



WEST VALLEY WATER DISTRICT  
855 W. BASE LINE ROAD, RIALTO, CA 92376  
PH: (909) 875-1804 FAX: (909) 875-1849

REGULAR BOARD MEETING  
AGENDA

THURSDAY, DECEMBER 1, 2022  
OPEN SESSION - 6:00 PM • CLOSED SESSION – 6:15 PM

BOARD OF DIRECTORS

Channing Hawkins, President  
Greg Young, Vice President  
Angela Garcia, Director  
Dan Jenkins, Director  
Kelvin Moore, Director

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"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 a week prior to the following Thursday meeting, not requiring departmental investigation, will be considered by the Board of Directors."

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On March 4, 2020, Governor Newsom declared a State of Emergency resulting from the threat of COVID-19. On September 16, 2021, Governor Newsom signed Assembly Bill No. 361 into law. Assembly Bill No. 361 amends Government Code section 54953(e) by adding provisions for remote teleconferencing participation in meetings by members of a legislative body, without the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions. The West Valley Water District adopted a resolution determining, by majority vote, that, as a result of the declared State of Emergency, the District is adopting the State protocol which allows meetings in person and/or via teleconference. Accordingly, it has been determined that all Board and Workshop meetings of the West Valley Water District will be held pursuant to Assembly Bill No. 361, the Brown Act and will be conducted via teleconference and in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to [administration@wvwd.org](mailto:administration@wvwd.org). If you require additional assistance, please contact [administration@wvwd.org](mailto:administration@wvwd.org).

## OPENING CEREMONIES

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

## ADOPT AGENDA

## 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 Acting Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. 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. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.***

## PRESENTATION

- 2022 Poster Contest Student Recognition Presentation

## CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (D) of Section 54956.9(B): Number of Cases: Two (2).
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - pursuant to Paragraph one (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Patricia Romero vs. West Valley Water District, Case No. CIVDS2024402.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Diana Gunn. vs. West Valley Water District, Case No. CIVSB2117195.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Nadia Loukeh. vs West Valley Water District, Case No. CIVSB2116242.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Julianna Zavala. vs West Valley Water District, Case No. CIVSB2117197.

- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Gov. Code §54956.9[d][1]) CBMWD v. City of Chino et al. (Superior Court of California, County of San Bernardino, Case Number RCV 51010)
- CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 Appointment /employment of a public employee - General Counsel
- CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 - Public Employee Performance Evaluation - Acting General Manager.
- CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957, Title(s) Board Secretary.

## 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. Minutes Board of Directors - Regular Meeting - Oct 6, 2022 6:30 PM. **Pg. 6**
2. Telecommuting Policy. **Pg. 14**
3. Investment Policy Update. **Pg. 30**
4. Purchase Order Report - October 2022. **Pg. 71**
5. Treasurer's Report - October 2022. **Pg. 77**
6. Monthly Revenue & Expenditures Report - October 2022. **Pg. 93**
7. Cash Disbursements Report - October 2022. **Pg. 99**
8. Funds Transfer - October 2022. **Pg. 119**
9. Resolution No. 2022-30 - Teleconference Meetings. **Pg. 123**
10. Approval of Payment to Tafoya Law Group, APC for Professional Services, for June 2022, July 2022, September 2022 and October 2022, Invoice No. 22-1006 for \$23,460.00, Invoice No. 22-1007 for \$20,079.00, Invoice 22-1009 \$24,210.00 and 22-1010 \$23,494.50. **Pg. 125**
11. Approval of Payment to Hunt Ortmann for Professional Services through October 2022, Invoice 96334 for \$8,030.00. **Pg. 129**

## **BUSINESS MATTERS**

### **Consideration of:**

12. Approval of document destruction per Records, Retention and Destruction Policy. **Pg. 130**

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

1. **Board Members**
2. **General Manager**
3. **Legal Counsel**

## **UPCOMING MEETINGS**

- December 12, 2022, 2022 - Human Resources Committee Meeting at 6:00 p.m.
- December 13, 2022 - Safety & Technology Committee Meeting at 6:00 p.m.
- December 14, 2022 - Engineering, Operations & Planning Committee Meeting at 6:00 p.m.
- December 15, 2022 - Board of Directors Regular Board Meeting at 6:00 p.m.
- January 5, 2022 - Board of Directors Regular Board Meeting at 6:00 p.m.

