law to perform the services contemplated by a Task Order, and maintain all required licenses during the performance of such Task Order.
- 4.2** If services involve work upon any site, Consultant warrants that Consultant has or will investigate the site and will be fully acquainted with the conditions there existing, before commencing its services under a Task Order. Should Consultant discover any latent or unknown conditions that may materially affect the performance of services, Consultant will immediately inform District of such fact and will not proceed except at Consultant's own risk until written instructions are received from the District.

Section 5. Compensation and Payment.

- 5.1** Subject to any limitations set forth in this Agreement, District agrees to pay Consultant the amounts shown in a Task Order.
- 5.2** Each month during the existence of a Task Order, Consultant shall furnish District with an original invoice for all services performed and expenses incurred during the preceding month in accordance with the fee schedule set forth in the Task Order. The invoice must detail charges by the following categories: labor (by subcategory), reimbursable costs, subcontractor contracts and miscellaneous expenses. The invoice must list, as applicable, the hours worked and hourly rates for each personnel category, the tasks performed, the percentage of the task completed during the billing period, the cumulative percentage completed for each task, and the total cost of the services.
- 5.3** District will independently review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with this Agreement. In the event that no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by District, the original invoice will be returned by District to Consultant for correction and resubmission.
- 5.4** Except as to any charges for work performed or expenses incurred by Consultant that are disputed by District, District will use its best efforts to cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice.
- 5.5** No payment or partial payment to Consultant shall constitute acceptance of any work completed by Consultant or waive any claims by the District for any reason whatsoever.

Section 6. Required Documentation Prior to Performance.

- 6.1** Consultant will not perform any services under this Agreement until:
- (a) Consultant furnishes proof of insurance ("Insurance") as required under Exhibit "C" attached hereto and by this reference incorporated herein and
 - (b) Consultant provides District with a Taxpayer Identification Number.
- 6.2** The District will have no obligation to pay for any services rendered by Consultant in advance of receiving written authorization to proceed for each Task Order, and Consultant acknowledges that any such services are at Consultant's own risk.

Section 7. Project Documents.

- 7.1** All original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, computer programs, files and other documents (collectively, "Project Documents") prepared, developed or discovered by Consultant in the course of providing services under this Agreement will become the sole property of District and may be used, reused or otherwise disposed of by District without the permission of Consultant. Consultant will take such steps as are necessary to perfect or protect the ownership interest of District in such Project Documents. Upon completion, expiration or termination of this Agreement, Consultant shall turn over to District all such original Project Documents in its possession provided, however, that Consultant may retain copies of Project Documents.
- 7.2** Except as necessary for the performance of services under this Agreement, no Project Documents prepared under this Agreement, will be released by Consultant to any other person or entity without District's prior written approval. All press releases, including graphic display information to be published, must be approved and distributed solely by District, unless otherwise agreed to in writing by District.

Section 8. Consultant's Books and Records.

- 8.1** Consultant shall maintain any and all documents and records demonstrating or relating to Consultant's performance of services under this Agreement. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to District under this Agreement. Any and all such documents or records must be maintained in accordance with generally accepted accounting principles and must be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Consultant under this Agreement. Any and all such documents or records must be maintained for three (3) years following the final payment for each Task Order.
- 8.2** Any and all records or documents required to be maintained by this section must be made available for inspection, audit and copying, at any time during regular business hours, upon written request by District or its designated representatives. Copies of such documents or records must be provided directly to District for inspection, audit and copying when it is practical to do so otherwise, unless an alternative is mutually agreed upon, such documents and records must be made available at Consultant's address indicated for receipt of notices in this Agreement.

- 8.3** Where District has reason to believe that any of the documents or records required to be maintained by this section may be lost or discarded due to dissolution or termination of Consultant's business, District may, by written request, require that custody of such documents or records be given to a person or entity mutually agreed upon and that such documents and records thereafter be maintained by such person or entity at Consultant's expense. Access to such documents and records shall be granted to District, as well as to its successors-in-interest and authorized representatives.

Section 9. Status of Consultant.

- 9.1** Consultant is and will at all times remain a wholly independent contractor and not an officer or employee of District. Consultant has no authority to bind District in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against District, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by District.
- 9.2** The personnel performing the services under this Agreement on behalf of Consultant will at all times be under Consultant's exclusive direction and control. Neither District, nor any elected or appointed boards, officers, officials, employees or agents of District, will have control over the conduct of Consultant or any of Consultant's officers, subcontractors or sub-consultants, employees or agents, except as provided in this Agreement. Consultant warrants that it will not at any time or in any manner represent that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of District.
- 9.3** Neither Consultant, nor any of Consultant's officers, employees or agents, will obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Consultant expressly waives any claim to any such rights or benefits.

Section 10. Compliance with Applicable Laws.

Consultant shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules in effect during the term of this Agreement.

Section 11. Conflicts of Interest.

Consultant covenants that neither Consultant, nor any officer, principal nor employee of its firm, has or will acquire any interest, directly or indirectly, that would conflict in any manner with the interests of District or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that neither Consultant, nor any officer, principal or employee of its firm will make, participate in the making, or in any way attempt to use the position of Consultant to influence any decision of the District in which Consultant knows or has reason to know that Consultant, or any officer, principal or employee of Consultant has a financial interest as defined in Government Code section 87103.

Section 12. Confidential Information Release of Information.

- 12.1** All information gained or work product produced by Consultant in performance of this Agreement will be considered confidential to the full extent permitted by law, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from an Authorized Representative, except as may be required by law.
- 12.2** Consultant, its officers, employees, or agents, shall not, without prior written authorization from an Authorized Representative or unless requested by the District counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Consultant gives District notice of such court order or subpoena.
- 12.3** If Consultant, or any officer, employee, or agent of Consultant, provides any information or work product (including Project Documents) in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees related to any unauthorized disclosure by consultant or, caused by or incurred as a result of Consultant's conduct.
- 12.4** Consultant shall promptly notify District should, Consultant, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by

Consultant. However, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite such response.

Section 13. Indemnification.

Consultant covenants and agrees that, during the term of this Agreement, any injury suffered as a result of Consultant's services shall be the sole responsibility of Consultant and its successors and assigns and District shall not be liable to Consultant, or any other person or persons whatsoever for any such injury, loss or damage to persons or property unless caused by the negligence or intentional acts of District or its Representatives (as solely defined below). Consultant shall defend, indemnify and hold District, its officers, directors and Representatives ("District Indemnitees") harmless from and against any and all claims, costs, liabilities, debts, demands, suits, actions, causes of action, obligations, proceedings, damages, judgments, liens and expenses of whatever nature, including attorneys' fees and disbursements (collectively, "Claims") which may be made against the District Indemnitees arising out of or in connection with (a) the retention by District of Consultant's services; (b) the performance of or failure to perform, the work covered by this Agreement which is caused or occasioned by any act, action, neglect on the part of Consultant, or its Representatives, in the performance of this Agreement and the work to be done under this Agreement; (c) the death and/or injury to any person or damage to any property (real or personal) and/or economic loss which may be caused or is claimed to have been caused, by the negligence, act or omission of Consultant or its Representatives or its or their property; (d) any violation or alleged violation by Consultant of any law or regulation now or hereafter enacted; and (e) any breach by Consultant of its obligations under this Agreement. The foregoing indemnity shall not apply to the extent any such Claims are ultimately established by a court of competent jurisdiction to have been caused by the negligence or willful misconduct of the District Indemnitees or any of them. District shall make all decisions with respect to its representation in any legal proceeding concerning this section. If Consultant fails to do so, District shall have the right, but not the obligation, to defend the same and charge all of the direct or incidental Claims of such defense, including attorneys' fees and costs, to Consultant and to recover the same from Consultant. The term "Representatives" shall mean employees, representatives, agents, contractors, subcontractors or any other persons directly or indirectly employed by any one of the foregoing or reasonably under the control of any of the foregoing or for whose acts any of the foregoing may be liable.

Section 14. Insurance.

Consultant agrees to obtain and maintain in full force and effect during the term of this Agreement the Insurance coverages listed in Exhibit "C." All Insurance policies shall be subject to approval by District as to form and content. These requirements are subject to amendment or waiver if so approved in writing by an Authorized Representative.

Section 15. Assignment.

- 15.1** The expertise and experience of Consultant are material considerations for this Agreement. District has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant under this Agreement. Consultant may not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of District. The District can withhold its approval/consent in its sole and absolute discretion. Any attempted assignment will be null and void, and will constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including summary termination of this Agreement.
- 15.2** Consultant must obtain District's prior written approval before utilizing any subcontractors to perform any services under this Agreement, which approval may be withheld in District's sole and absolute discretion. This written approval must include the identity of the subcontractor and the terms of compensation. Approval by District does not imply any agreement to or endorsement by the District as to the competency or capability of any proposed subcontractor or sub-consultant, and District reserves any and all rights against both Consultant and such subcontractor or sub-consultant, for any failure to perform or other breach of any of the provisions of this Agreement, or the standards of performance defined herein, and no waiver is intended or to be implied by District's approval of any subcontractor or sub-consultant.

Section 16. Termination of Agreement.

- 16.1** District may terminate this Agreement, with or without cause, at any time by written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress.
- 16.2** Upon termination of this Agreement, all property belonging exclusively to District which is in Consultant's possession must be returned to District. Consultant shall promptly deliver to District a final invoice for all outstanding services performed and expenses incurred by Consultant as of the date of

termination. Compensation for work in progress not based on an hourly rate will be prorated based on the percentage of work completed as of the date of termination.

- 16.3** Consultant acknowledges District's right to terminate this Agreement as provided in this section, and hereby waives any and all claims for damages that might otherwise arise from District's termination of this Agreement.

Section 17. Notices.

- 17.1** All written notices required or permitted to be given under this Agreement will be deemed made when received by the other Party at its respective address as follows:

To District: West Valley Water District
855 West Base Line Road
P. O. Box 920
Rialto, CA 92377
Attention: Clarence C. Mansell, Jr.
General Manager

(Tel.) 909-875-1804
(Fax) 909-875-1849

To Consultant: MV Cheng & Associates, Inc. ☐☐
925-963-9996
www.mvchengassociates.com
102 W. 24th Street
Upland, CA 91784

**** Please send all invoices by:**

Email: apinvoices@wvwd.org

or

*Mail: West Valley Water District
Accounts Payable
P.O. Box 190
Rialto, CA 92377*

- 17.2** Notice will be deemed effective on the date personally delivered or transmitted by facsimile. If the notice is mailed, notice will be deemed given three (3) days after deposit of the same in the custody of the United States Postal Service, postage prepaid, for first class delivery, or upon delivery if using a mail courier service with tracking capabilities.
- 17.3** Any Party may change its notice information by giving notice to the other Party in compliance with this section.

Section 18. General Provisions.

- 18.1 Authority to Execute.** Each Party represents and warrants that all necessary action has been taken by such Party to authorize the undersigned to execute this Agreement and to bind it to the performance of its obligations hereunder.
- 18.2 Binding Effect.** Subject to Section 15, this Agreement is binding upon the heirs, executors, administrators, successors and assigns of the Parties, including any subcontractors or sub-consultants of Consultant.
- 18.3 Entire Agreement.** This Agreement, including the attached Exhibits "A" through "C," is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed in this Agreement and supersedes all other agreements or understandings, whether oral or written, between Consultant and District prior to the execution of this Agreement.
- 18.4 Modification of Agreement.** No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and approved in writing by the Board of Directors of the District, or in writing by the General Manager, if such power has been delegated to General Manager. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.
- 18.5 Facsimile Signatures.** Amendments to this Agreement will be considered executed when the signature of a Party is delivered by facsimile transmission. Such facsimile signature will have the same effect as an original signature.
- 18.6 Waiver.** Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement will not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any services by Consultant will not constitute a waiver of any of the provisions of this Agreement.

- 18.7 Interpretation.** This Agreement will be interpreted, construed and governed according to the laws of the State of California. Each Party has had the opportunity to review this Agreement with legal counsel. The Agreement will be construed simply, as a whole, and in accordance with its fair meaning, and without resort to rules regarding draftsmanship. It will not be interpreted strictly for or against either Party.
- 18.8 Severability.** If any provision of this Agreement shall be ruled invalid, illegal or unenforceable, the Parties shall: (a) promptly negotiate a substitute for the provisions which shall to the greatest extent legally permissible, effect the intent of the Parties in the invalid, illegal or unenforceable provision, and (b) negotiate such changes in, substitutions for or additions to the remaining provisions of this Agreement as may be necessary in addition to and in conjunction with subsection (a) above to give effect to the intent of the Parties without the invalid, illegal or unenforceable provision. To the extent the Parties are unable to negotiate such changes, substitutions or additions as set forth in the preceding sentence, and the intent of the Parties with respect to the essential terms of the Agreement may be carried out without the invalid, illegal or unenforceable provisions, the balance of this Agreement shall not be affected, and this Agreement shall be construed and enforced as if the invalid, illegal or unenforceable provisions did not exist.
- 18.9 Venue.** The Parties agree any action or proceeding to enforce or relating to this Agreement shall be brought exclusively in the federal court located in Riverside County, California or state court located in San Bernardino County, California and the Parties hereto consent to the exercise of personal jurisdiction over them by such courts for purposes of any such action or proceeding.
- 18.10 Disputes.** If any disputes should arise between the Parties concerning the work to be done under this Agreement, the payments to be made, or the manner of accomplishment of the work, Consultant shall nevertheless proceed to perform the work as directed by District pending settlement of the dispute.
- 18.11 Cooperation.** Consultant shall cooperate in the performance of work with District and all other agents.
- 18.12 Time of Essence.** Time shall be of the essence as to all dates and times of performance contained in this Agreement.
- 18.13 Counterparts.** This Agreement may be signed and delivered in any number of counter parts, each of which, when signed and delivered, shall be an original, but all of which shall together constitute one and the same Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed effective as of the day and year first above written.

DISTRICT:

WEST VALLE WATER DISTRICT,
a public agency of the State of California

By _____
Clarence C. Mansell, Jr., General Manager

By _____
Crystal L. Escalera, Board Secretary

APPROVED AS TO FORM:

TAO A GARCIA LLP

By _____
Robert Tafoya

CONSULTANT:

MV Cheng & Associates, Inc. _____

By _____

Name _____

Its _____

EXHIBIT A
TASK ORDER

TAS ORDER NO. 1

This Task Order ("Task Order") is executed this 6th day of November, 2019 by and between West Valley Water District, a public agency of the State of California ("District") and MV Cheng & Associates ("Consultant").

RECITALS

- A. On or about November 6th, 2019 District and Consultant executed that certain Agreement for Professional Services ("Agreement").
- B. The Agreement provides that the District will issue Task Orders from time to time, for the provision of certain services by Consultant.
- C. Pursuant to the Agreement, District and Consultant desire to enter into this Task Order for the purpose of setting forth the terms and conditions upon which Consultant shall render certain services to the District.

NOW, THEREFORE, THE PARTIES HERETO HEREBY AGREE AS FOLLOWS:

1. Consultant agrees to perform the services set forth on Exhibit "1" attached hereto and by this reference incorporated herein.
2. Subject to any limitations in the Agreement, District shall pay to Consultant the amounts specified in Exhibit "2" attached hereto and by this reference incorporated herein. The total compensation, including reimbursement for actual expenses, may not exceed the amount set forth in Exhibit "2," unless additional compensation is approved in writing by the District.
3. Consultant shall perform the services described in Exhibit "1" in accordance with the schedule set forth in Exhibit "3" attached hereto and by this reference incorporated herein. Consultant shall commence work immediately upon receipt of a notice to proceed from the District. District will have no obligation to pay for any services rendered by Consultant in advance of receipt of the notice to proceed, and Consultant acknowledges that any such services are at Consultant's own risk.
4. The provisions of the Agreement shall apply to this Task Order. As such, the terms and conditions of the Agreement are hereby incorporated herein by this reference.

SIGNATURES APPEAR ON FOLLOWING PAGE

IN WITNESS WHEREOF, the parties have caused this Task Order to be executed effective as of the day and year first above written.

DISTRICT:

**WEST VALLE WATER DISTRICT,
a public agency of the State of California**

Clarence C. Mansell Jr., General Manager

Crystal L. Escalera, Board Secretary

CONSULTANT:

 MV Cheng Associates, Inc.

By_____

Name_____

Its_____

By_____

Name_____

Its_____

EXHIBIT "1"
TO
TAS ORDER NO. 001000
SCOPE OF SERVICES

The General Manager will from time to time issue written assignments to MV Cheng & Associates to perform finance and accounting activities to support the District's need for such professional services to ensure efficient and effective fiscal operations.

EXHIBIT "2"**TO****TAS ORDER NO. 1****COMPENSATION**

To be determined and approved by the General Manager or his designee at the time written assignments are created. Annual expenditures are not to exceed \$100,000 without prior Board approval.

EXHIBIT “3”**TO****TAS ORDER NO. 1****SCHEDULE**

To be determined and approved by the General Manager or designee at the time written assignments are created. The consultant’s forecasted schedule shall be approved weekly prior to commencing work activity.

EXHIBIT B

EX PERSONNEL

1. Consultant's designated representative(s) who are authorized to act on its behalf and to make all decisions in connection with the performance of services under this Agreement are:

Misty Cheng□□□□□□□□□□

EXHIBIT C
INSURANCE

INSURANCE

A. **General Requirements.** Before commencing the performance of services under this Agreement, and at all other times this Agreement is effective, Consultant must procure and maintain the following types of insurance with coverage limits complying, at a minimum, with the limits set forth below:

<u>Type of Insurance</u>	<u>Limits (combined single)</u>
Commercial General Liability:	\$1,000,000
Business Automobile Liability	\$1,000,000
Professional Liability	\$1,000,000
Workers Compensation	Statutory Requirement (If Employees are used)

B. **Commercial General Liability Insurance.** The amount of insurance set forth above must be a combined single limit per occurrence for bodily injury, personal injury, and property damage for the policy coverage. The insurance must be on an “occurrence” not a “claims made” basis.

C. **Business Automobile Insurance.** Automobile coverage must be written on forms subject to the written approval of District.

D. **Professional Liability Insurance.** This coverage must be on an “occurrence” basis, including coverage for contractual liability. The Professional Liability Insurance required by this Agreement must be endorsed to be applicable to claims based upon, arising out of or related to services performed under this Agreement.

E. **Workers Compensation.** Consultant must have a State of California approved policy form providing the statutory benefits required by law with employer’s liability limits of no less than \$1,000,000 per accident for all covered losses, or Consultant must provide evidence of an approved self-insurance program.

F. **Additional Insureds.** Each Commercial General Liability Insurance policy and Business Auto Insurance policy must provide that the District, its officials, officers, employees, agents and volunteers are “additional insureds” under the terms of the policy, and must provide that an act or omission of one the insureds will not reduce or avoid coverage to the other insureds.

G. **Deductibles and Self-Insured Retention.** Any deductibles or self-insured retentions applicable to the insurance policies required under this Agreement must be declared to and approved by District. In no event may any required insurance policy have a deductible, self-insured retention or other similar policy provision in excess of \$50,000 without prior written approval by District in its sole discretion. At the option of District, either the insurer will reduce or eliminate such deductibles or self-insured retentions with respect to the District’s additional insureds or Consultant will procure a bond guaranteeing payment of any losses, damages, expenses, costs or settlements up to the amount of such deductibles or self-

insured retentions.

- H. **Primary Insurance.** Each of the insurance policies maintained by Consultant under this Agreement must state that such insurance will be deemed “primary” so that any insurance that may be carried by District will be deemed excess to that of Consultant. This endorsement must be reflected on forms as determined by District.
- I. **Certificates of Insurance and Endorsements.** Prior to commencing any services under this Agreement, Consultant must file with the District certificates of insurance and endorsements evidencing the existence of all insurance required by this Agreement, along with such other evidence of insurance or copies of policies as may reasonably be required by District. These certificates of insurance and endorsements must be in a form approved by the Legal Counsel. Consultant must maintain current certificates and endorsements on file with District during the term of this Agreement reflecting the existence of all required insurance. Each of the certificates must expressly provide that no material change in the policy, or termination thereof, will be effective except upon 30 days’ prior written notice to District by certified mail, return receipt requested. The delivery to District of any certificates of insurance or endorsements that do not comply with the requirements of this Agreement will not waive the District’s right to require compliance.
- J. **Insurance Rating.** All insurance required to be maintained by Consultant under this Agreement must be issued by companies licensed by or admitted to conduct insurance business in the State of California by the California Department of Insurance and must have a rating of A or better and Class VII or better by the latest edition of A.M. Best’s Key Rating Guide.
- K. **Aggregate Limits.** The aggregate limits for each insurance policy required under this Agreement must apply separately and solely to the services performed under this Agreement. If the required policies do not have an endorsement providing that the aggregate limit applies separately to the services being performed, or if defense costs are included in the aggregate limit, then the required aggregate limits must be increased to an amount satisfactory to District.
- L. **Waiver of Subrogation Rights.** Consultant and each insurer providing any insurance required by this Agreement must waive all rights of subrogation against District, its officials, officers, employees, agents and volunteers, and each insurer must issue a certificate to the District evidencing this waiver of subrogation rights.
- M. **Failure to Maintain Required Insurance.** If Consultant, for any reason, fails to obtain and maintain the insurance required by this Agreement, District may obtain such coverage at Consultant’s expense and deduct the cost of such insurance from payments due to Consultant under this Agreement or may terminate the Agreement.
- N. **Effect of Coverage.** The existence of the required insurance coverage under this Agreement shall not be deemed to satisfy or limit Consultant’s indemnity

obligations under this Agreement. Consultant acknowledges that the insurance coverage and policy limits set forth in this Agreement constitute the minimum coverage and policy limits required. Any insurance proceeds available to District in excess of the limits and coverage required by this Agreement, and which is applicable to a given loss, must be made available to District to compensate it for such losses.



Implementation of PUN Group Recommendations for Matters of Internal Control

Develop a Comprehensive Accounting Manual

Primavera P6 Professional 17: DEWACTGMAN (Develop a Comprehensive Accounting Manual)

File Edit View Project Enterprise Tools Admin Help

Activities

Layout Classic Schedule Layout, L
Activity ID Activity Name

Filter: All Activities

Activity ID	Activity Name	Original Duration	Remaining Duration	Schedule % Complete	Start
A1010	Evaluating Existing Criteria	120	3	49.17%	16-Sep
A1020	Develop Description of Functions Each Position Performs	45	4	100%	23-Sep
A1040	Develop Specific Duties and Responsibilities (Tasks) Procedures	60	60	0%	15-Nov
A1050	Develop Minimum Required Qualifications or Standards	90	3	65.56%	09-Sep
A1060	Inclusion of Behavioral Management Approved Policies Relating to	90	9	65.56%	23-Sep
A1070	Develop Procedures for Processing of Specific Financial Acti	90	5	65.56%	09-Sep
A1080	Develop Appropriate Monitoring and Review Controls	90	90	0%	06-Nov
A1090	Evaluating Existing Criteria	0	0	0%	
A1090	Finalize/stone Develop a Comprehensive Accounting Manua	0	0	0%	

Start Milestone: Develop a Comprehensive Accounting Manual

Project: DEWACTGMAN

Activity: A1000

Duration: Original 0, Actual 0, Remaining 0, At Complete 0

Status: Started, Finished, Exp Finish, At Complete

Constraints: Primary Date, Secondary Date

Project Labor Units: Budgeted 0, Actual 0, Remaining 0, At Complete 0

Portfolio: All Projects | Access Mode: Shared | Data Date: 06-Nov-19 | Baseline: Current Project | User: rmt | E6: P6/08 (Professional) | 8:42 PM | 11/6/2019

Lack of Segregation of Duties in the Accounting System (Page 1)

Primavera P6 Professional 17: LOFSEGDUTACTG (Lack of Segregation of Duties in the Accounting System)

File Edit View Project Enterprise Tools Admin Help

Activities

Layout: Classic Schedule Layout, 1

Activity ID: Activity Name

Filter: All Activities

Lack of Segregation of Duties in the Accounting System

Activity ID	Activity Name	Original Duration	Remaining Duration	Schedule % Complete	Status
A1010	Develop Policies and Procedures Relating to Segregation of Duties	90	50	50%	In Progress
A1020	Develop Policies and Procedures Relating to Segregation of Duties	90	30	50%	In Progress
A1030	Develop Policies and Procedures Relating to Segregation of Duties	60	0	75%	Completed
A1040	Address Leadership Qualities Required in Accounting/Finance	90	42	50%	In Progress
A1050	Develop Communication Skills Within the Departmental Staff	120	4	37.5%	In Progress
A1070	Identify and Develop Central Repository for Fiscal Policies	60	60	0%	Not Started
A1080	Review Procedures Relating to Accounts Payable to Make it	120	20	37.5%	In Progress
A1090	Review and Standardize Purchasing and Contract Resources	120	60	37.5%	In Progress
A1100	Develop a Systematic and Disposed Approach Towards Risk	90	90	0%	Not Started
A1110	Develop a Systematic and Disposed Approach Towards Risk	120	120	0%	Not Started

Start Mission Address Segregation of Duties in Accounting System

Project: LOFSEGDUTACTG

Activity: A1000

Duration: Original 0, Actual 0, Remaining 0, At Complete 0

Total Float: 172, Free Float: 0

Status: Started, Finished, Exp Finish, At Complete

Relationships: None, Primary, Secondary

Project Labor Units: Budgeted 0, Actual 0, Remaining 0, At Complete 0

Portfolios: All Projects, Access Model: Shared, Data Date: October-19, Baseline: Current Project, User: mts, DBI: P606 (Professional)

8:44 PM 11/6/2019

Lack of Segregation of Duties in the Accounting System (Page 2)

Primavera P6 Professional 17: LOFSEGDUTACTG (Lack of Segregation of Duties in the Accounting System)

File Edit View Project Enterprise Tools Admin Help

Activities

Layout: Classic Schedule Layout_1 Filter: All Activities

Activity ID	Activity Name	Original Duration	Remaining Duration	Schedule % Complete	Status
A1110	Develop a Systematic and Escalated Approach Towards Risk	120	120	0%	0%
A1120	Develop and Improve Purchasing Policy	120	60	10.03%	14-
A1130	Standardize the Invoice Receipt Process for Easy Trading	120	30	10.03%	14-
A1140	Improve the Establishing, Approvals, and Processing of Vendor	120	30	10.03%	14-
A1150	Develop a List Between Purchasing Management and Contra	160	160	0%	0%
A1170	Improve and Standardize the Processing of Vendor Vendors	120	30	10.03%	01-
A1180	Identify and Implement a Secured Location for Payroll Function	160	171	7.22%	02-
A1190	Identify and Improve the Revenues, Receivables, and Cash R	90	50	14.44%	01-
A1200	Identify and Improve the Purchasing, Payable, and Cash Bal	120	96	10.03%	14-
A1210	Identify and Improve the Purchasing, Payable, and Cash Bal	120	24	10.03%	02-
A1220	Identify and Improve the Payroll and Human Resources Functi	100	40	13%	09-
A1230	Identify and Improve Capital Asset Management	195	195	0%	0%

General | Status | Resources | Codes | Relationships | Notebook | Steps | Feedback | View & Print | Status | Expenses | Summary

Start: Warehouse Address Segregation of Duties in Accounting System

Duration: Original 0, Actual 0, Remaining 0, At Complete 0

Status: Starred, Finished, Exp Finish

Constraints: Primary Date, Secondary Date

Project: LOFSEGDUTACTG

Labor Units: Budgeted 0, Actual 0, Remaining 0, At Complete 0

Portfolio: All Projects Access Model: Shared Data Date: 06-Nov-19 Baseline: Current Project User: rmtb DBI: P6C6 (Professional)

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6:45 PM 11/6/2019

Lack of Segregation of Duties in the Accounting System (Page 3)

Primavera P6 Professional 17: IORSEGDUTYACTG (Lack of Segregation of Duties in the Accounting System)

File Edit View Project Enterprise Tools Admin Help

Activities

Activity ID Activity Name Filter: All Activities

Activity ID	Activity Name	Original Duration	Remaining Duration	Schedule % Complete	Start
A1160	Develop a Link Between Purchasing Management and Contra	100	100	100%	06-19-19
A1170	Improve and Standardize the Processing of Vendor V-07s	120	20	10.03%	01-01-19
A1180	Identify and Implement a Secured Location for Payroll Function	160	171	7.22%	02-01-19
A1190	Identify and Improve Financial Reporting and Journal Entries P	90	50	14.44%	01-01-19
A1200	Identify and Improve the Revenues, Receivables, and Cash R	120	96	10.03%	01-01-19
A1210	Identify and Improve the Purchasing, Payable, and Cash Dis	120	24	10.03%	02-01-19
A1220	Identify and Improve the Payroll and Human Resources Functi	100	40	13%	08-01-19
A1230	Identify and Improve Capital Asset Management	160	160	0%	06-01-19
A1240	Identify and Improve Long Term Debt Administration	90	90	0%	03-01-19
A1250	Identify and Improve Information Technology and Security	160	96	8.13%	01-01-19
A1260	Develop Appropriate Monitoring and Review Controls	250	175	5.23%	01-01-19
A1270	Evaluating Eliminating Causes and Effect	120	120	0%	02-01-19
A1280	Final Milestone Address Segregation of Duties in Accounting	0	0	0%	

Project: IORSEGDUTYACTG

Activity: A1100

Start Milestone Address Segregation of Duties in Accounting System

General Status Resources Costs Relationships Notebook Steps Feedback Wins & Dups Risks Expense Summary

Duration: Original 0, Actual 0, Remaining 0, At Complete 0

Status: Started, Suspended, Resumed, Exp. Finish

Constraints: Primary Date, Secondary Date

Project Labor Units: Budgeted 0, Actual 0, Remaining 0, At Complete 0

Portfolio: All Projects Access Model Shared Data Date: 06-Nov-19 Baseline: Current Project User: nml DBI PROB (Professional)

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8:46 PM 11/6/2019

Excessive Increase in Pay Rate from Internal Promotions

Primavera P6 Professional 17: RAWRATENPROM (Excessive Increase in Pay Rate from Internal Promotions)

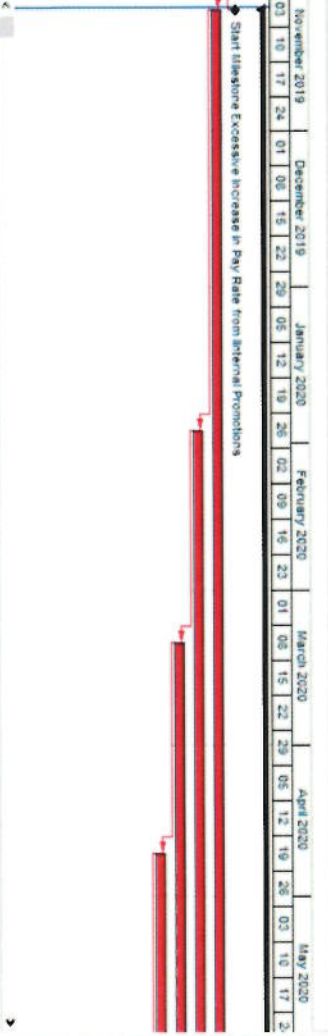
File Edit View Project Enterprise Tools Admin Help

Activities

Layout: Classic Schedule Layout_1

Filter: All Activities

Activity ID	Activity Name	Original Duration	Remaining Duration	Schedule % Complete	Start
Excessive Increase in Pay Rate from Internal Promotions					
A1000	Start Milestone Excessive Increase in Pay Rate from Internal	0	0	0%	08-Nov
A1010	Posting New Jobs and Vacancies	250	250	0%	08-Nov
A1020	Selection of Potential Candidates	250	250	0%	29-Jan
A1030	Interview Qualified Candidates by a Interview Panel	250	250	0%	11-Mar
A1040	Rate Candidate's Qualifications and Interview Performance	250	250	0%	22-Apr
A1050	Selection of Final Interview	250	250	0%	07-Jun
A1060	Final Milestone Excessive Increase in Pay Rate from Internal	0	0	0%	



General | Status | Resources | Codes | Relationship | Notebook | Steps | Feedback | WBS & Docs | Risks | Expenses | Summary

Activity: A1050 [Selection of the Final]

Predecessors

Project ID	WBS	Activity ID	Activity Name	Relationship	Lag	Activity Status	Primary Resource
RAWRATENPROM	RAWRATENPROM	A1000	Start Milestone Excessive Increase in Pay Rate from Internal	FS	0	Not Started	

Successors

Project ID	WBS	Activity ID	Activity Name	Relationship	Lag	Activity Status	Primary Resource
RAWRATENPROM	RAWRATENPROM	A1010	Posting New Jobs and Vacancies	FS	0	Not Started	
RAWRATENPROM	RAWRATENPROM	A1020	Selection of Potential Candidates	FS	0	Not Started	
RAWRATENPROM	RAWRATENPROM	A1030	Interview Qualified Candidates by a Interview Panel	FS	0	Not Started	
RAWRATENPROM	RAWRATENPROM	A1040	Rate Candidate's Qualifications and Interview Performance	FS	0	Not Started	
RAWRATENPROM	RAWRATENPROM	A1050	Selection of Final Interview	FS	0	Not Started	

Internal Control over Inventory

Primavera P6 Professional 17: INTCONTINV (Internal Control over Inventory)

File Edit View Project Enterprise Tools Admin Help

Activities

Layout: Classic Schedule Layout

Filter: All Activities

Activity ID	Activity Name	Original Duration	Remaining Duration	Schedule % Complete	Start
Internal Control over Inventory					
A1000	Start Warehouse and Inventory Control over Inventory	0	0	21.67%	02-Sep
A1020	Developing Warehouse and Inventory Control Practices within	30	0	43.33%	02-Sep
A1030	Configuring Maximo for Best Practices for Warehouse and In	60	5	21.67%	01-Oct
A1040	Train staff on the Warehouse and Inventory Control Practices	240	220	5.42%	14-Oct
A1050	On going Work to improve Warehousing and Inventory Contro	0	0	0%	
A1050	Final Milestone Internal Control over Inventory	0	0	0%	

September 2019 | October 2019 | November 2019 | December 2019 | January 2020 | February 2020 | March 2020

Project: INTCONTINV

General | Status | Resources | Codes | Relationships | Notebook | Steps | Feedback | WBS & Docs | Risks | Expenses | Summary

Activity: A1000 | Start Warehouse Internal Control over Inventory

Predecessors

Project ID	WBS	Activity ID	Activity Name	Relations	Lag	Activity Status	Primary Re

Successors

Project ID	WBS	Activity ID	Activity Name	Relations	Lag	Activity Status	Primary Resource

Assign

Periodic: All Projects | Access Mode: Shared | Data Date: 08-Nov-19 | Baseline: Current Project | User: mbi | DB: P1008 (Professional)

Type here to search

85% T/M | 11/06/2019

Credit Balance from Colton Public Utilities

Primavera P6 Professional 17: CREDITBALCPU (Credit Balance from Colton Public Utilities)

File Edit View Project Enterprise Tools Admin Help

Activities

Layout: Classic Schedule Layout_1 Filter: All Activities

Activity ID	Activity Name	Original Duration	Remaining Duration	Schedule % Complete	Start
A1010	Establish Policies and Procedures over the Account Payable Cycle	60	6	21.87%	02-Sep
A1020	Provide Training to Operation Staff	120	120	100%	01-Oct
A1030	Final Milestone Credit Balance from Colton Public Utilities	0	0	0%	

Start Milestone Credit Balance from Colton Public Utilities

Establish Policies and Procedures over the Account Payable Cycle

Project: CREDITBALCPU

Project Labor Units

Activity	Original	Actual	Remaining	All Complete
A1010	0	0	0	0
A1020	0	0	0	0
A1030	0	0	0	0
Total Final	0	0	0	0
Free Float	0	0	0	0

General Status Resources Codes Relationships Notebook Steps Feedback: WPS 3 Docx Rate Expenses Summary

Activity: A1000 Start Milestone Credit Balance from Colton Public Utilities

Status: Started 02-Nov-19 Duration % 0%
 Actual 0 Finished 0 Suspend 0
 Remaining 0 Exp Finish 0 Resume 0
 All Complete 0

Constraints: Primary: None Secondary: None
 Date: Date

Portfolio: All Projects Access Model Shared Data Date: 06-Nov-19 BaseDate: Current Project User: matt OS: P608 (Professional)