## **UPCOMING COMMUNITY EVENTS**

- Saturday, December 3, 2022 - West Valley Water District's Winter Wonderland, Victoria Gardens Cultural Center, 12505 Cultural Center Drive, Rancho Cucamonga, CA 91739 at 6:00 p.m. - 12:00 a.m.
- Saturday, December 3, 2022 - Rialto Holiday Festival and Parade Rialto Civic Center, 150 S. Palm Avenue. Tree Lighting, Posada, Entertainment, Vendor Lane, Activities & More at 5:30 p.m. - 9:00 p.m.
- Saturday, December 3, 2022 - Colton Chamber of Commerce's Annual Christmas Parade 10:00 a.m. O Street and La Cadena Drive, Christmas Parade
- Saturday, December 17, 2022 - Christmas Drive - Smile America, Abdi Foundation at Warner Elementary School, 10510 E. Rialto Ave, Rialto, CA 92376, 10:00 am - 2:00 pm
- Saturday, April 22, 2023 - Earth Day 2023 - Information to come

## UPCOMING EDUCATIONAL & TRAINING OPPORTUNITIES

None

### 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 November 28, 2022.



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Jon Stephenson, Acting 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](http://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 the Acting Board Secretary, Jon Stephenson, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Mr. Stephenson may be contacted by telephone at (909) 875-1804 ext. 303, 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**  
**October 6, 2022**

<b>Board of Directors</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Channing Hawkins	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Angela Garcia	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dan Jenkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kelvin Moore	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Staff</b>			
Van Jew	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nancy Albitre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haydee Sainz	<input checked="" type="checkbox"/> Remote	<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"/>
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jose Velasquez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Socorro Pantaleon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Legal Counsel</b>			
Robert Tafoya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### OPENING CEREMONIES

Pledge of Allegiance - Led by Vice President Gregory Young  
Opening Prayer - Led by Elder Vernal Townsend, Sunrise Church  
Call to Order  
Roll Call of Board Members

### ADOPT AGENDA

Mr. Van Jew, Acting General Manager, requested that Item #4 on the Consent Calendar be moved to Business Matters as Item #36. New information was received after the agenda was published and staff wanted to present the new information before the Board considered this item.

Director Dan Jenkins motioned to adopt the agenda as amended, moving Consent Calendar Item #4 to Business Matters as Item #36 and Vice President Young seconded the motion. The following vote was taken:

WVWD

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<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Dan Jenkins, Director
<b>SECONDER:</b>	Gregory Young, Vice President
<b>AYES:</b>	Channing Hawkins, Gregory Young, Angela Garcia, Dan Jenkins, Kelvin Moore

## **PUBLIC PARTICIPATION**

Ms. Nancy Albitre, Acting Board Secretary, reported that no requests to speak were received via mail, email, or phone. President Channing Hawkins inquired if anyone from the public would like to speak. There were no public comments.

## **PUBLIC HEARING**

President Hawkins declared the Public Hearing open at 6:35 p.m. Ms. Albitre reported that the Public Notice Hearing was posted at the District Headquarters, Pack N Mail, and J Check Cashing and published in the San Bernardino Sun newspaper in accordance with California law.

President Hawkins asked Mr. Jew to describe the purpose of the public hearing.

Mr. Jew introduced Ms. Linda Jadeski, Director of Engineering, to describe the events leading up to the hearing and the purpose of the hearing. Ms. Jadeski gave a presentation on the Initial Study/Mitigated Negative Declaration for the 18-Inch Transmission Main Installation Project.

President Hawkins stated that the Board acknowledged receipt of the Initial Study/Mitigated Negative Declaration for the 18-Inch Transmission Main Installation Project and receipt of the Initial Study is hereby entered into the record of this public hearing. President Hawkins then opened the public comment portion of the public hearing and separately solicited general comments, comments in favor, and comments in opposition. No comments were received.

President Hawkins declared the public hearing closed at 6:41 p.m.

## **PRESENTATIONS**

Ms. Socorro Pantaleon, Acting Government and Legislative Affairs Manager, gave a brief presentation regarding Waters Professionals Week 2022 and Customer Service Week. Ms. Pantaleon also presented English and Spanish versions of the Customer Service PSA video on “No Cost Water Surveys”, which featured a couple of the District’s Customer Service Representatives. Director Angela Garcia thanked Ms. Pantaleon for her efforts in sharing the videos of staff and water conservation on social media. President Hawkins expressed his gratitude to Ms. Pantaleon and thanked Public Affairs for a great job in acknowledging all WVWD employees.