Type here to search

8:35 PM 11/6/2019



LIST OF CLIENTS SERVED

All Temporary, Interim and Contract Staff Positions

City of Camarillo – Finance Director, May –October 2016, Dec. 2019-Present

City of Madera-Finance Manager, Dec. 2019-Present

City of South El Monte-Finance Director, Dec. 2019-Present

City of Lynwood-Senior Accountant, August – November 2015; Account Technician, Payroll Technician, Budget Analyst, April-Dec. 2016; Finance Director, Assistant Finance Director, Mar-Sept 2017, Payroll Technician, May 2017, Accountant, Senior Accountant Oct 2017-Sept. 2019, November 2019-Present

City of Long Beach-Assistant Controller, Nov. 2017-March 2018, Senior Accountant, Nov. 2019-Present

City of Cudahy-Senior Accountant, September 2019-Present, Payroll Technician, September 2019-Present

City of Sierra Madre-Finance Director, August 2014 -April 2015; Finance Manager, Oct-Dec 2018; Account Technician (AP), Dec 2018-April 2019, Accounting Manager, Nov. 2019-Present

City of Adelanto – Finance Director, Deputy Finance Director, Budget Analyst, February –Dec. 2016; Finance Director, July 2018-Present; Human Resources Manager, Accounting Manager, Senior Accountant, Accountant, Account Clerk, Account Technician August 2018-Present; Budget Analyst, May-August 2019

City of Port Hueneme-Payroll Technician, August 2017 – March 2018; Deputy Finance Director, October 2018-Present, Deputy City Manager, February-Sept. 2019, Human Resources Director, July 2019-Present

City of Costa Mesa-Payroll Technician, Sept.-Dec. 2018; Purchasing Manager, Dec. 2018-Present

City of South Gate-Finance Director, September 2014-January 2015, Senior Accountant, Feb. 2017 – Present

City of Glendora, Accounting Manager, October 2013 – September 2014; Budget Manager, December 2017-May 2018; Payroll Analyst-May 2018-April 2019; Account Technician (AP), Sept. –Dec. 2018, Human Resources Director, July 2019-Present

West Valley Water District-Management and operational audit, Nov-Dec 2018, Consultant, March-Nov. 2019, Chief Financial Officer/Finance Director, July-Nov. 2019

City of Upland- Human Resource Analyst, Apr-May 2017, Payroll Technician, April-August 2017, Finance Manager, Nov. 2016-June 2017, Payroll Technician, August-November 2019

City of Monterey Park-Accountant, July-Nov. 2014, April – May 2016, August 2016 – April 2017, July 2017-March 2018, July-November 2019

City of Vallejo-Senior Accountant, July – Sept. 2019

City of Novato-Finance Director, October 2018-July 2019

City of Burbank-Account Technician, Jan-March 2018, Jan-March 2019; Office Clerk, April-June 2019

City of South Pasadena-Budget Analyst, May-June 2019

City of Avalon-Accountant, Oct-Dec 2018

City of Santa Barbara-Senior Accountant, August-September 2018

City of La Verne-Finance Director, Special Project Consultant, September 2017-August 2018

City of Lemon Grove-Finance Director, Nov. 2017-July 2018

City of Oxnard – Senior Accountant, November - December 2015, Mar. 2016 – June 2018

City of Redlands, Accountant, February 2013, Human Resources Manager, March-May 2018

City of San Gabriel, Accountant, Junior Accountant, December 2012–May 2014; Code Enforcement Revenue Special Project, September 2017; Human Resources Special Project, Dec. 2017-May 2018

City of Rialto-Contract Finance Officer, June 2017-March 2018

City of Placentia-Finance Director, Senior Accountant, Payroll Technician, Feb.-Dec. 2017

City of San Marino – Finance Director, Deputy Finance Director, Administrative Services Director, Human Resources Director, Accountant, Budget Analyst, July 2016-Dec. 2017

City of Bell-Junior Accountant, Accountant, June–July 2014, February –May 2015, July-Sept. 2016, June-Nov. 2017

City of Gardena-Senior Accountant, May-Nov. 2017

City of Morro Bay-Finance Director, August-September 2017

San Bernardino County Transportation Authority-Accountant, June-August 2017

City of Hemet-Finance and Administrative Services Director, Mar.-July 2017

City of Arvin-Special Project-Accounting services, May-June 2017

City of Whittier-Special Project-Accounting Policy/Procedure Manual, Mar. 2017

City of Emeryville-Accounting Supervisor, Nov. 2016-January 2017

City of Carson-Payroll Technician, Nov. 2016

City of Compton-Work Flow Study Project, August 2016

City of El Segundo-Finance Director, Fiscal Services Manager, Senior Accountant, Payroll Technician, Account Technician, Accounting Apprentice, May 2015-November 2016

City of Wildomar, Account Technician, July 2012-May 2016, Finance Director/Controller, September 2008-April 2014

City of Milbrae-Accounting Manager, Senior Accountant, Senior Accountant, Sept. 2015 – Jan. 2016

Beach Cities Health District-Finance Director, February – May 2015

City of Perris-Accounting Supervisor, April 2015-March 2016, Finance Director, July 2011–January 2013

City of Rancho Palos Verdes-Accounting Manager, February – May 2015

City of Pasadena-Purchasing Manager, Accounts Payable Manager, Senior Budget Analyst, Deputy Controller, February 2015 – May 2016

City of Los Alamitos-Accountant, March 2014 – December 2014

City of Pico Rivera, Senior Accountant, March 2014- January 2015, Accountant, March-August 2014

City of Colton, Finance Director, November 2013 – March 2014

City of La Puente, Accountant, November 2012–January 2013

City of West Hollywood, Accountant, April 2012–Jan 2013

City of Indian Wells, Budget Analyst, March-April 2012

Central Basin Municipal Water District, Accountant, January-July 2012

Wildomar Cemetery District, Controller, Mar. 2011–April 2014

City of Inglewood, Special Advisor to City Administrator, October 2009–April 2010

City of Menifee, Finance Director, October 2008–September 2009



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: INCREASE AMOUNT FOR AEROTEK, INC. FOR TEMPORARY LABOR SERVICES FOR FISCAL YEAR 2019-20

BACKGROUND:

In December 2018, the General Manager executed a contract not to exceed \$25,000 with Aerotek, Inc. to provide state certified water systems operators as temporary labors in the Meter Service Department (Department). This temporary labor was required to provide coverage for four (4) vacant positions in the Department to maintain satisfactory customer service levels and maintain productivity in the meter replacement program. Those positions have been filled with permanent employees since June 2019.

Aerotek services have continued to be needed to fill absences due to Family Leave and a resignation in the Customer Service Center. The Family Leaves are ending and the vacancies will be filled by December. However, funding for FY2019-20 services must be approved by the Board.

DISCUSSION:

The Board of Directors is requested to authorize the General Manager to transfer funds in the FY2019-20 Budget derived from salary savings and execute a budget amendment to increase funding for the Aerotek, Inc. agreement not to exceed \$50,000 without prior Board Approval.

FISCAL IMPACT:

No fiscal impact. The funding for these temporary positions is derived from salary savings from vacant positions in the existing budget.

STAFF RECOMMENDATIONS:

Staff recommends that the Board of Directors authorize the General Manager transfer funds in the FY2019-20 Budget and execute a budget amendment to provide funding for the Aerotek, Inc. agreement not to exceed \$50,000 without prior Board approval.

Respectfully Submitted,

Clarence Mansell Jr, General Manager

CM:mb

ATTACHMENT(S):

1. Aerotek Contract



SERVICES AGREEMENT

THIS SERVICES AGREEMENT ("Agreement") is made this 13th day of December, 2018, by and between AEROTEK, INC., a Maryland corporation, ("AEROTEK"), and West Valley Water District ("Client").

BACKGROUND

AEROTEK is engaged in the supplemental staffing services business providing contract personnel to customers with staffing needs. Client desires to engage AEROTEK to provide supplemental staffing services and AEROTEK desires to be engaged by Client, all on the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual promises contained herein, the parties agree as follows:

1. **TERM:** This Agreement shall commence on the date this Agreement is executed by all parties, and continue for an initial term of one (1) year, and shall continue thereafter on a month-to-month basis not to exceed five (5) years, unless earlier terminated as provided herein. This Agreement may be terminated by either party upon thirty (30) days prior written notice with or without cause.

2. CONTRACT EMPLOYEES

2.1. **CONTRACT EMPLOYEES DEFINED:** As used throughout this Agreement, the term "Contract Employee" means an AEROTEK employee temporarily placed with the Client pursuant to this Agreement.

2.2. **SERVICES:** AEROTEK shall provide to Client one or more Contract Employees as requested by Client from time to time. Such Contract Employees shall provide services under Client's management and supervision at a facility or in an environment controlled by Client. Attached hereto as Exhibit A is a list of the names of the Contract Employee(s) to be placed initially with Client, standard and overtime hourly billing rates for each Contract Employee, and the starting date for each Contract Employee. Unless otherwise agreed by the parties, this Agreement shall apply to additional Contract Employees provided by AEROTEK as requested by Client hereunder from time to time. Should Client request additional services subsequent to the execution of this Agreement, and such services are not listed on Exhibit A attached hereto, or should either Client or AEROTEK request changes to hourly billing rates or other terms for any Contract Employee working under the terms of this Agreement, any such additions or changes will be mutually agreed to in writing by both parties. Such agreed upon terms shall become a part of this Agreement, as amended.

2.3. **DUTIES:** It shall be the Client's responsibility to control, manage and supervise the work of the Contract Employees assigned to Client pursuant to this Agreement. Client agrees to provide site specific training to Contract Employees. The Contract Employees shall perform only the duties and functions of the specific jobs set forth opposite the Contract Employee's name on Exhibit A or on the job description attached to this Agreement. In no event shall any Contract Employee be assigned or permitted to perform any other duties or functions other than those specified in Exhibit A for Client without the express written consent of AEROTEK. Should Client assign the Contract Employee to perform the duties or functions of a position not listed in Exhibit A or within the job description attached hereto, AEROTEK may, in its sole and absolute discretion, deem this Agreement breached by Client and take whatever action it deems necessary or appropriate. In this event, Client shall be liable to AEROTEK, and indemnify AEROTEK for all claims, damages, losses or expenses relating to

such breach, as well as all hours worked by the Contract Employees.

2.4. **CASH HANDLING:** Client agrees that it will not permit any Contract Employee to (i) handle cash, negotiable instruments or other valuables without AEROTEK's written consent (and then only under Client's direct supervision), or (ii) transport or convey money, securities or negotiable instruments for Client (including, but not limited to, delivering bank deposits to a bank or other institution).

2.5. **MOTOR VEHICLES:** Contract Employee(s) are not authorized to operate a motor vehicle without AEROTEK's prior written permission. Client shall not request or require Contract Employee(s) to perform tasks which require driving a motor vehicle without AEROTEK expressed written permission.

2.6. **INTERNATIONAL TRAVEL:** Contract Employee(s) are not authorized to travel internationally without AEROTEK's prior written permission. Client shall not request or require Contract Employee(s) to perform tasks which require international travel without AEROTEK's prior written permission.

3. **INDEPENDENT CONTRACTOR STATUS:** With respect to the services provided by AEROTEK, AEROTEK shall be an independent contractor. AEROTEK shall provide any salary or other benefits to such Contract Employees; will make all appropriate tax, social security, Medicare and other withholding deductions and payments; will provide worker's compensation insurance coverage for its Contract Employees; and will make all appropriate unemployment tax payments.

4. TIME RECORDS AND INVOICES:

AEROTEK Time and Expense shall be the official time record for purposes of payment herein. AEROTEK shall submit weekly invoices to Client for services rendered by Contract Employee(s) for the number of hours worked by Contract Employee(s) the previous week. Overtime rates for Contract Employee(s) who work in excess of forty (40) hours per week, or as otherwise required by law, will be billed at the rates listed on Exhibit A, in addition to all applicable sales and other tax, or as otherwise agreed by both parties. For weeks that have one (1) National or client observed holiday, overtime rates shall be billed for hours worked in excess of thirty-two (32) hours per week. The number of hours billed by AEROTEK shall be supported by a time card or other time record approved by a representative of the Client. Client is solely responsible for ensuring that information submitted to AEROTEK regarding hours worked by Contract Employee(s) is timely and accurate. Client agrees to pay for any and all hours of Sick Leave, as applicable, that has accrued and is paid to Contract Employee while on assignment at Client. In the event Client or Client's Representative fails to timely or accurately affirm the hours worked by Contract Employees or provide adequate systems or reporting to account for all hours, Client shall be liable to AEROTEK, and indemnify AEROTEK for all claims, damages, losses or expenses relating to such breach, as well as all hours worked by the Contract Employees. Invoices submitted by AEROTEK to Client are presumed to be accurate and fully payable on the terms contained therein unless disputed by Client within five (5) business days of Client's receipt of the invoice.

5. **PAYMENT DEFAULT:** Payment in full for invoices via check or EFT shall be due within fifteen (15) days from invoice date, at AEROTEK, 3689 Collection Cir. Dr., Chicago, Illinois 60693. Invoices that are more than seven (7) days past due are subject to a late charge of one percent (1%) per month on the amount of the past due balance. Late charges shall be calculated using the U.S. Method, therefore interest will not be compounded on the past due balance. If the Client's account is past due or Client has exceeded AEROTEK's established credit limit, AEROTEK shall notify Client verbally or in writing of such occurrence. Upon such notice, AEROTEK may, without additional notice, immediately cease providing any and all further Contract Employee services without



any liability to Client for interruption or stoppage of pending work. In addition, the parties agree that in the ordinary course of business AEROTEK may, in its sole discretion, apply payments made by Client to any outstanding Client invoice, notwithstanding any direction by Client regarding application of the payment. In the event that there are subsidiaries and/or affiliates of Client that are subject to the terms of this Agreement, and those subsidiaries and/or affiliates become delinquent or are unable to pay AEROTEK according to the terms contained herein, Client shall be liable to AEROTEK for payment of any and all outstanding invoices owed by the subsidiaries and/or affiliates.

6. EXPENSES: Client shall reimburse AEROTEK for all ordinary, necessary, and reasonable travel expenses incurred by Contract Employee(s) while performing services on behalf of Client that require Contract Employee to travel away from Client's primary job site. Client agrees to accept legible copies of receipts (or electronic copies, if billed electronically) as the supporting documentation needed to pay the expense amount on the invoice.

7. COLLECTION: Intentionally omitted.

8. BANKRUPTCY: Client agrees that in the event Client files bankruptcy, (i) to the extent AEROTEK pays the salary and other direct labor costs of the Contract Employees it provides to Client and such amounts incurred within 180 days prior to bankruptcy are not paid by Client to AEROTEK prior to bankruptcy, and/or (ii) AEROTEK is the assignee of claims held by such Contract Employees against Client for such amounts incurred within 180 days prior to bankruptcy and such amounts are not paid by Client to AEROTEK prior to bankruptcy, then AEROTEK has a claim against Client in bankruptcy for the amount of such salary and other direct labor costs which is entitled to a priority under 11 U.S.C. § 507(a)(4).

9. PURCHASE ORDERS: Payment of AEROTEK invoices shall not be dependent upon a Client generated purchase order. If a purchase order is required pursuant to this Section, Client shall deliver to AEROTEK a written purchase order [15days/hours] before the first Contract Employee start date identified on Exhibit A. As stated in Section 15.21 herein, this Agreement and Exhibit A constitute the entire agreement between the parties. If there is any inconsistency or conflicting terms between this Agreement and a client purchase order, this Agreement shall prevail. If a purchase order is required pursuant to this paragraph, failure by Client to deliver said purchase order shall not release Client of its obligations contained in this Agreement.

10. EXPORT CONTROL: Client agrees that it will adhere to all applicable export controls including but not limited to the International Traffic and Arms Regulations (ITAR), the Export Administration Regulations (EAR), and all regulations and orders administered by the Office of Foreign Asset Control of the U.S. Department of Treasury. Client further assumes responsibility for Contract Employees' actions with regard to any transfer of export controlled articles to include technical data, and defense services while acting within the scope of work under this contract, to include the procurement of any licenses required under the ITAR or EAR. Client is responsible for promptly identifying in writing for AEROTEK positions that require access to export controlled data or require AEROTEK provided personnel to participate in the export of controlled information and technologies to foreign persons. Upon notification of applicable export controls, AEROTEK will certify that employees placed in those positions are U.S. persons.

11. RESTRICTIVE COVENANT

11.1. RESTRICTIVE COVENANT - CONVERSION: AEROTEK is not an employment agency. Its services are provided at great expense to AEROTEK. In consideration thereof, during the term of

this Agreement and for the twelve (12) month period immediately following the period for which a Contract Employee last performed services for the Client under this Agreement, Client shall not, directly or indirectly, for itself, or on behalf of any other person, firm, corporation or other entity, whether as principal, agent, employee, stockholder, partner, member, officer, director, sole proprietor, or otherwise, solicit, participate in or promote the solicitation of such Contract Employee to leave the employ of AEROTEK, or hire or engage such Contract Employee. If any Contract Employee provided by AEROTEK to Client is engaged by Client to perform services, either directly or indirectly, within twelve (12) months of that Contract Employee's last day of work at Client through AEROTEK, the Client will pay AEROTEK, as liquidated damages, an amount equal to 30% of the Contract Employee's first year salary, including bonuses, with Client.

11.2. RESTRICTIVE COVENANT - RIGHT TO HIRE: Notwithstanding, the above Section 11.1, if Contract Employee has completed the minimum assignment duration at Client for AEROTEK, pursuant to Exhibit A, there will be no fee for directly hiring the Contract Employee.

11.3. ACCOUNT STATUS: If Client exercises its right to hire a Contract Employee at a time when Client is in breach of Section 5 of this Agreement or Client's account is otherwise not current or in good standing, Client agrees to pay the fee of 30% of the Contract Employee's first year salary, including bonuses with Client, even though the Contract Employee has completed the assignment duration outlined in the attached Exhibit A.

12. SUBMITTALS

12.1. RIGHT TO HIRE: Resumes submitted to Client are confidential and for Client use only. Client agrees that AEROTEK is the exclusive representative of all candidates for which resumes are submitted to Client by AEROTEK in response to Client requests. Accordingly, Client agrees that if any candidate submitted to Client by AEROTEK is engaged to perform services, either directly or indirectly, by Client within twelve (12) months of receipt of the resume, Client agrees to pay to AEROTEK as liquidated damages an amount equal to 30% of the employee's first year annual salary, including bonuses.