WVWD

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## CONSENT CALENDAR

Vice President Young motioned to adopt the Consent Calendar as amended, moving Consent Calendar Item #4 to Business Matters as Item #36 and Director Garcia seconded the motion. The following vote was taken:

<b>RESULT:</b>	<b>ADOPTED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Gregory Young, Vice President
<b>SECONDER:</b>	Angela Garcia, Director
<b>AYES:</b>	Channing Hawkins, Gregory Young, Angela Garcia, Dan Jenkins, Kelvin Moore

1. **SEPTEMBER 1, 2022 - BOARD OF DIRECTOR MINUTES**
2. **SEPTEMBER 15, 2022 - BOARD OF DIRECTOR MINUTES**
3. **CONSIDER REIMBURSEMENT FOR MANGO AVE. MAIN LINE EXTENSION**
4. **CONSIDER APPROVING A PROJECT TO IMPLEMENT AN ADVANCED METERING INFRASTRUCTURE SYSTEM**  
(Moved to Business Matters Item #36).
5. **LABORATORY SELECTION FOR THE FIFTH UNREGULATED CONTAMINANT MONITORING RULE (UCMR 5)**
6. **REQUEST FOR A 5-YARD DUMP TRUCK**
7. **AGREEMENT WITH RITE-WAY ROOF CORPORATION FOR RESERVOIR 2-1 ROOF REPLACEMENT AND ASBESTOS ABATEMENT AND DISPOSAL**
8. **VARIABLE FREQUENCY DRIVE (VFD) FOR THE SOUTH WELL AT EAST COMPLEX**
9. **PREVENTIVE MAINTENANCE CONTRACT WITH SUEZ FOR THE TOTAL ORGANIC CARBON ONLINE ANALYZER AT THE FLUIDIZED BED BIOLOGICAL REACTOR WATER TREATMENT PLANT (FBR)**
10. **PREVENTIVE MAINTENANCE CONTRACT WITH TROJAN TECHNOLOGIES FOR THE ULTRAVIOLET DISINFECTION SYSTEM AT THE OLIVER P. ROEMER WATER FILTRATION PLANT**
11. **PREVENTIVE MAINTENANCE CONTRACT WITH HACH COMPANY FOR THE TOTAL ORGANIC CARBON AND ALKALINITY ANALYZERS AT THE OLIVER P. ROEMER WATER FILTRATION PLANT**
12. **UPGRADE ALARM PANELS TO 5G DIAL-OUT CAPABILITY**
13. **WELL UNTAPPED FELLOWSHIP PROGRAM**
14. **REJECTION OF CLAIM NO.-22-0788 - MARTY AGUILAR VS. WEST VALLEY WATER DISTRICT**
15. **TRANSFER FUNDS REQUEST FROM GENERAL CHECKING TO WWWD INVESTMENT ACCOUNT**
16. **TREASURER'S REPORT - AUGUST 2022**

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17. AUGUST 2022 - PURCHASE ORDER REPORT
18. CASH DISBURSEMENTS REPORT - AUGUST 2022
19. MONTHLY REVENUE & EXPENDITURES REPORT - AUGUST 2022
20. ADOPT RESOLUTION NO. 2022-23 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF WEST VALLEY WATER DISTRICT FOR THE PERIOD OCTOBER 14, 2022, THROUGH NOVEMBER 14, 2022, PURSUANT TO BROWN ACT PROVISIONS
21. APPROVAL OF PAYMENT TO LIEBERT CASSIDY WHITMORE FOR PROFESSIONAL SERVICES, IN JUNE 2022, INVOICE NO. 222541 FOR \$3,501.00
22. APPROVAL OF PAYMENT TO LIEBERT CASSIDY WHITMORE FOR PROFESSIONAL SERVICES, IN JUNE 2022, INVOICE NO. 222542 FOR \$1,658.50
23. APPROVAL OF PAYMENT TO LIEBERT CASSIDY WHITMORE FOR PROFESSIONAL SERVICES, IN MAY 2022, INVOICE NO. 220804 FOR \$314.00
24. APPROVAL OF PAYMENT TO LIEBERT CASSIDY WHITMORE FOR PROFESSIONAL SERVICES, IN MAY 2022, INVOICE NO. 220809 FOR \$78.00
25. APPROVAL OF PAYMENT TO LIEBERT CASSIDY WHITMORE FOR PROFESSIONAL SERVICES, IN JULY 2022, INVOICE NO. 224189 FOR \$57.00
26. APPROVAL OF PAYMENT TO LIEBERT CASSIDY WHITMORE FOR PROFESSIONAL SERVICES, IN JULY 2022, INVOICE NO. 224191 FOR \$924.50
27. APPROVAL OF PAYMENT TO LIEBERT CASSIDY WHITMORE FOR PROFESSIONAL SERVICES, IN JULY 2022, INVOICE NO. 224198 FOR \$4,800.50
28. APPROVAL OF PAYMENT TO LIEBERT CASSIDY WHITMORE FOR PROFESSIONAL SERVICES, IN JULY 2022, INVOICE NO. 224199 FOR \$2,105.50
29. APPROVAL OF PAYMENT TO HUNT ORTMANN, PALFFY, NIEVES, DARLING & MAH, INC. FOR PROFESSIONAL SERVICES, IN AUGUST 2022, INVOICE NO. 95531 FOR \$2,044.00
30. APPROVAL OF PAYMENT TO ALBRIGHT, YEE & SCHMIT FOR PROFESSIONAL SERVICES, IN AUGUST 2022, INVOICE NO. 27656 FOR \$5,776.50.
31. APPROVAL OF PAYMENT TO ALBRIGHT, YEE & SCHMIT FOR PROFESSIONAL SERVICES, IN SEPTEMBER 2022, INVOICE NO. 27657 FOR \$3,587.50.
32. APPROVAL OF PAYMENT TO CARPENTER, ROTHANS & DUMONT LLP FOR PROFESSIONAL SERVICE, IN AUGUST 2022, INVOICE NO. 41971 FOR \$5,420.00

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**BUSINESS MATTERS**

**Consideration of:**

**33. STRATEGIC PLANNING RETREAT UPDATE**

Ms. Haydee Sainz, Human Resources & Risk Manager, gave a brief update on the Strategic Planning Retreat. Ms. Sainz reported that the Retreat was scheduled for November 18 and November 19, 2022. Ms. Sainz also reported that the District’s General Counsel would not be able to attend and that Mr. Greg Larson, the Facilitator, would be contacting each Board member two weeks prior to obtain information from each Board member. This agenda item was for information only.

**34. GOVERNANCE: BOARD OF DIRECTORS POLICIES AND PROCEDURES**

Vice President Young proposed a revision to Section 7.4 stating, the Board of Directors shall hold an annual organizational meeting at its first regular meeting in December *on or after the first Friday of the month*. Since the December 1st Board meeting falls on Thursday before the first Friday of the month, the swearing in of the Board members will need to take place at the following Board meeting per the California law. Vice President Young additionally proposed amending Section 7.4 to reflect that the Presidency and Vice Presidency shall be rotated among members of the Board to provide an opportunity to Board members that haven’t served in an officer capacity. Vice President Young also proposed a revision to Section 12.4 to change the Executive Committee meeting with the General Manager from once a week to *bi-monthly* to discuss progress towards Board directed activities. Further consultation with the General Manager shall be on an as needed basis.

Director Garcia motioned to incorporate the revised changes into the Board of Directors Policy and Procedures Manual. Director Jenkins seconded the motion. The following vote was taken:

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Angela Garcia, Director
<b>SECONDER:</b>	Dan Jenkins, Director
<b>AYES:</b>	Channing Hawkins, Gregory Young, Angela Garcia, Dan Jenkins, Kelvin Moore

**35. RESOLUTION NO. 2022-26, ADOPTING A MITIGATED NEGATIVE DECLARATION ON DISTRICT PROJECT KNOWN AS THE 18-INCH TRANSMISSION MAIN INSTALLATION PROJECT.**

Vice President Young motioned to approve the Initial Study, Notice of Determination and Mitigated Negative Declaration and to adopt Resolution No. 2022-26 for the 18-inch Transmission Main Installation Project as to staff recommendations. Director Dan Jenkins seconded the motion. The following vote was taken:

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<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gregory Young, Vice President
<b>SECONDER:</b>	Dan Jenkins, Director
<b>AYES:</b>	Channing Hawkins, Gregory Young, Angela Garcia, Dan Jenkins, Kelvin Moore

### **36. CONSIDER APPROVING A PROJECT TO IMPLEMENT AN ADVANCED METERING INFRASTRUCTURE SYSTEM.**

Mr. Jon Stephenson, Director of General Services, reported that the costs for the payment and performance bonds, which are required for public works projects, was inadvertently omitted from the hardware quote that was submitted by Aqua-Metrics. The project amount which was originally reported as \$138,291.25, was revised to \$140,491.25 which was a \$1,200.00 difference.

Vice President Young motioned to adopt the revised staff recommendation with the new total of \$140,491.25 and to approve the Project to Implement an Advanced Metering Infrastructure System. Director Garcia seconded the motion. The following vote was taken:

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gregory Young, Vice President
<b>SECONDER:</b>	Angela Garcia, Director
<b>AYES:</b>	Channing Hawkins, Gregory Young, Angela Garcia, Dan Jenkins, Kelvin Moore

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

#### **1. Board of Directors**

- Vice President Young expressed his appreciation for the condolences that he received after his grandmother's passing. He also requested that staff update the version history on the Board of Directors Policies and Procedures.
- President Hawkins stated that he attended the World Water Tech in North America; it was a very informative presentation this year. It was very insightful and very in-depth, and we should have members of staff and the engineering team should attend in the future.