12.2. CONTRACT EMPLOYEE PERFORMANCE: Within the initial employment guarantee period as detailed in the attached Exhibit A from any Contract Employee(s) starting date, Client shall review the Contract Employee's performance and decide whether to continue the engagement of such Contract Employee. If Client is dissatisfied with the performance of the Contract Employee, and Client wishes AEROTEK to terminate its engagement of such Contract Employee, Client must notify AEROTEK within the initial period, specifying the reasons for its dissatisfaction, and Client shall not be required to pay for the hours worked by that Contract Employee during the initial period, provided its reasons for termination are not unlawful and are bona fide in AEROTEK reasonable judgment. If Client becomes dissatisfied with the performance of a Contract Employee after the initial period, Client may request that AEROTEK terminate the engagement of that Contract Employee upon written notice to AEROTEK, but Client shall pay for all hours worked by the terminated Contract Employee from the first hour of work up to and including the date of termination.

12.3. LIMITATION OF LIABILITY: AEROTEK does not warrant or guarantee that the Contract Employee(s) placed pursuant to this Agreement will produce any particular result or any solution to Client's particular needs, or perform services in any particular manner. Accordingly, Client acknowledges and agrees that AEROTEK is not responsible for any aspects of the Contract Employees work or the Client's project, including, without limitation, any deadlines or work product. Because AEROTEK is providing supplemental staffing services only, and Client is directing and

Aerotek

supervising the Contract Employees who render these services, AEROTEK shall not be liable (i) for any claims, costs, expenses, damages, obligations or losses arising from or in connection with the acts or omission of any Contract Employee, including, but not limited to, work on engineering or design concepts or calculations or related drawings, software programs, designs or documentation, or (ii) for any indirect, special or consequential damages (including, but not limited to, loss of profits, interest, earnings or use) whether arising in contract, tort or otherwise. Client shall indemnify AEROTEK and hold it harmless against and from any such claims made or brought by third parties, including any and all costs incurred in connection with such claims.

13. CLIENT PROPERTY

13.1. WORK PRODUCT: All work product of every kind performed by any Contract Employee on behalf of Client shall be the sole and exclusive property of Client.

13.2. DAMAGES: AEROTEK does not provide insurance coverage for any real or personal property of Client, including but not limited to machinery, equipment, computers, tools, vehicles or other real or personal property which is owned or leased by client. Accordingly, Client agrees that in the event it supplies, provides or otherwise allows Contract Employees to use or have access to any property of Client, (including but not limited to cell phones, laptop computers, tools, etc.), Client shall be solely responsible for any damage, theft, repair or loss associated with this property, and Client shall indemnify, hold harmless and defend AEROTEK against and from such claims made or brought for any damaged, stolen, or lost property of Client.

13.3. CONFIDENTIALITY: AEROTEK recognizes that while performing its duties under this Agreement, AEROTEK and its Contract Employees may be granted access to certain proprietary and confidential information regarding Client's business, customers, and employees. AEROTEK agrees to keep such information confidential and the obligations of this paragraph will survive the termination of this Agreement. This paragraph does not apply to information that was previously known or information that is available in the public domain.

14. NOTICES

14.1. MANNER: Any notice or other communication ("Notice") required or permitted under this Agreement shall be in writing and either delivered personally or sent by facsimile, overnight delivery, express mail, or certified or registered mail, postage prepaid, return receipt requested.

14.2. ADDRESSEE: A Notice shall be addressed, in the case of AEROTEK, to Assistant Controller--West Region at: 7301 Parkway Dr. Hanover, MD 21076 or, in the case of Client, to West Valley Water District, at 855 W. Baseline, P.O. Box 920, Rialto, CA 92377. If sent by facsimile, a Notice shall be sent to AEROTEK at (410) 579-3106 or to Client at (951) 862-1203.

14.3. DELIVERY: A Notice delivered personally shall be deemed given only if acknowledged in writing by the person to whom it is given. A Notice sent by facsimile shall be deemed given when transmitted; provided that the sender obtains written confirmation that the transmission was sent. A Notice sent by overnight delivery or express mail shall be deemed given twenty-four (24) hours after having been sent. A Notice that is sent by certified mail or registered mail shall be deemed given forty-eight (48) hours after it is mailed. If any time period in this Agreement commences upon the delivery of Notice to any one or more parties, the time period shall commence only when all of the required Notices have been deemed given.

14.4. CHANGES: Either party may designate, by Notice to the other, substitute addressees, addresses or facsimile numbers for Notices, and thereafter, Notices are to be directed to those

substitute addresses, or facsimile numbers.

15. MISCELLANEOUS:

15.1. WAIVER: Failure to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of that term, covenant or condition or of any other term, covenant or condition of this Agreement. Any waiver or relinquishment of any right or power hereunder at any one or more times shall not be deemed a waiver or relinquishment of that right or power at any other time.

15.2. REMEDIES CUMULATIVE: The remedies set forth in this Agreement are cumulative and are in addition to any other remedies allowed at law or in equity. Resort to one form of remedy shall not constitute a waiver of alternate remedies.

15.3. ARBITRATION: Except as provided in Section 7 of this Agreement, all disputes, controversies or differences arising in connection with the validity, execution, performance, breach, non-renewal or termination of this Agreement shall be finally settled in an arbitration proceeding under the Rules of the American Arbitration Association by three arbitrators in accordance with the Commercial Arbitration Rules then in effect of the American Arbitration Association. Selection of the arbitrators shall be as follows: each party shall appoint one arbitrator within twenty (20) days after the parties have agreed to go to arbitration, and those two arbitrators shall appoint a third arbitrator who shall act as chairman, within a twenty (20) day period thereafter. If the parties fail to appoint the chairman within said period, the parties will apply to the American Arbitration Association for appointment of the third arbitrator. The parties agree to be bound by the findings of the arbitration. Notwithstanding the foregoing, the courts shall have jurisdiction over injunctive or provisional relief pending arbitration. The arbitrators shall not be empowered to award punitive damages to any party. The non-prevailing party to the arbitration shall pay all the prevailing party's expenses of the arbitration, including reasonable attorneys' fees and other costs and expenses incurred in connection with the prosecution or defense of such arbitration.

15.4. DRUG & BACKGROUND SCREENING: If Client requires AEROTEK to perform certain drug and/or background screenings on its candidate(s) and/or Contract Employee(s), the Exhibit B Addendum should be completed and signed by both Client and Aerotek. These screenings will be performed at Client's sole expense unless otherwise agreed to in writing by both parties.

15.5. ASSIGNMENT: No party shall transfer or assign any or all of its rights or interests under this Agreement or delegate any of its obligations without the prior written consent of the other party; provided, however, that AEROTEK may transfer or assign its rights or interests, or delegate its obligations, under this Agreement to any parent, subsidiary or affiliate without the prior written consent of Client.

15.6. COMPLIANCE: Client agrees that it will comply with applicable federal, state, and local laws in connection with the services provided by AEROTEK hereunder, including but not limited to the following:

15.7. EQUAL OPPORTUNITY: AEROTEK is an equal opportunity employer and refers Contract Employees regardless of race, sex, color, religion, creed, ancestry, national origin, disability, age, marital status or other protected class status pursuant to applicable law. Client agrees and warrants that it will not reject Contract Employees, or otherwise deem Contract Employees unacceptable, or take any other action for any reason prohibited by federal, state or local laws including, but not limited to, laws pertaining to employment discrimination or employee safety. Client will indemnify and defend AEROTEK with respect to any and all claims that Client took action in violation of federal, state,



and/or local laws, including costs of suit, settlement and attorneys' fees.

16.8. GOVERNMENT CONTRACTING – NOTIFICATION AND WAGE DETERMINATION: Client represents and warrants that the services to be provided by Contract Employees are not (i) supporting a contract for the United States, State or Local Government; or (ii) subject to any federal, state, or local prevailing wage determination, including but not limited to, the Service Contract Act of 1965, Davis-Bacon Act, or Walsh-Healey Public Contract Act. Client acknowledges and agrees that Client is responsible for (i) prior notification to AEROTEK of any and all projects that support a contract with the United States, State or Local Government, and (ii) the accuracy of any applicable prevailing wage determinations and flow down provisions. If it is later determined that such services provided by Contract Employees were in support of a United States, State or Local Government contract, Client agrees to indemnify AEROTEK for any claims, costs or fees which (i) AEROTEK may incur from any misclassification related to such determination; and (ii) result from any inaccuracy of the Client provided wage determination including, but not limited to, the failure to notify AEROTEK that the services provided by Contract Employees are or were required to be paid at a prevailing wage. Should Client fail to notify AEROTEK of an applicable prevailing wage or provide accurate wage determinations, AEROTEK reserves the right to bill Client the difference in the rate for all hours worked plus any statutory or regulatory costs associated with such rate difference. Further, AEROTEK will charge a ten percent (10%) fee, as liquidated damages for Client's failure to notify AEROTEK that a prevailing wage applies, which will be calculated based on the total difference in the rate for all hours worked.

16.9. AVIATION REGULATIONS: Client represents that none of the services to be performed by any Contract Employee will be FAA-regulated as a "SAFETY-SENSITIVE FUNCTION". Client agrees to be solely responsible for making such determination(s), and Client agrees to indemnify AEROTEK and hold AEROTEK harmless for any claims, costs or damages which may result from the Client's breach of its obligations contained herein.

16.10. HEALTH AND SAFETY: Client shall provide a safe, clean work environment that complies with all applicable local, state and federal laws. Client agrees to train, certify, evaluate and orient all Contract Employees in all applicable safety (IHPP), hazardous communication (SDS information, etc.) ergonomic and operational instructions in the same manner as Client employees and as required by policy or by law, including but not limited to, all federal OSHA and equivalent state agency requirements, guidelines and standards. Client agrees to document Contract Employee site specific training, which documents the date and type of training conducted. The Client further agrees to promptly provide verification of site specific training upon Aerotek's request. Further, Client agrees to notify AEROTEK if any health and safety medical testing or medical surveillance will be required for Contract Employee. Client agrees to notify AEROTEK of any changes in occupational exposures that would require medical testing or medical surveillance. To the extent a Contract Employee is obligated to meet site-specific training requirements in order for Client to comply with applicable site-specific legal requirements, the Client shall provide the Contract Employee with all necessary training before placing the Contract Employee into the work environment and before allowing the Contract Employee to commence the specific assignment. Client shall provide and require all AEROTEK Contract Employees to wear all appropriate safety equipment. Client will notify AEROTEK immediately in the event of an accident or medical treatment of any Contract Employee, and will provide a completed supervisor's report of injury. AEROTEK may perform, if feasible, an inspection of the workplace to conduct its own hazard assessment or to ensure implementation of the Client's safety and health obligations. Client agrees to provide the necessary

and accurate information to complete this assessment. In the event of an accident or other incident involving a Contract Employee, AEROTEK shall have the right to conduct an onsite investigation. Client shall cooperate with AEROTEK in the conduct of its investigation. Client will be responsible for all OSHA recordkeeping responsibilities required by law in the performance and execution of the terms of this agreement. Client shall indemnify AEROTEK and hold it harmless against and from any claims made or brought as a result of Client's breach of its obligations contained in this paragraph.

16.11. DATA SECURITY: Client acknowledges and agrees that, in the course of its business relationship with AEROTEK, Client may receive or have access to Sensitive Personal Information of AEROTEK or its Contract Employees, including, without limitation, names, signatures, addresses, telephone numbers, e-mail addresses, government-issued identification numbers, and other personal identifiers. Client agrees to keep and maintain all Sensitive Personal Information in strict confidence, using such degree of care as is appropriate to avoid unauthorized access, use or disclosure. In addition, Client agrees that it shall use and disclose Sensitive Personal Information solely and exclusively for the purposes for which the Sensitive Personal Information, or access to it, is provided pursuant to the terms and conditions of this Agreement and not disclose such information to any person or entity without express written consent from AEROTEK.

16.12. DATA SECURITY INCIDENT: In the event a Data Security Incident occurs involving a Contract Employee assigned to Client under this Agreement, Client agrees to report the Data Security Incident to AEROTEK via the following link: <https://infosec.alegisgroup.com>. A Data Security Incident shall be defined to include any matter in which Client equipment is lost or stolen, any sensitive, proprietary or Client confidential information contained on the equipment is improperly transmitted or disclosed or other Data Security Incidents or issues that arise and are caused by Contract Employee(s).

16.13. OTHER REQUIREMENTS: Client acknowledges and agrees that it shall be responsible for notifying AEROTEK of any other industry-specific law or regulation applicable to the services provided by AEROTEK prior to any AEROTEK employee providing any services.

16.14. ANNUAL INFLATION ADJUSTMENT: Within the first sixty (60) days of every calendar year, AEROTEK reserves the right to adjust established bill rates with Client by up to 3% to cover specific direct cost increases. This bill rate adjustment will include any statutory, employee benefit, or Contract Employee compensation increases. AEROTEK will submit a revised Exhibit A reflecting the bill rate adjustment at the effective date of change to the Client for documentation purposes. If direct cost increases are greater than 3% then AEROTEK will secure a revised Exhibit A with Client documenting the new agreed upon rates. Any rate adjustment will be applicable on a go forward basis only.

16.15. GOVERNING LAW: The laws of the State of California shall govern the validity and construction of this Agreement and any dispute arising out of or relating to this Agreement, without regard to the principles of conflict of laws.

16.16. SEVERABILITY: A ruling by any court that one or more of the provisions contained in this Agreement is invalid, illegal or unenforceable in any respect shall not affect any other provision of this Agreement so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner materially adverse to any party. Thereafter, this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had been amended as originally contemplated by this Agreement to the greatest extent possible.



15.17. COUNTERPARTS: This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed an original. In that event, in providing this Agreement it shall not be necessary to produce or account for the counterpart signed by the party against whom the proof is being presented.

15.18. HEADINGS: The section and subsection headings have been included for convenience only, are not part of this Agreement and shall not be taken as an interpretation of any provision of this Agreement.

15.19. BINDING EFFECT: This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective heirs, legatees, personal representatives and other legal representatives, successors and permitted assigns. Except as otherwise specifically provided, this Agreement is not intended and shall not be construed to confer upon or to give any person other than the parties any rights or remedies.

15.20. AMENDMENTS AND MODIFICATIONS: Except for modifications to Exhibit A pursuant to Section 2 herein, this Agreement may be amended, waived, changed, modified or discharged only by an agreement in writing signed by all of the parties.

15.21. ENTIRE AGREEMENT: This Agreement and Exhibit A hereto constitutes the entire agreement between the parties, and there are no representations, warranties, covenants or obligations except as set forth in this Agreement. This Agreement supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, written or oral, of the parties, relating to any transaction contemplated by this Agreement.

AEROTEK, INC.

By:  _____

Name: John Flores

Title: Senior Account Executive

Date: 12-13-18

Client: West Valley Water District

By:  _____

Name: Clarence C. Mansell, Jr.

Title: General Manager

Date: 12-13-18



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: CIP BUDGET AMENDMENT TO FACILITATE ADDITIONAL MAXIMO USER LICENSING AND HOSTING SERVICES

BACKGROUND:

The District has been developing an Asset Management Program utilizing the Maximo Software System. The project has been underway for approximately eleven (11) months. It is now time to purchase user licensing and move to a production environment and get ready for staff use. This item was discussed and approved in the Safety and Technology Committee Meeting on September 17, 2019.

DISCUSSION:

Consider the purchase of Maximo User Licensing and Hosting services from Polaris Solutions. Polaris Solutions will provide extended Maximo support and expertise as we develop our asset management system. It will be bundled with Maximo cloud hosting services. The Staff would like to move our existing short term hosting service from Tangentia which is a DB2 Database to a long term service with Polaris Solutions which we have an option to procure a SQL database. The new hosting service matches our new Tyler System SQL database and is better suited in providing an easier collaboration environment for Tyler Incode and Maximo integration. The new service will also bring better user support and provide separate production and testing environments for development and enhanced first and second level Maximo software support. Polaris Solutions was recommended by our IBM (Maximo) consultant.

Maximo Users	Polaris	Cohesive	IBM
Total for 62 Users	\$99,457.40	\$91,896.56	\$94,005.60
Sales/Use Tax	\$7,707.95	\$7,121.98	\$7,285.43
License Service Quotes	\$107,165.35	\$99,018.54	\$101,291.03
 Hosting Service Quotes	 \$22,440.00	 \$45,920.00	 \$43,429.20
 Combined License and Hosting Total	 \$129,605.35	 \$144,938.54	 \$144,720.23

FISCAL IMPACT:

We are requesting a CIP Budget Amendment to facilitate additional Maximo User Licensing and hosting services for \$129,605.35. The additional funds are available in the Reserve Funds.

STAFF RECOMMENDATION:

Staff recommends the Board to approve purchasing Maximo Licensing and Hosting Services from Polaris Solutions and authorizes the General Manager to execute the necessary Budget Amendment documents.

Respectfully Submitted,



Clarence Mansell Jr, General Manager

DG

ATTACHMENT(S):

1. Polaris 7.6 License and Hosting Maximo Proposal - WVWD-Rev2
2. Cohesive License 2019
3. Cohesive Hosting Quote
4. IBM License Quote
5. IBM Hosting Quote



**Proposal For
Maximo 7.6 Hosted Implementation
With Perpetual Maximo Licenses**

**West Valley
Water District**

**Revision 2
Submitted 09/18/2019**

Table of Contents

Objective	2
One-Stop Support and Service	2
Scope Requirements and Activities	3
Appendix A – Support Services Agreement	7
1. DESCRIPTION OF SERVICES & DELIVERABLES	7
2. SUPPORT PROCESS	7
3. SUPPORT MODEL AND SERVICE LEVEL AGREEMENT	8
4. OTHER REQUIREMENTS	9
5. SCHEDULE	9
6. LOCATION.....	9

Objective

The objective of this document is to outline a proposed packaged solution to meet West Valley Water District's (WVWD) licensing and hosting needs to support their Maximo implementation. The approach lined out in this proposal is to utilize a hosted infrastructure in combination with perpetual software licensing in order to provide a performance-driven, value-based and reliable application platform.

The infrastructure decisions are designed to optimize performance, availability and scalability while minimizing cost. The server configuration described herein is designed to accommodate current WVWD requirements while accommodating growth of user base as well as application and/or integration extensibility.

One-Stop Support and Service

Polaris Solutions will provide Maximo licensing and hosting. We are quoting multiple hosting configurations for your review and selection based on your specific needs and size. There are real benefits to leveraging a single hosting, licensing and L1/L2 support provider:

- One number to call for comprehensive Maximo support and management
 - Infrastructure
 - Application break-fix
 - Enhanced application support
 - Licensing questions/needs

- A business partner working in close proximity to your Maximo integrator to ensure:
 - Performance
 - Scalability
 - Integration or configuration dependencies
 - Supportability
 - Disaster recovery

Scope Requirements and Activities

Polaris Solutions shall provide infrastructure and a stable instance of Maximo 7.6.

Hosted services include: (a) one secure, and confidential production database configuration; (b) user and security group setup; (c) Core Maximo® Enterprise Asset Management applications including, but not limited to, Assets, Inventory, Planning, Preventative Maintenance, Purchasing, and Work Orders; (d) restricted WVWD or delegated access to the Administration, System Configuration, and Integration Maximo® applications; (e) out of the box Maximo® reports and any existing customized BIRT reports; (f) Maximo technical support; (h) application troubleshooting; (i) notification of planned downtime.

Additionally, this service includes one additional Maximo® instance for use in a testing, development, or training environment.

Polaris Solutions shall provide Maximo software per the number of Named Users specified in Appendix C (“Licenses”). WVWD’s use of such software is governed by the applicable IBM license agreement. Upon termination of this agreement, WVWD (or specific purchaser) will continue to own the Licenses. Polaris would provide an export of the Maximo database.

A “Named User” is (a) an individual authorized by WVWD to use the software instance through the assignment of a specific user login, regardless of whether or not the individual is using the software at any given time; and (b) a non-human operated device, if such device can access the Maximo® database. The total number of Named Users Licenses must be equal to or greater than the total number of individuals authorized by WVWD to use Maximo plus the total number of non-human devices that access the Maximo® database.

The licenses proposed in this agreement are perpetual based licenses.

In all options listed herein, the following will be provided:

- Servers will be provisioned and hosted with SoftLayer.
- The server environment will be dedicated to WVWD. This is not a multi-tenancy environment which can dictate significant administration, configuration and/or other technical limitations.
- The application server will be Windows Server 2016 Standard Edition (64bit).
- Polaris can provide the domain name/URL or leverage existing, if desired
- The database platform will be SQL Server 2016 Standard Edition.
- Antivirus will be MacAfee VirusScan Enterprise.
- VPN will be configured as well as SSL connection to Maximo.
- Backups will be configured and provided by Polaris. Backup frequency TBD per WVWD requirements.
- Maximo 7.6.1 will be installed with an empty database ready for configuration and data loading.
- A production environment and a test environment will be created.

1 Hosted Services Pricing

The pricing worksheet reflects pricing for a 2-year (24-month) hosted agreement. Hosting and year 2 licensing renewal support to be invoiced annually upon anniversary date.

2 Maximo Licensing Pricing

The pricing below specifies pricing for 62 total licenses consisting of **5 Authorized Users, 12 Limited Use licenses and 45 Express Licenses (no industry solutions/add-ons included at this time)**. For the purposes of this statement of work, software cost is based upon named user licenses from IBM. This means that a license is required for each login ID.

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Services1	IBM Maximo Asset Management Authorized User License + SW Subscription & Support 12 Months	5	5,720.00	28,600.00
Services1	IBM Maximo Asset Management Limited User License + SW Subscription & Support 12 Months	12	2,643.50	31,722.00
Services1	IBM Maximo Asset Management Express User License + SW Subscription & Support 12 Months	45	986.00	44,370.00
Discount	5% Package and Term Discounting	1	-5,234.60	-5,234.60

Please note: Year 2 cost (as well as all subsequent years) will be based upon a 20% subscription and support (S&S) fee. The client does not rebuy perpetual licenses.

TOTAL

\$99,457.40

The subscription and support pricing covers level 1 and level 2 technical support as well as access to all upgrades, patches and hot fixes with no additional licensing charge.

For example, year 2 cost will be approximately \$20,000. This is 20% of the license cost initially paid by the the client.

3 Hosting Estimate

Option 1: Standard configuration 2 Servers

- Separate Prod and Test servers
- Prod server (4cpu, 16GB RAM, disk storage: 100GB primary 400GB secondary)
- Test server (4cpu, 16GB RAM, disk storage: 100GB primary 400GB secondary)
- Expected performance
 - Supports up to 75 users, medium reporting, low or no integration usage
 - Supports up to 40 users, medium reporting, medium integration usage

Ontime setup fee	\$4,000.00
Annual cost (2-year commitment)	\$29,800.00
Cost year 1	\$33,800.00
Each year after	\$29,800.00

Option 2: Standard configuration on a single server

- Single server hosts both Prod and Test
- Combined Prod/Test server (4cpu, 32GB RAM, disk storage: 100GB primary 400GB secondary)
- Expected performance
 - Supports up to 50 users, medium reporting, low integration usage

Ontime setup fee	\$4,000.00
Annual cost (2-year commitment)	\$16,818.00
Cost year 1	\$20,818.00
Each year after	\$16,818.00

Option 3: Lite configuration on 2 servers

- Separate Prod and Test servers
- Prod server (4cpu, 8GB RAM, disk storage: 100GB primary 400GB secondary)
- Test server (4cpu, 8GB RAM, disk storage: 100GB primary 400GB secondary)
- Expected performance
 - Supports up to 30 users, medium reporting, medium integration usage

Ontime setup fee	\$4,000.00
Annual cost (2-year commitment)	\$18,440.00
Cost year 1	\$22,440.00
Each year after	\$18,440.00

Option 4: Lite configuration on a single server

- Single server hosts both Prod and Test.
- Combined Prod/Test server (4cpu, 16GB RAM, disk storage: 100GB primary 400GB secondary)
- Expected performance
 - Supports up to 30 users, medium reporting, low integration usage

Ontime setup fee	\$4,000.00
Annual cost (2-year commitment)	\$15,890.00
Cost year 1	\$19,890.00
Each year after	\$15,890.00

4 Approval:


The parties hereto have caused this SOW to be executed by their respective duly authorized representatives as of the Effective Date hereof. All other terms and conditions of the Contract not expressly modified herein remain unchanged and in full force and effect.

Hosting Option Selection: (1) (2) (3) (4)

West Valley Water District:

By: _____
Name: _____
Title: _____
Date: _____

Polaris Solutions:

By:  _____
Name: David Hartman
Title: President
Date: September 17, 2019

Appendix A – Support Services Agreement

Per this agreement, Polaris Solutions, Inc. ("Polaris") will provide remote support and associated services for WVWD ("Client"). Said services will be focused on Client's Maximo® software only ("Software"). Related applications may include BIRT Reports, IBM WebSphere and Maximo®.

1. DESCRIPTION OF SERVICES & DELIVERABLES

This agreement provides support services to clients in the following areas:

- *Technical support (e.g. – remote break-fix support of WVWD's production environment, application server management, web server management, troubleshooting and resolution of reported issues including but not limited to the application, application server and/or the database).*
- *Remote-configuration support (e.g. – Polaris Support Team remotely accesses Client's system to diagnose and fix issues)*

2. SUPPORT PROCESS

Polaris will establish and maintain an agreed-upon process to provide infrastructure and L1 & L2 Maximo support services to Client. Support shall include (i) diagnosis of infrastructure and/or product defects within the Maximo® software and (ii) a resolution of the problem or performance deficiencies of the software. The support process utilized by Polaris is detailed below:

- a. Client reports the problem to the Polaris Support team either by phone or e-mail. A problem report should contain:
 - **User Name / Contact Information**
 - **Problem Severity**
 - **Problem Description: Client should report problem/issue to Polaris Support in a reproducible fashion, including:**
 - Detailed description of the issue
 - Screenshots of any error messages.
 - Screenshots of any screens/functions that are causing issue or require clarification.
 - Steps required to produce/reproduce error
- b. Polaris will address the support issue in accordance with the reported nature and priority (based upon the priority system described herein). As appropriate, Polaris will update the issue within the ticketing system and will provide current and relevant status updates. This Ticket ID will be used to identify the problem until it is resolved. It should also be referenced on all correspondences.
- c. Polaris will provide the Client with a solution in one or more of the following forms, as appropriate:
 - *Detailed issue resolution via phone and followed up with e-mail*
 - *All issue resolution details will be entered in the Support System for detailed tracking purposes.*

3. SUPPORT MODEL AND SERVICE LEVEL AGREEMENT

Polaris Solution’s support services delivery methodology consists of a comprehensive set of defined processes for providing technology support as follows:

Request by phone

Phone service is available during Polaris Solutions’ support standard hours of operation. Incidents reported by phone will be registered by Polaris Solutions Support.

Requests by email

An email service, support@<TBD>, will be available for submission of requests. Email reply is provided during Polaris Solutions’ support standard hours of operation. Incidents reported by email will be registered by Polaris Solutions Support.

Polaris’s Service Level for Response Time is provided below:

Priority	Definition	Time to Contact and Respond
P1	Production issues resulting in down time, the inability to utilize the system or critical business processes.	2 business hours during Polaris Solutions’ standard business hours
P2	Production issues related to non critical aspects or functionality, reports or queries. There may be an alternative solution or work around to conduct work.	8 business hours during Polaris Solutions’ standard business hours
P3	Development modifications, non critical support efforts, enhancement requests that are not required for daily operations.	Up to 5 business days during Polaris Solutions’ standard business hours

Polaris’s Service Level for Resolution Time is provided below:

Priority	Definition	Time to Resolve
P1	Production issues resulting in down time, the inability to utilize the system or critical business processes.	Up to 3 business days during Polaris Solutions’ standard business hours
P2	Production issues related to non critical aspects or functionality, reports or queries. There may be an alternative solution or work around to conduct work.	Up to 5 business days during Polaris Solutions’ standard business hours
P3	Development modifications, non critical support efforts, enhancement requests that are not required for daily operations.	Software release cycle



- The following event may impact service availability:
 - **Planned maintenance windows** - Change windows required to update and maintain the technical infrastructure and/or software on a periodic basis. Any such windows will be agreed-upon with client in order to ensure the least disruption.

4. OTHER REQUIREMENTS

- During Polaris's non-standard hours, WVWD can submit incidents via the established email account and Polaris will respond during Polaris's standard hours of operation.

5. SCHEDULE

Polaris will begin performing Services on the first business day after execution of this Support Services Agreement.

6. LOCATION

All Services and Deliverables to be performed remotely during Polaris Solutions' standard operating hours.



Quotation

Cohesive Solutions, Inc.
125 TownPark Drive Suite 240
Kennesaw, GA 30144
Phone: 678-233-1280 Cell: 770-378-5402
Email: mlogsdon@cohesivesolutions.com

DATE: 9/17/2019
Proposal #: ML-WVWD-20190917-SW
Customer ID: 9635592

Proposal For:

Quotation valid until: 9/30/2019
Prepared by: Matt Logsdon

West Valley Water District
Attn: Albert Clinger
aclinger@wwvd.org

Table with 5 columns: Item #, Part #, ITEM - DESCRIPTION, QTY, UNIT PRICE, EXTENDED PRICE. It lists three IBM Maximo Asset Management licenses and a total row for 'New Software License - Total'.

Notes:

- 1. Pricing includes software maintenance from Cohesive Solutions.
2. The terms and conditions of the IBM International Program License Agreement (IPLA) and the License Information (LI) apply.
3. Price quoted does not include any VAT/GST/sales tax.
4. A copy of this quotation shall be attached to any resulting Purchase Order.
5. Net payment of Total Fees is due upon receipt of invoice.
6. This quotation, and the documents referenced herein, constitute the entire agreement between the parties.

ANNUAL HOSTING FEES			
Project Description	Quantity	Unit Price	Extended Price
BYOL Maximo Core Authorized User	5	\$ 993.60	\$ 4,968.00
BYOL Maximo Core Limited User	12	\$ 498.00	\$ 5,976.00
BYOL Maximo Core Express User	45	\$ 187.20	\$ 8,424.00
MaaS Integration Annual Fee	1	\$4,800.00	\$ 4,800.00
MaaS Site-to-Site VPN Annual Fee	1	\$3,600.00	\$ 3,600.00
MaaS LDAP enabled SSO Annual Fee	1	\$1,800.00	\$ 1,800.00
Annual Minimum Gap			\$ 5,432.00
			\$ 35,000.00

ONE TIME SETUP FEE			
Project Description	Quantity	Projetech MSRP	Projetech Extended MSRP
MaaS One-Time setup fee	1	\$6,120.00	\$ 6,120.00
One-Time Setup Fee for Integration	1	\$1,800.00	\$ 1,800.00
One-Time Setup Fee for Site-to-Site VPN	1	\$1,800.00	\$ 1,800.00
One-Time Setup Fee for MaaS LDAP enabled SSO	1	\$1,200.00	\$ 1,200.00
			\$ 10,920.00

For the 1st year the annual fee includes one (1) production and two (2) non-production environments. Starting in the 2nd year WVWD will have the option to continue with the 2nd non-production for \$9,000 per year. The annual hosting fee includes up to 10GB of storage for the Maximo database and attachments. Additional space is available in 10GB blocks for \$620 per year. The Maximo database will be MS SQL-Server.

Please let me know if you want a quote for the software as well.

Anything else I can provide at this point?

Many thanks!

Matt

Matt Logsdon

Executive Vice President

E: mlogsdon@cohesivesolutions.com

O: (678) 233-1287 Kennesaw, GA

O: (713)-481-5462 Houston, TX

C: (770) 378-5402

From: Albert Clinger <aclinger@wvwd.org>
Sent: Monday, September 16, 2019 6:04 PM
To: Matt Logsdon <mlogsdon@cohesivesolutions.com>
Subject: RE: Maximo Software

Diana Gunn

From: Albert Clinger
Sent: Tuesday, September 17, 2019 10:29 AM
To: Diana Gunn
Subject: FW: Maximo Software

Importance: High

Albert Clinger
Business Systems Manager
West Valley Water District
855 W Baseline Rd, Rialto CA 92376
909-875-1804 X336

From: Matt Logsdon <mlogsdon@cohesivesolutions.com>
Sent: Tuesday, September 17, 2019 9:48 AM
To: Albert Clinger <aclinger@wvwd.org>
Subject: RE: Maximo Software
Importance: High

Hi Albert,

Following up on our short conversation yesterday please find the attached estimate to host WVWD Maximo licenses.

There are two types of fees. One is the annual hosting fee and the other is a one-time set-up fee (which is non-recurring).

Our annual minimum hosting fee is \$35,000 per year. Based on your configuration we have added the Annual Minimum Gap line to make up the difference.

International Business Machines Corporation

International Business Machines Corporation, PO Box 643600, Pittsburgh, PA 15264-3600



IBM Software Quotation

19-Sep-2019

Attn: Diana Gunn
West Valley Water District
855 W BASE LINE RD
RIALTO CA 92376-3103
UNITED STATES

Passport Advantage Express Site Number: 3869075

IBM Customer Number: 9635592

Dear Customer:

Thank you for your inquiry regarding IBM Software.

Any and all prices herein are suggested prices only and are subject to change at IBM's sole discretion. Products listed herein are subject to withdrawal or modification by IBM at any time at IBM's sole discretion. Final coverage dates for new license, Software Subscription and Support reinstatement, and Software Subscription and Support renewal part numbers will be based upon IBM's acceptance of the order, and as specified in the applicable agreements, irrespective of the dates which may appear in this quote.

This quotation is valid from 19-Sep-2019 and will expire on 30-Sep-2019.

Your order will be governed by and is subject to the terms of your Passport Advantage Agreement or the Passport Advantage Express Agreement, as applicable, against which this transaction will be placed.

Data Processing Protection - IBM's Data Processing Addendum (DPA) at <http://ibm.com/dpa> and the DPA Exhibit at <https://www.ibm.com/mysupport/s/article/support-privacy> apply to Client personal data, if and to the extent: i) the European General Data Protection Regulation (EU/2016/679); and ii) other data protection laws identified at www.ibm.com/dpa/dpl apply.

If you need assistance with placing your order or wish to discuss your quotation, please contact the IBM Representative noted below.

Yours sincerely,

Jay F Suwara
Phone Number: 1-617-513-0558
Fax Number:
E-mail Address: jsuwara@us.ibm.com

IBM is offering you an Extended Payment Plan (EPP) for this quote, subject to the terms of the attached EPP Agreement. As an alternative to paying cash up front, you may choose to make three payments. The first payment is deferred for 3 months, with the second and third payments due in months 6 and 9.

If you wish to take advantage of this offer, please sign and return the attached EPP Agreement to IBM with your purchase order. By not signing the EPP Agreement, you are declining the Extended Payment Plan.