#### **2. General Manager**

- Mr. Jew informed the Board that he would be on stand-by Jury Duty next week and would be intermittently available.
- Mr. Jew also provided a brief recap of the Oliver P. Roemer expansion project as well as a brief status update.

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### 3. General Counsel

- Mr. Robert Tafoya, Legal Counsel, reported out of Closed Session stating that multiple items were considered. However, no reportable actions were taken.

### UPCOMING COMMUNITY EVENTS

### UPCOMING EDUCATION & TRAINING OPPORTUNITIES

### CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (D) of Section 54956.9(B): Number of Cases: Two (2).
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Diana Gunn. vs. West Valley Water District, Case No. CIVSB2117195.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph one (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Patricia Romero vs. West Valley Water District, Case No. CIVDS2024402.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Nadia Loukeh. vs West Valley Water District, Case No. CIVSB2116242.
- CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957, Title(s) Chief Financial Officer.
- CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957, Title(s) Board Secretary.

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**ADJOURN**

The meeting was closed in the memory of Bernardo Nacionales, retired Navy Senior Chief Petty Officer with 30 years of service. He was 90 ninety-year-old and his funeral was today. The meeting adjourned at 7:10 p.m.

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

**ATTEST:**

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**Nancy Albitre, Acting Board Secretary**

WVWD

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**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** December 1, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** TELECOMMUTING POLICY

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**BACKGROUND:**

West Valley Water District (“District”) recognized the changing dynamic of the work environment caused by COVID-19 and transitioned to a remote work environment in order to maintain services and operations. Going forward, the District may want to consider allowing for remote work or telecommuting under certain non-COVID-19 conditions as an option to provide greater flexibility and as response to the evolving workplace.

**DISCUSSION:**

Staff recognizes the changing nature of the work environment and proposes to establish the Telecommuting Policy (**Exhibit A**) to provide a framework that addresses both the District’s and individual employee needs. This policy reflects, supports, and complies with the Limitations on Remote Work or Telecommuting Policy.

The Telecommuting Policy establishes guidelines, expectations, and an approval process for telecommuting arrangements, allowing the District to continue realizing the telecommuting benefits while maintaining the delivery of service to the community. Telecommuting arrangements will be evaluated with the highest regard to employee productivity, service to the public, and the efficient operation of District departments.

This policy is inclusive of all employees in positions deemed eligible for remote work. Remote work arrangements may not be available for all positions or individuals in an operating unit. The determination will be based on the needs of District, the size of a department, specific job responsibilities and/or District business operations, as well as other considerations that may impact service to the community. Employees interested in a remote work arrangement should discuss eligibility and options with their immediate supervisor.

The proposed policy has undergone a thorough review and approval process that included International Union of Operating Engineers, Local 12, department directors and the HR Committee.

**FISCAL IMPACT:**

There is no fiscal impact.

**STAFF RECOMMENDATION:**

Approve and adopt the Telecommuting Policy as attached.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

JV:hms

**ATTACHMENT(S):**

1. 11.8.2022 WVWD Telecommuting Policy-final

**ATTACHMENT A**  
**WEST VALLEY WATER DISTRICT**  
**TELECOMMUTING POLICY**

**1. INTRODUCTION AND PURPOSE:**

The West Valley Water District (the “District”) is committed to supporting employees whose jobs are suited to working from an Alternative Worksite with a discretionary telework or telecommuting<sup>1</sup> arrangement subject to the terms of this policy (“Telecommuting Policy”). Telecommuting, in general, provides employees with an opportunity to request the ability to work from an appropriate alternative worksite. The District provides the option of telecommuting to employees as a privilege and not as a right. The District provides essential services to members of the community, and as a result there are positions at the District that require employees be physically present at District facilities. All Telecommuting requests must be pre-approved by the employee's supervisor, Department Head, and the General Manager prior to the commencement of any Telecommuting.

Telecommuting is a voluntary alternative to working from the District's office that may only be appropriate for some employees and some jobs, as determined by the sole discretion of the District and determined on a case-by-case basis. The ability to telecommute is not an entitlement, may be revoked without cause, is not a District-wide benefit, and does not change the employee's terms and conditions of employment with the District. The success of the program will be evaluated based on productivity, seamlessness to our operations, and impact on our collaborative culture.