International Business Machines Corporation

International Business Machines Corporation, PO Box 643600, Pittsburgh, PA 15264-3600



3.10.d

Quotation Number: 18473196
 IBM Contact: Jay F Suwara
 Phone Number: 1-617-513-0558

Quote Effective Date: 19-Sep-2019
 Quote Expiration Date: 30-Sep-2019

Passport Advantage Express Site Number: 3869075
 IBM Customer Number: 9635592

Customer:
 Attn: Diana Gunn
 West Valley Water District
 855 W BASE LINE RD
 RIALTO CA 92376-3103
 UNITED STATES

Item	Part Number	Quantity		Unit SVP Price	Discounted Price	Extended Amount
IBM Maximo Asset Management Authorized User License + SW Subscription & Support 12 Months 001 D0GYALL 5 6,200.00 4,836.00 24,180.00 19-Sep-2019 - 30-Sep-2020						
IBM Maximo Asset Management Limited Use Authorized User License + SW Subscription & Support 12 Months 002 D0GY8LL 12 3,110.00 2,425.80 29,109.60 19-Sep-2019 - 30-Sep-2020						
IBM Maximo Asset Management Express Use Authorized User Licence + SW Subscription & Support 12 Months 003 D0S8KLL 45 1,160.00 904.80 40,716.00 19-Sep-2019 - 30-Sep-2020						

Useful/Important Web resources:

- Passport Advantage information, customer secure site access, training, etc.: ibm.com/software/passportadvantage
- IBM's International Program License Agreement and product License Information documents: ibm.com/software/sla
- IBM Software Support web site: <https://www.ibm.com/software/support/handbook.html>

IBM Customer Number: 9635592

International Business Machines Corporation

International Business Machines Corporation, PO Box 643600, Pittsburgh, PA 15264-3600



Item	Part Number	Quantity		Unit SVP Price	Discounted Price	Extended Amount
<p>IBM acceptance of the order is subject to credit approval.</p> <p>Applicable tax will be recalculated at the time of order processing.</p> <p style="text-align: right;">Subtotal in USD: 94,005.60 Estimated Tax in USD: 7,285.43 Total in USD: 101,291.03</p> <p>Your order is governed by and subject to the terms of your Passport Advantage Agreement or the Passport Advantage Express Agreement, as applicable, against which this transaction will be placed.</p> <p>Data Processing Protection - IBM's Data Processing Addendum (DPA) at http://ibm.com/dpa and the DPA Exhibit at https://www.ibm.com/my-support/s/article/support-privacy apply to Client personal data, if and to the extent: i) the European General Data Protection Regulation (EU/2016/679); and ii) other data protection laws identified at www.ibm.com/dpa/dpl apply.</p>						

Useful/Important Web resources:

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IBM Software Support web site: <https://www.ibm.com/software/support/handbook.html>

IBM Customer Number: 9635592

International Business Machines Corporation

International Business Machines Corporation, PO Box 643600, Pittsburgh, PA 15264-3600

3.10.d



IBM Terms and Conditions

IBM International Passport Advantage Express Agreement

The quote or order to which this document relates is governed by the terms of the Passport Advantage Express Agreement and its associated attachment(s).

Please read all terms for each of the above referenced Transaction Document(s) to ensure you are agreeing to the most recent version of the document. If you have any trouble with the link provided, please copy and paste the appropriate URL in your browser's navigation bar.

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IBM Software Support Web site: <https://www.ibm.com/software/support/handbook.html>

IBM Customer Number: 9635592



EPP Agreement No: 18473196

GCS Request No.: CR000023FFCD

IBM Software Extended Payment Plan

WEST VALLEY WATER DISTRICT ("Client") 855 W BASE LINE RD RIALTO CA 92376-3103 UNITED STATES	International Business Machines Corporation ("IBM") PO Box 643600 Pittsburgh, PA 15264-3600
Client Reference No.:	

This IBM Software Extended Payment Plan ("Agreement") provides the terms under which IBM offers Client an installment payment plan for one-time charges on eligible invoices issued under the IBM International Passport Advantage Agreement, IBM Client Relationship Agreement or equivalent agreement (License Agreement). Client must sign and return this Agreement to IBM on or before the Validity Date defined below. This Agreement does not take effect until IBM receives and accepts it. If not accepted by IBM, Client will pay the invoices in accordance with the License Agreement.

TRANSACTION DETAILS AND PAYMENTS

Product Description	Payment Term	Amount Funded (USD)	Periodic Payment (USD)
Passport Advantage Distributed License and/or Subscription Charges	9 Month(s)	94,005.60	3 Payments of 31,633.35
TOTAL		94,005.60	3 Payments of 31,633.35

Payment Period: Quarterly
Validity Date: 09/30/2019

Payment Type: Arrears
Payment Method: Check

GENERAL TERMS AND CONDITIONS

- 1. TERM.** The initial Payment Period shall begin on the first day of the month following the Commencement Date (defined below). The term begins on the Commencement Date and ends on the last day of the month that is the number of Payment Periods listed under the Payment Term for each item from the beginning of the initial Payment Period ("Term"). **The Term is not cancelable and may not be terminated except as stated in this Agreement.**
- 2. COMMENCEMENT DATE.** The Commencement Date shall be the date Client becomes entitled to use the items acquired under the terms of the License Agreement and as listed on the applicable Proof(s) of Entitlement. Client agrees to pay the Periodic Payments and other amounts in accordance with this Agreement.
- 3. PAYMENT.** The Periodic Payments are due and payable on the last day of each consecutive Payment Period during the Term (such date, the "Due Date"). For any Periodic Payment not made by its due date, Client agrees to pay a late charge of 1.5% of the unpaid amount per month subject to the maximum limitations allowed by law. If it is determined that any amounts received from Client in respect of late charges were in excess of the highest rate allowed by applicable law then the excess amount shall be credited to Client's other obligations to IBM or, if all other obligations have been satisfied, refunded to Client. Client's commitment to pay the amounts due under this Agreement are absolute and unconditional and such amounts shall be paid in full when payable notwithstanding any problem with any products or services invoiced and notwithstanding any right it may have, including any right it may have under the License Agreement, to withhold, dispute, or set off any charges due, or to assert any counterclaim of any kind or to adjust or reduce the amount of an invoice. This Agreement is separate from the License Agreement and is separately enforceable.
- 4. CHANGES; NOTICES; COMMUNICATIONS.** Notices and requests from Client are to be submitted to the IBM address specified on Client's periodic invoice. Notices and requests from IBM are to be submitted to Client's address in this Agreement. The parties consent to the use of electronic means and facsimile transmissions for communications as a signed writing. Any reproduction of this Agreement and any related documents made by reliable means is considered an original.
- 5. ASSIGNMENT.** Client may not assign, or transfer Client's obligations, interest, or rights in this Agreement, in whole or in part. IBM shall sell or assign all, or part, of IBM's interest or rights in this Agreement without prior notice to Client. Client agrees not to assert against any such assignee any claim, set-off, defense, recoupment or counterclaim that Client may have against IBM or any other person. Notwithstanding any confidentiality obligations that IBM has to Client, Client agrees that for purposes of any such assignment IBM may disclose the terms of this Agreement and any related documents to any assignee. This Agreement shall be binding upon Client's successors or permitted assigns.



EPP Agreement No: 18473196

GCS Request No.: CR000023FFCD

IBM Software Extended Payment Plan

6. GOVERNING LAW. This Agreement will be governed by and construed in accordance with the laws of the State of New York without regard to its conflict of laws principles. Each party is responsible for complying with: i) laws and regulations applicable to its business and content, and ii) import, export and economic sanction laws and regulations, including those of the United States that prohibit or restrict the export, re-export, or transfer of products, technology, services or data, directly or indirectly, to or for certain countries, end uses or end users. Client is responsible for its use of IBM and Non-IBM Products.

7. DEFAULT. It shall be an Event of Default under this Agreement if any of the following shall occur: (i) Client fails to pay in full any amount under this Agreement when due; (ii) Client breaches any obligation or provision under this Agreement; (iii) any guarantee of Client's obligations or other credit enhancement under this Agreement shall cease to be in full force and effect (or is asserted by the provider not to be); (iv) any petition or proceeding is filed by or against Client or any guarantor of Client's obligations under this Agreement ("Guarantor"), under any bankruptcy, insolvency, receivership or similar law, or Client or any Guarantor admits in writing its insolvency or inability to pay its debts as they come due; (v) Client defaults under any other agreement with IBM; (vi) Client or Guarantor or its directors or stockholders takes any action in connection with its dissolution, liquidation or the winding up of its affairs, including, without limitation, ceases doing business, or sells or disposes of all or substantially all its assets; or (vii) any person or entity acquires a majority interest in Client and such person or entity has a credit rating, as determined by IBM, which is lower than Client's credit rating, unless approved by IBM or its assignee, which will not be unreasonably withheld.

8. REMEDIES. If any Event of Default occurs, then IBM may take any or all of the following actions: (i) terminate this Agreement; (ii) require Client to immediately pay, and Client shall pay, all outstanding Periodic Payments and other amounts under this Agreement (including late charges, attorney fees and other expenses) in a lump sum; (iii) terminate the license to the products that are subject to this Agreement; provided that, in the event of an Event of Default described in clause (iv) in the Default paragraph above, this Agreement shall automatically terminate and all outstanding amounts shall automatically become immediately payable without notice.

9. SURVIVAL; ACCOUNTING. Client's obligations under this Agreement, which by their nature would continue beyond the expiration of this Agreement, shall survive the expiration or termination of this Agreement. Neither IBM nor IBM's affiliates and subsidiaries make any representation whatsoever regarding Client's accounting treatment applicable to this Agreement. IBM accounts for receivables under this Agreement as financing receivables for U.S. reporting purposes.

10. GENERAL. This agreement may be signed in counterparts. The terms of this Agreement are the exclusive terms between the parties relating to the subject matter of this Agreement and supersede any prior agreements or discussions relating to the subject matter of this Agreement. Client represents and warrants that (a) Client's name as set forth in the signature block below is Client's exact legal name; and (b) this Agreement has been duly authorized and executed by Client and constitutes Client's legal, valid and binding obligation. **IBM's entire liability for all claims related to this Agreement will not exceed any actual direct damages incurred by Client up to the amounts paid (if recurring charges, up to 12 months' charges apply) hereunder regardless of the basis of the claim. This limit applies collectively to IBM, its subsidiaries, contractors, and suppliers. IBM will not be liable for special, incidental, exemplary, indirect, or economic consequential damages, or lost profits, business, revenue, goodwill or anticipated savings.**

Accepted by:

By _____
Authorized Signature

International Business Machines Corporation
By _____
Authorized Signature

Name (Type or Print):
Title:
Date:

Name (Type or Print):
Title:
Date:

International Business Machines Corporation
International Business Machines Corporation, PO Box 643600, Pittsburgh, PA
15264-3600



IBM Quotation

Attn: Diana Gunn
West Valley Water District
855 W BASE LINE RD
RIALTO CA 92376-3103
UNITED STATES

IBM Site Number: 3869075
IBM Customer Number: 9635592

Dear Diana Gunn

Thank you for being an IBM Client. We are delighted to provide this quote for IBM offerings.

Worldwide, companies like yours are increasingly demanding more from their information technology infrastructure, increased flexibility, scalability and agility to meet changing business needs. At the same time, they want reduced cost, rapid deployment and investment recovery.

Over the years, our products, services and solutions capabilities have given our Clients the reliability, availability, security, and manageability to improve operations and achieve efficiency while accommodating growth at reduced cost. These characteristics have been and will remain fundamental to the IBM portfolio.

This quotation is valid from 20-Sep-2019 and will expire on 30-Sep-2019.
We look forward to your order.

If you need assistance with placing your order or wish to discuss your quotation, please contact the IBM Representative noted below.

Yours sincerely,

Jay F Suwara
Phone Number: 1-617-513-0558
Fax Number:
E-mail Address: jsuwara@us.ibm.com



IBM Quotation

Quotation Information

Number: **18473194**
 Effective Date: **20-Sep-2019**
 Expiration Date: **30-Sep-2019**

Customer Information

Attn: **Diana Gunn**
 West Valley Water District
 855 W BASE LINE RD
 RIALTO CA 92376-3103
 UNITED STATES

Sales Representative

IBM Contact: **Jay F Suwara**
 Phone Number: **1-617-513-0558**
 E-mail Address: jsuwara@us.ibm.com

IBM Site Number: **3869075**
 IBM Customer Number: **9635592**

Summary

Software, Appliance, and Subscription and Support Total	0.00
Software as a Service Total	134,235.31
Estimated Tax	0.00
Total	134,235.31 USD

Software as a Service

Subscription Entitlements

IBM Maximo EAM SaaS Flex

IBM Maximo EAM SaaS Flex Service Level Agreement

Subscription Part#: D1C72LL	Committed Term: 36 Months
Billing: Upfront	Committed Term Price Change: Increase 3.000 % every 12 Months
Unit Price: Tiered	Renewal Type: Autorenew for 12 Months
	Renewal Term Price Change: Increase 5.000 % at time of first renewal period and then every 12 Months

Item	Quantity	Month	Subscription Rate	Item Price
1	1	1-36	0.00	0.00
Subtotal				0.00 USD

IBM Maximo EAM SaaS Flex Authorized User Subscription per Month

Subscription Part#: D1UIYLL	Committed Term: 36 Months
Overage Part#: D1UIZLL	Committed Term Price Change: Increase 3.000 % every 12 Months
Billing: Annual	Renewal Type: Autorenew for 12 Months
Unit Price: Tiered	Renewal Term Price Change: Increase 5.000 % at time of first renewal period and then every 12 Months

Item	Quantity	Month	Subscription Rate	Item Price	Overage Rate
2	5	1-12	11,100.00	11,100.00	222.00

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 15264-3600



3	5	13-24	11,433.00	11,433.00	228.66
4	5	25-36	11,775.99	11,775.99	235.52
Subtotal				34,308.99 USD	

IBM Maximo EAM SaaS Flex Limited Use Authorized User Subscription per Month

Subscription Part#: **D1V18LL**
 Overage Part#: **D1V19LL**
 Billing: **Annual**
 Unit Price: **Tiered**

Committed Term: **36 Months**
 Committed Term Price Change: **Increase 3.000 % every 12 Months**
 Renewal Type: **Autorenew for 12 Months**
 Renewal Term Price Change: **Increase 5.000 % at time of first renewal period and then every 12 Months**

Item	Quantity	Month	Subscription Rate	Item Price	Overage Rate
5	12	1-12	13,291.20	13,291.20	111.00
6	12	13-24	13,689.94	13,689.94	114.33
7	12	25-36	14,100.63	14,100.63	117.76
Subtotal				41,081.77 USD	

IBM Maximo EAM SaaS Flex Express Use Authorized User Subscription per Month

Subscription Part#: **D1V1ALL**
 Overage Part#: **D1V1BLL**
 Billing: **Annual**
 Unit Price: **Tiered**

Committed Term: **36 Months**
 Committed Term Price Change: **Increase 3.000 % every 12 Months**
 Renewal Type: **Autorenew for 12 Months**
 Renewal Term Price Change: **Increase 5.000 % at time of first renewal period and then every 12 Months**

Item	Quantity	Month	Subscription Rate	Item Price	Overage Rate
8	45	1-12	19,038.00	19,038.00	40.00
9	45	13-24	19,609.14	19,609.14	41.20
10	45	25-36	20,197.41	20,197.41	42.44
Subtotal				58,844.55 USD	

Subscriptions Sub-Total **134,235.31 USD**

Applicable tax will be recalculated at the time of order processing.

IBM acceptance of the order is subject to credit approval.
 Upon placing your order, please supply a Purchase Order or, if not PO driven, a signed Firm Order Letter. The Purchase Order value must cover the applicable charges for a minimum of one year. If the Total Term is less than one year, the Purchase Order value must cover the Total Commit Value.



PAYMENT SCHEDULE PAGE

This is an estimate of payments, final determination of billing dependent on order date.

Month	Setup Products and Services	Subscription	Total
1	0.00	43,429.20	43,429.20
13	0.00	44,732.08	44,732.08
25	0.00	46,074.03	46,074.03
Total in USD	0.00	134,235.31	134,235.31

International Business Machines Corporation

International Business Machines Corporation, PO Box 643600, Pittsburgh, PA 15264-3600

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IBM Terms and Conditions

IBM International Passport Advantage Express Agreement

The quote or order to which this document relates is governed by the terms of the Passport Advantage Express Agreement and its associated attachment(s).

IBM Terms for IBM Cloud Offerings

The referenced Cloud Services are governed by the terms of the IBM International Passport Advantage Express Agreement, its associated attachment(s), and the referenced Transaction Documents. Your order and use of the Cloud Services are your acceptance of the prices and terms referenced in this document, except to the extent superseded by a written amendment or agreement signed by both of us.

Final coverage dates for offerings listed are provided in your Proof of Entitlement.

Transaction Documents

IBM Terms of Use - General Terms for IBM Cloud Offerings at:

<https://www.ibm.com/software/sla/sladb.nsf/sla/tou-gen-terms>

Service Description(s) for ordered Cloud Services:

IBM MAXIMO EAM SAAS FLEX

<https://www.ibm.com/software/sla/sladb.nsf/sla/sd-6391-10>

Please read all terms for each of the above referenced Transaction Document(s) to ensure you are agreeing to the most recent version of the document. If you have any trouble with the link provided, please copy and paste the appropriate URL in your browser's navigation bar.

Billing and Provisioning

At time of acceptance of this quote either by Purchase Order or Firm Order Letter, IBM will begin billing for the SaaS Subscription(s) as indicated above. When IBM is ready to provision the SaaS Subscription(s) in the quote IBM will use information provided by the Client, as well as default technical data to configure the clients SaaS Subscription for access. IBM will notify the Client with details on the provisioning on the date in which the Client can access the SaaS and the term for the SaaS will begin on the date indicated. If provisioning information needs to be updated please refer to the IBM Software as a Service (SaaS) Support Handbook.

Please work with your IBM Sales Representative or your IBM Business Partner to complete the provisioning data at or prior to time of order.

If you have any trouble with the link(s) provided, please copy and paste the appropriate URL in your browser's navigation bar.

Useful/Important Web resources:

Passport Advantage information, customer secure site access, training, etc.: www.ibm.com/software/passportadvantage

IBM's International Program License Agreement and product License Information documents: www.ibm.com/software/sla

IBM Software Support Web site: <https://www.ibm.com/software/support/handbook.html>

IBM Customer Number: 9635592



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: December 19, 2019
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: CONSIDER A CIP BUDGET AND CONTRACT AMENDMENTS TO IMPLEMENT A COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS) UTILIZING MAXIMO SOFTWARE

DISCUSSION:

The District has purchased and implemented the Maximo software in accordance with GAAP and GASB accounting standards and the design of the Total Enterprise Asset Management (TEAM) Program developed for WVWD. The District has moved from the initial implementation phase to the development phase, gathering, formatting, detailing, the data sets required for modules and reports such as Asset Register, Warehouse and Inventory Control, Corrective Maintenance, Preventive Maintenance, Purchasing and Supply Chain, Condition Monitoring, Mobile Capability, Performance Measures, and Reports. Also, training the users with the added details in Maximo is underway. Maximo will become the cornerstone for the District's entire operations, including Engineering, Treatment Plant Operations, Production, Distribution, Warehouse and Inventory Control, Purchasing, and Finance. To achieve the benefits described in Exhibit A, the staff requests Board approval of a contract amendment with Raintek Enterprise Inc. to extend their services and CIP Budget amendment to fund the continuation of the implementation of Maximo and Asset Management Program.