**2. DEFINITIONS**

“Alternative Worksite” means the employee's home or authorized location other than the employee's normal workplace at a District worksite or facility.

“Telecommuting” (also commonly referred to as teleworking or remote working) means a work arrangement under which an employee works from their Alternative Worksite for a portion of their regularly scheduled work hours.

“Work Schedule” means the days and hours determined by supervisors and Department Heads during which non-exempt, overtime eligible employees should be in attendance at the Alternative Worksite. The Work Schedule shall provide for and include meal breaks required under applicable federal and state law as well as under contract.

“Central Workplace” means the District's worksite or facilities and includes District offices.

**3. ELIGIBILITY CRITERIA:**

Telecommuting may be approved in accordance with this policy, at the discretion of the Department Head. The Department Head has discretionary authority to determine the job classifications, positions, and employees who are eligible to Telecommute under this policy.

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<sup>1</sup> The terms telework, remote work and telecommute may be used interchangeably and share the same meaning as defined in Section 2 of this Policy. This Policy applies to the use of either term.



Telecommuting is not permanent and the Department Head may decide to discontinue a previously granted Telecommuting schedule at any time without prior notice. The decision to terminate Telecommuting is not subject to any grievance procedure or appeal process. A supervisor and/or Department Head may determine that some positions and/or individuals are not well suited for Telecommuting.

The employee's supervisor may suggest and the Department Head may determine eligible individuals for Telecommuting based on, but not limited to the following criteria:

1. The employee's length of employment; however under no circumstances (except by the General Manager's approval) will an employee be authorized to telecommute if the employee is not a regular full-time employee or if they have worked for the District for less than six (6) months;
2. The ability of the employee to perform their job duties from an Alternative Worksite does not impede other employees or work groups from performing their job duties, impact the District's business needs, or diminish the operations of the District or the service provided to internal or external customers;
3. The employee's job performance meets or exceeds standards across all listed performance measures and demonstrates employee ability to work independently, including consideration of recent prior annual job performance evaluations. Employees on performance improvement plans ("PIP") may not telecommute;
4. The employee's ability to be self-motivated and their demonstration of high dependability;
5. Whether the job can be done remotely without disruption to the flow of work and communication (e.g., availability by virtual meeting, phone, email, and shared servers can be accessed remotely);
6. The functionality, reliability, safety, and security of the employee's Alternative Worksite; Telecommuting employees will attest in writing that they have complied with this requirement.
7. The employee's accessibility during their designated work schedule;
8. The employee's supervisory responsibilities;
9. The employee's need for supervision;
10. The duration of the request to Telecommute;
11. Other considerations deemed necessary and appropriate by the employee's supervisor or the District (i.e., power outages, internet connectivity issues etc.).
12. Occasional, short-term (1-2 day) remote work requests may be granted at the sole discretion of the Department Director/Manager or General Manager. For all other remote work arrangements, employees must meet the eligibility requirements outlined in this guidance.

It is essential that each department be staffed during normal business hours Monday thru Friday (except during the hour for lunch).

#### **4. PROCEDURE:**

- A. To make a request for a Telecommuting arrangement, employees must complete and submit a Telecommuting Agreement (Appendix A) to their immediate supervisor for District consideration. The employee's supervisor will provide the requested form to the Department Head and will discuss the employee's request with the Department Head.
- B. Employees are encouraged to discuss expectations of working from an Alternative Workplace with other inhabitants of their residence, if any, prior to entering into a Telecommuting trial period, if the request is approved. The employee's supervisor, Department Head, and the General Manager must approve and sign off on the requested Work Schedule before any Telecommuting commences. The approval by the employee, the employee's supervisor, the Department Head, and the General Manager, must be documented by each individual signing the Telecommuting Agreement and a 90-day trial period will commence.
- C. Evaluation of employee's performance during the Telecommuting trial period will include interaction by phone and e-mail between the employee and the employee's supervisor, and face-to-face meetings to discuss work progress and problems, if any. At the conclusion of the 90-day trial period, the employee and employee's supervisor will each complete an evaluation of the Telecommuting arrangement and make recommendations for continuance or modifications and will be submitted to the Department Head. The Department Head will determine if the employee may continue to Telecommute after the successful completion of the 90-day period and the submission of evaluation. Following the 90-day evaluation, the employee shall be evaluated during their Telecommuting Work Schedule consistent with Annual Employee Performance and Development Plans.
- D. Telecommuting is limited to no more than 2 days per week, and shall be the same day each week. Telecommuting is not allowed on Mondays or Fridays. Exceptions to this shall require the General Manager's approval.