FISCAL IMPACT:

There is no change in fiscal impact because funding will be identified within the FY 2019-20 CIP Budget from projects that will not proceed in this FY 2019-20. The cost of completing the development phase will not exceed \$350,000 without prior Board approval.

STAFF RECOMMENDATION:

That the Board of Directors authorize the amendment of the FY 2019-20 CIP Budget and the extension of Raintek Enterprise Inc. contract to continue the Implementation of Maximo and Asset Management Program.

Respectfully Submitted,

Clarence C. Mansell Jr.

Clarence Mansell Jr, General Manager

DG

ATTACHMENT(S):

1. Exhibit A Asset Management

Exhibit A

THE PROPOSAL FOR THE ASSET MANAGEMENT PROGRAM

The application of the Total Enterprise Asset Management (TEAM) Program by Raintek has been used by numerous California local governments to facilitate the implementation of water and wastewater industry reforms and transitions to improve cost efficiency and business focused operations. This provides a documented and auditable framework for service delivery and builds the entire business enterprise around the physical entities upon which operations and maintenance is conducted.

The TEAM Program will:

- ◆ describes major management challenges and strategies to be used in terms of asset operating practices, resource skills, and knowledgebase elevation;
- ◆ presents a comprehensive picture for the departmental groups in executing their roles and responsibilities in accordance with best practices
- ◆ presents a streamlined data and transactions for simplified and informed decision making;
- ◆ presents planning and operation strategies for improving service delivery; and
- ◆ sets out performance measures for monitoring the cost-effectiveness of the services.

The outcomes and benefits of this approach to service planning and delivery include:

- ◆ possession of a systematic blueprint for future planning and management;
- ◆ shared knowledge of relevant issues and agreed, integrated strategies to address technical, managerial and financial issues;
- ◆ agreed strategies for managing potential risks and liabilities, such as ageing infrastructure and its financial and service level impacts;
- ◆ a logical and defensible basis for making planning and management decisions; and
- ◆ a core tool for sustained and improved service delivery.

Benefits of Asset Management

The following benefits can be expected to occur over time, compared with the situation where no asset management is undertaken:

For the organization:

- ◆ return on investment;
- ◆ existing service levels will be improved; and
- ◆ customers are not subject to excessive cost increases due to inappropriate or unplanned infrastructure investment decisions (on new or replacement works)
- ◆ vastly improved knowledgebase and knowledge of the assets owned, operated, and maintained;
- ◆ Asset based and activity based costing;
- ◆ the provision of competitive services that provide a return on investment in both short and long terms;
- ◆ sustainable service levels;
- ◆ improved understanding of service level options and requirements;

- ◆ improved productivity by accomplishing more work on a timely basis;
- ◆ increased efficiency where the output and outcomes are measured against work load;
- ◆ improved effectiveness by measuring performance;
- ◆ minimum lifecycle costs for an agreed service standard;
- ◆ complete tracking of assets from start to disposal;
- ◆ better understanding of infrastructure demand, capacity and utilisation;
- ◆ better management of asset failure risks;
- ◆ more cost-effective infrastructure investment; and
- ◆ improved customer satisfaction and a positive organisation image.

Some of the Key Performance Indicators and Performance Measures based on best business industry standards are:

- ◆ Work Order Priority Ratio - Ratio of Emergencies to Urgent to Normal work load
- ◆ Ratio of Preventive to Correctives work
- ◆ Backlog
- ◆ Corrective WO initiated versus Completed
- ◆ PM WO generated versus completed
- ◆ Wrench and Non-Wrench Time
- ◆ Non-Wrench Analysis
- ◆ Warehouse accuracy increased beyond 95%
- ◆ Warehouse turnover ratio
- ◆ Warehouse stockouts kept to below 1%
- ◆ Warehouse parts mix ABC classification
- ◆ Warehouse Excess Inventory
- ◆ Warehouse Dormant Stock
- ◆ Maintenance Cost

Start Asset Management and Maximo Implementation

Task Item 1 - Project Initiation and Planning

- Start-Up meeting and project kick-off
- Confirm project goals and Client expectations
- Establish project plan and project management meetings
- Finish project initiation

Task Item 2 – Purchase Maximo

- Milestone - Start procurement of Maximo
- Issue contract and purchase order for the purchase of Maximo including outside hosting and L1 support
- Milestone - Finish procurement of Maximo

Task Item 3 – Maximo Installation and Setup

- Milestone - Start Maximo installation and setup
- Analyze hardware/software requirements
- Prepare installation plan
- Install Middleware
- Install Maximo development/production out of the box systems
- Install EZMaxMobile (maybe show this later in the task for Mobile application)
- Verify environments already setup in DEV
- Verify environments already setup in PROD
- Milestone - Completion of Maximo installation and setup

Task Item 4 – Data Migration Strategy Workshop

- Milestone - Start data migration strategy workshop
- Prepare data loading strategy for warehouse, and GIS data
- Milestone - Completion of data migration strategy workshop

Task Item 5 – Gather O&M Manuals and Drawings in Readiness for Asset Data Gathering

- Milestone - Start gathering of manuals and drawings
- Establish a library for Oliver P Roemer Plant
- Establish a library for FBR Plant
- Establish a library for Water Production
- Establish a library for Water Distribution
- Gather plans, and O&M manuals and place in respective libraries
- Milestone - Completion of manuals and drawings gathering

Task Item 6 - Conduct Introduction Workshop on Total Enterprise Asset Management Program (TEAMP)

- Milestone – Start introduction workshop on TEAMP
- Introduction to Asset Management Best Business Practices
- Milestone – Finish introduction to TEAMP workshop

Task Item 7 - Develop Maximo High Level Business Requirements

- Milestone – Start develop Maximo high level business requirements

<ul style="list-style-type: none"> • Conduct planning sessions to develop summary big picture high level Maximo user requirements
<ul style="list-style-type: none"> • Milestone – Finish develop Maximo high level business requirements
Task Item 8 – Conduct Maximo Out-of-the-Box Workshops
<ul style="list-style-type: none"> • Milestone – Start Maximo out-of-the-box training (4 days)
<ul style="list-style-type: none"> • Conduct these workshops over a 4 day period for a group of 20 staff members
<ul style="list-style-type: none"> • Milestone – Finish Maximo out-of-the-box training (4 days)
Task Item 9 – Organizational Re-Alignment for the Implementation of the Asset Management Program
<ul style="list-style-type: none"> • Milestone – Start organizational re-alignment
<ul style="list-style-type: none"> • Establish an asset management program governance structure
<ul style="list-style-type: none"> • Establish an asset management group
<ul style="list-style-type: none"> • Recruit 3 Planner/Schedulers
<ul style="list-style-type: none"> • Milestone – Finish organizational re-alignment
Task Item 10 - Design, Development, and Implementation of TEAMP
<ul style="list-style-type: none"> • Milestone – Start design, development, and implementation of TEAMP
<ul style="list-style-type: none"> • Conduct Workshop and Project Team Sessions on TEAMP
<ul style="list-style-type: none"> • Design, and Develop the Asset Register
<ul style="list-style-type: none"> • Design, and Develop the Asset Register Standards
<ul style="list-style-type: none"> • Design, and Develop the asset attribute templates for collecting asset specification details
<ul style="list-style-type: none"> • Develop the procedures to handle rotating assets
<ul style="list-style-type: none"> • Develop procedures for the handover of new capital assets data from Contractors during the construction phase
<ul style="list-style-type: none"> • Design, and Develop Work Management Strategies
<ul style="list-style-type: none"> • Design, and Develop Corrective Maintenance Practices
<ul style="list-style-type: none"> • Design, and Develop Planning and Scheduling Practices
<ul style="list-style-type: none"> • Design, and Develop Work Flow
<ul style="list-style-type: none"> • Design, and Develop RCM Methodology for Failure Hierarchy Development
<ul style="list-style-type: none"> • Design, and Develop RCM Methodology for PM Production
<ul style="list-style-type: none"> • Design, and Develop PM and PdM Practices
<ul style="list-style-type: none"> • Design, and Develop Job Plans
<ul style="list-style-type: none"> • Design, and Develop Time Card Practices
<ul style="list-style-type: none"> • Design, and Develop Warehouse and Inventory Control Practices
<ul style="list-style-type: none"> • Design, and Develop the Purchasing Management Practices
<ul style="list-style-type: none"> • Design, and Develop Performance Measures
<ul style="list-style-type: none"> • Design, and Develop Reports and Reporting Protocol
<ul style="list-style-type: none"> • Milestone – WVWD on-going reviews and approvals of the TEAMP and Maximo Requirements
<ul style="list-style-type: none"> • Milestone - Submit to MBL the TEAMMP and Maximo Requirements

<ul style="list-style-type: none"> • Milestone - Presentation and Completion of Task Item 2
Task Item 11 - Development of Maximo User Requirements
Milestone - Start development of Maximo user requirements
Develop Maximo User Requirements
Develop Maximo Requirements - prepare modifications report for reconfiguration and integration of Maximo
Milestone - Submit to WVWD the Maximo User Requirements
Milestone - Completion of Maximo User Requirements
Task Item 12 – Maximo Application Design Core
<ul style="list-style-type: none"> • Milestone - Start Maximo application design core • Create technical design document from Maximo requirements • Milestone – Completion of Maximo Design Core
Task Item 13 – System Configuration and Development
<ul style="list-style-type: none"> • Milestone – System configuration and development • Configure Maximo 7.6 in DEV Environment • Maximo initial Org/Site configuration in Dev • Maximo GL accounts and fiscal year setup • Security setup and user administration module • Maximo screen configuration updates in Dev • Maximo workflows development • Configure assets <ul style="list-style-type: none"> ▪ Configure work order tracking ▪ Configure Safety ▪ Configure maintenance planning and scheduling ▪ Configure shifts ▪ Configure service requests ▪ Configure purchase management ▪ Configure material inventory • Maximo Dashboard development • Maximo other configuration changes (eg: database configuration, actions, conditions, escalations, communication templates) • Configure Maximo 7.6 in PROD Environment • Milestone – complete Maximo configuration and development
Task Item 14 – Asset Data Gathering and Asset Register Compilation
<ul style="list-style-type: none"> • Milestone – Asset data gathering and asset register compilation • Develop data gathering templates • Develop database design for assets • Present data gathering templates • Conduct data gathering – review plan drawings • Conduct data gathering – review OEM Manuals • Conduct data gathering – field validations at all sites • Workshop and create Asset Hierarchy and Asset Register for all cost centers • Milestone – WVWD on-going reviews of the asset hierarchy <ul style="list-style-type: none"> ▪ Workshop asset criticality and assign criticality to each asset ▪ Consolidation of Asset Register • On-going audit, review, verify, data cleansing, and finalization of register • Milestone – Submit to WVWD the first consolidation of asset register

• WVWD review and approval of first consolidation of asset register
• Milestone - Final Consolidation of asset register
• Milestone - Submit to WVWD the complete asset register
• WVWD review and approval of final asset register
• On-going Audit, review, verify, data cleansing, and finalization of all data
• Design asset tags and their standards
• Affix asset tags in the field
• Milestone - Completion of Asset Data Gathering and Asset Register Compilation
Task Item 15 – Asset Data Capture During Construction Phase
• Milestone – Start Asset Data capture during construction phase
• Prepare procedure for asset data capture during construction phase
• Prepare construction specification section to be included in the general equipment submittal section
• Submit to WVWD for their approval
• WVWD reviews for their approval
• Milestone – Complete asset data capture during construction phase
Task Item 16 – Work Flow Configuration
• Milestone - Start Work Flow Configuration
• Detailed work flow business process mapping for all work types including interfaces with Tyler
• Milestone – Submit to WVWD the workflow mapping
• Milestone - WVWD on-going reviews of the work flow being developed
• Configure Work Flow in Maximo in DEV
• Test Work Flow in Maximo in DEV
• Configure Work Flow in Maximo in PROD
• Work Flow finalized in Maximo
• Milestone - Completion of Workflow Configuration
Task Item 16 – Warehouse Operations and Database Improvements
• Milestone – Start warehouse database improvements
• Design a new warehouse space
• Improve warehouse database standards
• Relocate parts from different spaces into the warehouse
• Investigate a suitable satellite warehouse space for the Roemer Plant
• Consolidate the warehouse inventory
• Cleanup parts descriptions
• Set min, max, EOQ, and ROP levels
• Set ABC levels
• Setup cycle counts
• Develop parts to assets cross reference
• Develop guidelines for receiving, issuing, and returns procedures
• Milestone – Complete warehouse operations and database improvements
Task Item 17 – Corrective Maintenance Working Practices
• Milestone – Start corrective maintenance working practices
• Setup work types
• Setup work priorities

• Setup work statuses
• Setup work closing time lag
• Setup time-card rules
• Setup work completion screens
• Implement planning and scheduling mode of operations
• Implement material planning
• Implement labor planning
• Implement outside services planning and their work completions
• Implement tools usage as part of planning
• Implement any rental usage as part of planning
• Implement emergency work order rules
• Implement work completion requirements
• Milestone – Complete corrective maintenance working practices
Task Item 17 – Develop RCM
• Milestone - Start RCM process
• Develop RCM for all assets based on criticality
• Based on RCM identify RTF assets
• Based on RCM identify failure hierarchy for all assets
• Based on RCM identify assets that need PM's
• Milestone – Complete RCM process
Task Item 18 – Job Plan Development
• Milestone - Start job plan development
• Develop job plan creation templates
• Create job plans for all assets types
• Milestone – Complete job plan development
Task Item 19 – Development of PM Program
• Milestone - Start Development of PM program
• Setup PM generation trigger
• Develop PM's for assets using job plans
• Develop PdM's for assets using job plans
• Setup PM frequency setting according to job plan
• Milestone – Complete development of PM program
Task Item 20 – Develop Purchasing Management
• Milestone - Start purchasing management
• Develop purchase request procedures
• Develop purchase order procedures
• Develop release procedures
• Develop purchase procedures using cards
• Develop receiving against purchase orders
• Develop invoice reconciliation procedures
• Milestone – Complete development of Purchasing management
Task Item 21 – Data Loading and Data Migration
• Milestone - Start Data Loading and Data Migration
• Migrate data from warehouse data
• Migrate data from GIS database
• Verify data migrated correctly into configured space
• Conduct QA/QC on new data gathered
• Prepare data loading scripts
• Setup security and user privileges
• Upload new data gathered
• Verify data loaded correctly into configured space

<ul style="list-style-type: none"> • Conduct QA/QC on data loaded onto Maximo • Milestone -- Completion of data loading and data migration
Task Item 22 -- Mobile Application Implementation
<ul style="list-style-type: none"> • Milestone - Start Maximo mobile application procurement and implementation • Procure EZ MaxMobile • Configure EZ MaxMobile to Maximo requirements • Configure it to perform work management • Configure it to perform issues, returns, and receipts • Configure it to perform inventory and reconciliation • Train WVWD on EZ MAXMobile application • Test EZ MaxMobile application • Milestone -- Completion of mobile application implementation
Task Item 23 -- Development of Performance Measures
<ul style="list-style-type: none"> • Milestone -- Start development of performance measures • Identify what measures are to be monitored • Create the performance measurement rationale for each • Identify KPI's • Educate WVWD on the benefits achieved from such performance measures and KPI's • Milestone -- Completion of the development of performance measures
Task Item 24 -- Maximo BIRT Report Development
<ul style="list-style-type: none"> • Start Maximo BIRT report development • Identify and setup Maximo out-of-the-box reports • Create BIRT reports • Train WVWD on the use of these reports • WVWD approval of reports • Milestone -- Completion of BIRT Reports Development
Task Item 25 -- Development of Dashboard
Milestone - Start development of dashboard
Configure dashboard according to user preferences
Milestone -- Completion dashboard Development
Task Item 26 -- Maximo Test Script Development
<ul style="list-style-type: none"> • Milestone - Start test script development • Create test scripts to test all functionality as prescribed by Task Item 2 • Milestone -- Completion of test script development
Task Item 27 -- Training Plan Development
<ul style="list-style-type: none"> • Milestone - Start training plan development • Develop training plan for the different users in WVWD • Milestone -- Completion of Training plan development
Task Item 28 -- Maximo Train the Trainer Training
<ul style="list-style-type: none"> • Milestone - Start Maximo train the trainer training • Provide classroom training for a week • Milestone -- Completion of Maximo train the trainer training

Task Item 29 – Maximo System Administrator Training
• Milestone - Start Maximo system administrator training
• Provide OJT training
• Milestone – Completion of Maximo system administrator training
Task Item 30 – Maximo End User Classroom Training
• Milestone - Start Maximo end user classroom training
• Provide classes for end users
• Milestone – Completion of end user classroom training
Task Item 31 – System Integration Testing (SIT) and Bug fixing
• Milestone – Start system integration testing (SIT) and bug fixing
• Testing individual components and all the components according to TEAMP
• Testing all the interfaces including mobile application, data migration, data loads, reports, and environments
• Present reports to WVWD
• WVWD to vet the reports
• Milestone – Completion of system integrator testing and bug fixes
Task Item 32 – User Acceptance & Systems Testing Support
• Milestone - Start user acceptance & systems testing support
• WVWD conduct UAT and systems testing
• Resolve any issues
• Verify Maximo configured to requirements standards
• Final acceptance by WVWD
• Milestone – Completion of user acceptance and systems testing
Task Item 33 – “Go-Live” Support
• Milestone - Start “Go-Live” Support
• Pre-Upgrade activities for Prod
• Configure Maximo 7.6 screens in Prod environment
• Preparation of upgraded site and Go-Live
• Maximo “Pre Go-Live” implementation support
• Provide training, and resolve issues during “Pre Go-Live” implementation
• Maximo “Post Go-Live” implementation support
• Provide training, and resolve issues during “Post Go-Live” implementation
• Milestone final acceptance of Maximo
• Milestone – Completion of “go-live” support
Task Item 34 – Systems Integration
• Milestone - Start systems integration
• Discussion with WVWD on integration desires by WVWD
• Recommendations on appropriate integration links
• Discussions with Tyler Consultant on integration nodes
• Develop integration document between Maximo and Tyler
• Develop integration document between Maximo and GIS
• Estimate time required for discovery to develop and perform integration
• Test integration between Maximo and Tyler in Dev Mode
• Test integration between Maximo and GIS in Dev Mode

• Migrate integration to PROD and "Go-Live" fully integrated
• Perform any issues and bug fixes.
• Milestone – completion of systems integration
Task Item 35 – On-Going Project Management
• Milestone - Start of project
• Create project schedule
• Attend project meetings
• Prepare progress report
• Milestone – completion of project and task 9
Task Item 36 – Project Closeout
• Delivery of finalized documents, and data
• Milestone – Final Acceptance by WVWD

Project Schedule

Indicates the progress to date, the activities completed, in progress activities, and activities yet to be started. The entire program is over a 3-year duration. Beyond the 3 year period, there is a period of fine tuning for another 2 years to be conducted by WVWD staff based on information and metrics gathered. This is not reflected in the schedule.