#### **5. EMPLOYEE RESPONSIBILITIES:**

##### **A. Performance Expectations**

- 1. Expectations must be pre-established between Telecommuting employees and supervisors regarding work assignment(s), productivity level, and productivity measurements to be used when employee is Telecommuting. Timeliness, quality, and quantity of work must be maintained.
- 2. Attendance and punctuality that is observant of scheduled hours on a regular basis is an essential function of each classification and must be maintained during Telecommuting.

3. Telecommuting is not designed to be a replacement for appropriate childcare. The focus of the arrangement shall remain on job performance and meeting operational needs.
4. Employee agrees not to engage in employment activities other than District assignments during Telecommuting hours.
5. Working from an Alternative Work Location inherently changes the workplace dynamic for employees. Telecommuting employees must adhere to all District policies, practices, procedures, rules and regulations and applicable Terms and Conditions of Employment. All existing duties, obligations, responsibilities and conditions of employment remain the same.
6. Telecommuting must be pre-approved before it commences. Each Telecommuting Agreement is only valid for the time period specified in the agreement. The agreement is invalid after this time unless the employee's supervisor approves an extension in writing.

#### **B. Telecommuting Location**

Telecommuting work will be performed from the alternative worksite. The Alternate Worksite must be maintained in a safe condition, free from hazards and obstructions and must be the employee's residence unless another location is approved, in writing, by the Department Head. Telecommuting employees will attest in writing that they have complied with this requirement.

Telecommuting employees must have access to an Alternative Worksite that is quiet and free of distractions and which has reliable and secure power, internet and/or wireless access. Telecommuting employees shall ensure that all official District documents are retained and maintained according to the normal operating procedures in the same manner as if working at a District worksite or facility. The Alternative Worksite shall be conducive to ten (10) hours of productive work time.

#### **C. Work Schedules and Time Worked**

1. Telecommuting employees must be available during their regularly scheduled business hours to answer calls, respond to email, attend virtual meetings, etc.
2. Telecommuting employees must report to the office if requested to do so by their supervisor or the District.
3. Non-exempt employees must take meal and rest breaks while working remotely, just as they would if they were reporting to work at the Central Workplace. Non-exempt employees may not Telecommute outside of their Work Schedule without authorization, and will be subject to discipline for doing so.
4. Requests to work overtime or take a leave of absence from work must be pre-approved in writing by each employee's supervisor. Failure to comply with this requirement may result in the immediate cessation of the Telecommuting Agreement and/or disciplinary action.

5. All periods of an employee's unavailability must be approved in advance by the supervisor and in accordance with District policy.
6. Employees must promptly notify their supervisor when unable to perform work assignments because of equipment failure or other unforeseen circumstances.
7. Employees shall continue to abide by District policies, practices, procedures and applicable Terms and Conditions of Employment for requests of sick, vacation and other leaves of absences. If an employee becomes ill while Telecommuting, they shall notify their supervisor immediately and record on their timesheet any hours not worked due to incapacitation.
8. Employees must be accessible via telephone, email, and/or network access to their supervisor and other District employees while Telecommuting, as if working at the Central Workplace. Employees shall check their District-related business phone messages and emails on a consistent basis, as if working at the Central Workplace.
9. Employees shall work on a full-time basis, according to their assigned Work Schedule. Employees are required to maintain an accurate record of all hours worked at their Alternative Work Location. Upon the request of their supervisor, an employee should be able to provide a detailed accounting of all hours worked.

#### **D. Employee Wages and Benefits**

The duties, obligations, responsibilities, and conditions of a District employee are not changed by Telecommuting. Employee's wages, retirement, benefits, and insurance coverage remain unchanged.

The Telecommuting employee remains obligated to comply with all District rules, policies, practices, and instructions. Violations may result in preclusion from Telecommuting and/or disciplinary action, up to and including termination of employment.

Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. The District shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternative Worksite. The District will not be liable for any injuries sustained by visitors or other third-persons at an employee's Alternative Worksite.

#### **6. EQUIPMENT:**

- A. Electronic equipment needed for employees to perform their work at the Alternative Worksite will be supplied by the District to the extent resources are available and based on operational need. The supervisor, Department Head, and IT Staff will discuss the equipment needed and will have sole discretion in decisions regarding equipment. Equipment supplied by the District is to be used for business purposes only and in accordance with District policies, practices, procedures and applicable Terms and Conditions of Employment.
- B. The employee is responsible for ensuring that equipment is used properly. Employees will report to their supervisor any loss, damage, or unauthorized access to District-owned equipment immediately upon discovery of such loss, damage, or unauthorized access.