(see Attached Sheet)

Examples of Sample Reports

(See Separate Attachments)

Cost of Project for the Next 12 months

This is our estimate to continue with the implementation of the Asset Management Program for the next 12 months. The tasks that we will work on are:

Task Item 21: Maximo Tasks - Data Loading Asset Hierarchy

Task Item 13: Maximo Tasks - Configuring Asset Attribute Screens

Task Item 21: Maximo Tasks - Data Loading Asset Attributes

Task Item 21: Maximo Tasks - Data Loading Additional Job Plans

Task Item 19: Maximo Tasks - Create New PM's

Task Item 21: Maximo Tasks - Data load Location Hierarchy for OPR, FBR, Pipelines, Buildings and Facilities

Task Item 21: Maximo Tasks – Data load contracts

Task Item 28 and 30: Maximo Tasks – Additional training in Maximo

Task Item 22: Mobile System Tasks – Purchase EZMaxMobile for an integrated mobile application with Maximo (to be purchased by WVWD)

Task Item 22: Mobile System Tasks – Implement and train EZMaxMobile for field use

Task Item 14: Develop Location Hierarchy for OPR, FBR, B&F, Pipeline

Task Item 14: Design and Develop Asset Hierarchy for Pumps, Wells, Reservoirs, OPR, FBR, Pipelines, Buildings and Facilities

Task Item 14: Data Gathering and Comprehensive Asset Register Compilation for Pumps, Wells, Reservoirs, OPR, FBR, Pipelines, Buildings and Facilities

Task Item 18: Develop Job Plans for PRODUCTION, OPR, FBR, B&F

Task Item 19: Develop PM's for PRODUCTION, OPR, FBR, B&F

Task Item 17: Conduct Preliminary RCM studies
Task Item 17: Conduct preliminary failure analysis
Task Item 20: Implement Contracts Management
Task Item 20: Implement Blanket PO's and Blanket WO's
Task Item 35: Provide Consultancy to District staff on Asset Management using Maximo
Task Item 35: L3 Support for Maximo

The cost to provide these services is \$ 322,740 (does not include the purchase cost of EZMaxMobile which WVWD will purchase under a separate contract with Interpro Solutions, the owner of EZMaxMobile.)

There will be additional work to be done in year 2021 in accordance with the project plan.

There will be a "Bow-Wave" effect when introducing a culture change and "Best Business Practices". The quantification of the "Bow-Wave" will be dependent on the datum point at the beginning and the phased implementation to arrive at the required Best Practices. As this is a 3 year project to get the entire enterprise wide program implemented with the basic elements in place, the increase in the resource allocation will be required for the first five years to catch up and elevate all facets of the TEAMP before any reduction of resources will be seen. Please refer to the assessment radar chart at the beginning of this report, demonstrating the wide gap between what exists to what should be. Even then, after the 5 year period, the reduction is in the unit cost of operations and maintenance where more is being accomplished with the same resources, which translates to increased productivity, efficiency and effectiveness.

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August 7, 2019

Clarence Mansell
General Manager
West Valley Water District
855 W. Base Line Road
Rialto, CA 92376

**Re: Professional Services Rendered through June 2019 for
West Valley Water District – Qui Tam Litigation Legal matters.**

Dear Mr. Mansell:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Qui Tam Litigation Inv. No. 17648 \$ 44,334.94

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
LEAL • TREJO APC

H. Francisco Leal

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August 7, 2019

Roberto Manuel Nacionales Tafoya
General Counsel
West Valley Water District
316 W. 2nd Street Suite 1000
Los Angeles, CA 90012

**Re: Professional Services Rendered through June 2019 for
West Valley Water District – Personnel re: Mansell Legal matters.**

Dear Mr. Tafoya:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Personnel re: Mansell Inv. No. 17656 \$ 10,320.00

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
LEAL • TREJO APC


H. Francisco Leal

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September 11, 2019

Roberto Manuel Nacionales Tafoya
General Counsel
West Valley Water District
316 W. 2nd Street Suite 1000
Los Angeles, CA 90012

**Re: Professional Services Rendered through July 2019 for
West Valley Water District – Personnel re: Mansell Legal matters.**


Dear Mr. Tafoya:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Personnel re: Mansell Inv. No. 17684 \$ 5,220.00

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
LEAL • TREJO APC


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September 11, 2019

Clarence Mansell
General Manager
West Valley Water District
855 W. Base Line Road
Rialto, CA 92376

**Re: Professional Services Rendered through July 2019 for
West Valley Water District – Expense Legal matters.**

Dear Mr. Mansell:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Consultant Expense Inv. No. 17685 \$ 1,581.34

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
LEAL • TREJO APC

H. Francisco Leal
H. Francisco Leal

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VENDOR# _____ PO# _____
GL CODE _____ Proj# _____
GL CODE _____ Proj# _____
APPROVAL *Clarence Mansell*

09-17-19

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September 11, 2019

Clarence Mansell
General Manager
West Valley Water District
855 W. Base Line Road
Rialto, CA 92376

**Re: Professional Services Rendered through July 2019 for
West Valley Water District – Qui Tam Litigation Legal matters.**

Dear Mr. Mansell:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Qui Tam Litigation Inv. No. 17686 \$ 41,717.50

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
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October 15, 2019

Roberto Manuel Nacionales Tafoya
General Counsel
West Valley Water District
316 W. 2nd Street Suite 1000
Los Angeles, CA 90012

**Re: Professional Services Rendered through August 2019 for
West Valley Water District – Personnel re: Mansell Legal matters.**

Dear Mr. Tafoya:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Personnel re: Mansell Inv. No. 17716 \$ 8,156.00

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
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October 15, 2019

Clarence Mansell
General Manager
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855 W. Base Line Road
Rialto, CA 92376

**Re: Professional Services Rendered through August 2019 for
West Valley Water District – Expense Legal matters.**

Dear Mr. Mansell:

Enclosed is the statements for general legal services rendered by Leal ■ Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Consultant Expense Inv. No. 17717 \$ 15,000.00

Kindly make your check payable to Leal ■ Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
LEAL ■ TREJO APC

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October 15, 2019

Clarence Mansell
General Manager
West Valley Water District
855 W. Base Line Road
Rialto, CA 92376

**Re: Professional Services Rendered through August 2019 for
West Valley Water District – Qui Tam Litigation Legal matters.**

Dear Mr. Mansell:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Qui Tam Litigation Inv. No. 17718 \$ 16,043.89

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
LEAL • TREJO APC



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November 13, 2019

Roberto Manuel Nacionales Tafoya
General Counsel
West Valley Water District
316 W. 2nd Street Suite 1000
Los Angeles, CA 90012

**Re: Professional Services Rendered through September 2019 for
West Valley Water District – Personnel re: Mansell Legal matters.**

Dear Mr. Tafoya:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Personnel re: Mansell Inv. No. 17763 \$ 9,390.00

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
LEAL • TREJO APC


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November 13, 2019

Clarence Mansell
General Manager
West Valley Water District
855 W. Base Line Road
Rialto, CA 92376

**Re: Professional Services Rendered through September 2019 for
West Valley Water District – Expense Legal matters.**

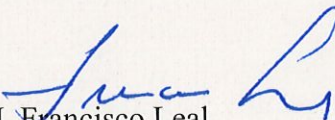
Dear Mr. Mansell:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Expense Inv. No. 17764 \$ 942.00

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
LEAL • TREJO APC


H. Francisco Leal

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November 13, 2019

Clarence Mansell
 General Manager
 West Valley Water District
 855 W. Base Line Road
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**Re: Professional Services Rendered through September 2019 for
 West Valley Water District – Qui Tam Litigation Legal matters.**

Dear Mr. Mansell:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Qui Tam Litigation Inv. No. 17765 \$ 28,500.00

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
 LEAL • TREJO APC



H. Francisco Leal

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H. FRANCISCO LEAL
WILLIAM J. TREJO
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November 18, 2019

Roberto Manuel Nacionales Tafoya
General Counsel
West Valley Water District
316 W. 2nd Street Suite 1000
Los Angeles, CA 90012

**Re: Professional Services Rendered through October 2019 for
West Valley Water District – Personnel re: Mansell Legal matters.**

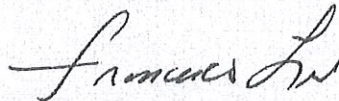
Dear Mr. Tafoya:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Personnel re: Mansell Inv. No. 17794 \$ 1,760.00

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
LEAL • TREJO APC



H. Francisco Leal

HFL/meg
Enclosures

LEAL • TREJO
ATTORNEYS AT LAW
A PROFESSIONAL CORPORATION

RECEIVED

NOV 22 2019

L. Santoro

H. FRANCISCO LEAL
WILLIAM J. TREJO
MARIBEL S. MEDINA
DAVID J. ALVAREZ
MICHAEL E. WOLFSOHN
DENISE A. MARTINEZ
JENNIFER A. CHAMBERLAIN
ARTURO N. FIERRO
ANA MARIA QUINTANA

3767 WORSHAM AVENUE
LONG BEACH, CALIFORNIA 90808
(213) 628-0808
FAX (213) 628-0818
WWW.LEAL-LAW.COM

November 18, 2019

Clarence Mansell
General Manager
West Valley Water District
855 W. Base Line Road
Rialto, CA 92376

**Re: Professional Services Rendered through October 2019 for
West Valley Water District – Expense Legal matters.**

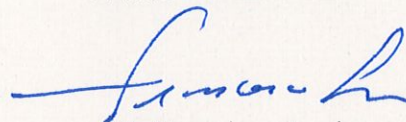
Dear Mr. Mansell:

Enclosed is the statements for general legal services rendered by Leal • Trejo APC under our agreement for services with the Water District. Please find below a summary of the statements submitted to you for review and payment.

Expense	Inv. No. 17795	\$ 657.15
----------------	-----------------------	------------------

Kindly make your check payable to Leal • Trejo APC, forwarding the same directly to the undersigned. Should you have any questions, please feel free to contact our office.

Very truly yours,
LEAL • TREJO APC



H. Francisco Leal

HFL/meg
Enclosures

Accounts Receivable Report (11/18/2019)

West Valley Water District

WVWD - Logue Matter (1092.04): West Valley Water District

Invoice #	Status	Due Date	Amount	Payments	Credit Notes	Balance
26102	Past Due	09/18/2019	\$34,892.51	\$0.00	\$0.00	\$34,892.51
26105	Past Due	10/16/2019	\$36,712.83	\$0.00	\$0.00	\$36,712.83
26107	Past Due	10/25/2019	\$25,875.00	\$0.00	\$0.00	\$25,875.00
Matter Total:						\$97,480.34

WVWD - Litchfield v. WVWD (1092.06): West Valley Water District

Invoice #	Status	Due Date	Amount	Payments	Credit Notes	Balance
25749	Past Due	04/11/2019	\$2,448.92	\$0.00	\$0.00	\$2,448.92
26101	Past Due	09/18/2019	\$14,628.97	\$0.00	\$0.00	\$14,628.97
26104	Past Due	10/16/2019	\$21,246.44	\$0.00	\$0.00	\$21,246.44
26106	Past Due	10/25/2019	\$6,990.00	\$0.00	\$0.00	\$6,990.00
Matter Total:						\$45,314.33

WVWD - Terrorist Threats Investigation (1092.07): West Valley Water District (Albright, Clifton W.)

Invoice #	Status	Due Date	Amount	Payments	Credit Notes	Balance
26103	Past Due	09/18/2019	\$25,942.50	\$0.00	\$0.00	\$25,942.50
Matter Total:						\$25,942.50
Client Total:						\$168,737.17
Total:						\$168,737.17

ALBRIGHT, YEE & SCHMIT, APC

888 West 6th Street, 14th Floor
Los Angeles, California 90017-3442
(213) 833-1700
Fax: (213) 833-1710
www.ayslaw.com

Law Firm's Invoice # 26102
Date: 09/18/2019

West Valley Water District
ATTN: Ms. Crystal Escalera (Board Secretary)

WVWD - Logue Matter (1092.04)

In Reference to: Logue Matter (1092.04)

Detailed Statement of Account:

Current Invoice

Invoice Number	Amount Due	Payments Received	Balance Due
26102	\$34,892.51	\$0.00	\$34,892.51

Payment is due upon receipt.

Make check payable to: ALBRIGHT, YEE & SCHMIT, APC

We also accept payment by credit card. Please contact our office for card authorization: (213) 833-1700 ext. 229.

Taxpayer ID #37-1779958

ALBRIGHT, YEE & SCHMIT, APC

888 West 6th Street, 14th Floor
Los Angeles, California 90017-3442
(213) 833-1700
Fax: (213) 833-1710
www.ayslaw.com

Law Firm's Invoice # 26105
Date: 10/16/2019

West Valley Water District
ATTN: Ms. Crystal Escalera (Board Secretary)

WVWD - Logue Matter (1092.04)

In Reference to: Logue Matter (1092.04)

Detailed Statement of Account:

Current Invoice

Invoice Number	Amount Due	Payments Received	Balance Due
26105	\$36,712.83	\$0.00	\$36,712.83

Payment is due upon receipt.

Make check payable to: ALBRIGHT, YEE & SCHMIT, APC

We also accept payment by credit card. Please contact our office for card authorization: (213) 833-1700 ext. 229.

Taxpayer ID #37-1779958

ALBRIGHT, YEE & SCHMIT, APC

888 West 6th Street, 14th Floor
Los Angeles, California 90017-3442
(213) 833-1700
Fax: (213) 833-1710
www.ayslaw.com

Law Firm's Invoice # 26107
Date: 10/25/2019

West Valley Water District
ATTN: Ms. Crystal Escalera (Board Secretary)

WVWD - Logue Matter (1092.04)

In Reference to: Logue Matter (1092.04)

Detailed Statement of Account:

Current Invoice

Invoice Number	Amount Due	Payments Received	Balance Due
26107	\$25,875.00	\$0.00	\$25,875.00

Payment is due upon receipt.

Make check payable to: ALBRIGHT, YEE & SCHMIT, APC

We also accept payment by credit card. Please contact our office for card authorization: (213) 833-1700 ext. 229.

Taxpayer ID #37-1779958

ALBRIGHT, YEE & SCHMIT, APC

888 West 6th Street, 14th Floor
Los Angeles, California 90017-3442
(213) 833-1700
Fax: (213) 833-1710
www.ayslaw.com

Law Firm's Invoice # 26101
Date: 09/18/2019

West Valley Water District
ATTN: Ms. Crystal Escalera (Board Secretary)

WVWD - Litchfield v. WVWD (1092.06)

In Reference to: Litchfield v. WVWD (1092.06)

Detailed Statement of Account:

Current Invoice

Invoice Number	Amount Due	Payments Recieved	Balance Due
26101	\$14,628.97	\$0.00	\$14,628.97

Payment is due upon receipt.

Make check payable to: ALBRIGHT, YEE & SCHMIT, APC

We also accept payment by credit card. Please contact our office for card authorization: (213) 833-1700 ext. 228.

Taxpayer ID #37-1779958

ALBRIGHT, YEE & SCHMIT, APC

888 West 6th Street, 14th Floor
Los Angeles, California 90017-3442
(213) 833-1700
Fax: (213) 833-1710
www.ayslaw.com

Law Firm's Invoice # 26104
Date: 10/16/2019

West Valley Water District
ATTN: Ms. Crystal Escalera (Board Secretary)

WVWD - Litchfield v. WVWD (1092.06)

In Reference to: Litchfield v. WVWD (1092.06)

Detailed Statement of Account:

Current Invoice

Invoice Number	Amount Due	Payments Recieved	Balance Due
26104	\$21,246.44	\$0.00	\$21,246.44

Payment is due upon receipt.

Make check payable to: ALBRIGHT, YEE & SCHMIT, APC

We also accept payment by credit card. Please contact our office for card authorization: (213) 833-1700 ext. 228.

Taxpayer ID #37-1779958

ALBRIGHT, YEE & SCHMIT, APC

888 West 6th Street, 14th Floor
Los Angeles, California 90017-3442
(213) 833-1700
Fax: (213) 833-1710
www.ayslaw.com

Law Firm's Invoice # 26106
Date: 10/25/2019

West Valley Water District
ATTN: Ms. Crystal Escalera (Board Secretary)

WVWD - Litchfield v. WVWD (1092.06)

In Reference to: Litchfield v. WVWD (1092.06)

Detailed Statement of Account:

Current Invoice

Invoice Number	Amount Due	Payments Recieved	Balance Due
26106	\$6,990.00	\$0.00	\$6,990.00

Payment is due upon receipt.

Make check payable to: ALBRIGHT, YEE & SCHMIT, APC

We also accept payment by credit card. Please contact our office for card authorization: (213) 833-1700 ext. 228.

Taxpayer ID #37-1779958

ALBRIGHT, YEE & SCHMIT, APC

888 West 6th Street, 14th Floor
Los Angeles, California 90017-3442
(213) 833-1700
Fax: (213) 833-1710
www.ayslaw.com

Law Firm's Invoice # 26103
Date: 09/18/2019

West Valley Water District
ATTN: Ms. Crystal Escalera (Board Secretary)

WVWD - Terrorist Threats Investigation (1092.07)

In Reference to: Terrorist Threats Investigation (1092.07)

Detailed Statement of Account:

Current Invoice

Invoice Number	Amount Due	Payments Received	Balance Due
26103	\$25,942.50	\$0.00	\$25,942.50

is due upon receipt.

Make check payable to: ALBRIGHT, YEE & SCHMIT, APC

We also accept payment by credit card. Please contact our office for card authorization: (213) 833-1700 ext. 229.

Taxpayer ID #37-1779958