- C. The District will provide for maintenance and repairs to District equipment and retains ownership of all equipment and/or licenses provided.
- D. In the event of delay in repair or replacement of equipment or any other circumstance under which it would be ineffective for the employee to telecommute, the employee will return to the District work place.
- E. All District-owned equipment issued to an employee must be immediately returned (1) when requested by the District and in good working order, (2) when the Telecommuting Agreement ends, or (3) upon employment separation. Additional equipment needed by the employee to Telework shall be supplied by the employee and at the employee's expense.
- F. Should it be required, employees may receive approval to use personal phones, computers, or other equipment for Telecommuting at the discretion of the District. Equipment supplied by the employee, if deemed appropriate by the District, will be maintained by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment and reserves the right to make determinations as to appropriate equipment, subject to change at any time. Personal equipment used for District work purposes, may be subject to applicable state and federal law.
- G. The employee must complete the Authorization to Use District Property at an Alternative Worksite (Appendix B) and thereby agree to take appropriate action to protect the items from damage or theft.
- H. The District will provide employees with appropriate office supplies (pens, paper, etc.) as deemed necessary. Employees may obtain the needed supplies when at the District worksite or facility.
- I. The District will not be responsible for costs associated with the setup of the employee's home office or Alternative Worksite, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Normal household expenses associated with the Alternative Worksite, such as internet services and utilities (heat, electricity, etc.) are the sole responsibility of the employee and shall be non-reimbursable.
- J. Employee's Alternative Worksite must have internet and cell service with sufficient speed/capacity to conduct work via computer and phone.
- K. Employees should seek advice from a tax advisor if they have questions concerning the tax implications of Telecommuting. The District is not responsible for substantiating any employee's claim of tax deductions for operation of a Telecommuting office used to perform District work.

## 7. **SECURITY:**

- A. Consistent with the District's expectations of information security for employees working at a District worksite or facility, Telecommuting employees must ensure the protection of proprietary District and customer information accessible from their Alternative Worksite.
- B. Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the District's records retention policy,

especially as it pertains to the California Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to District work they access from their Alternative Worksite or transport from the Central Workplace to their Alternative Worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential District information the employee accesses from their Alternative Worksite or transport from the Central Workplace to their Alternative Worksite through the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

- C. Employees shall ensure that all official District documents are retained and maintained according to District policy and procedure in the same manner as if working at the Central Workplace.
- D. Employees must return all records, documents, and correspondence to the District upon request from the District.
- E. Employees may receive a virtual private network (“VPN”) account, as approved by the District. Employees shall take reasonable precautions to ensure their devices (e.g., computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the District’s network and shall close or secure all connections to District desktop or system resources (e.g., remote desktop, VPN connections, etc.) when not conducting work for the District.

## Telecommuting Policy

### Appendices

- A. Voluntary Telecommuting Agreement
- B. Authorization to Use District Property at an Alternative Worksite

## Appendix A

### Voluntary Telecommuting Agreement

I, the undersigned Employee (“Employee”), have read the foregoing District’s Telecommuting Policy and this Voluntary Telecommuting Agreement (“Agreement”) in their entirety and I agree to abide by all of the terms and conditions they contain.

I understand and agree that the Agreement is temporary and time-limited, is contingent upon approval from my supervisor, the Department Head, and the General Manager. I understand that approval does not imply entitlement to a permanent change to my normal (i.e., non-telecommuting) working arrangement or a continued Telecommuting arrangement. I understand this Agreement does not change my obligation to report to my normal work location at the District if my supervisor requests that I do so.

I understand and agree that the Agreement is voluntary and may be terminated at any time at the sole discretion of the District. I understand that the District is not requiring that I telecommute as a term or condition of my employment with the District. I further understand that the District may, at any time, change any or all of the conditions under which approval to participate in the Agreement is granted, with or without notice and at the District’s exclusive discretion may modify the terms and conditions of my Telecommuting arrangement.

I understand and agree that I must keep my workspace safe and free of all hazards to person or property.

I agree and understand my duties, obligations, and responsibilities as outlined in this Agreement, in the Telecommuting Policy generally, and specifically elsewhere, are unchanged and are the same as they are in my normal working arrangement. I agree to and understand that while I am Telecommuting, I am subject to the same job responsibilities and standards of performance and productivity as if I am working at the District worksite; and all obligations, responsibilities, codes of conduct, laws, District policies, practices, procedures, and Terms and Conditions of Employment. I also understand it is my responsibility to provide adequate advance notification to my supervisor if I am unable to keep any of the agreed upon commitments and/or deliverables. If I fail to do so, I understand that the District may immediately terminate this Agreement at its sole discretion.

The Agreement is valid from \_\_\_\_\_ to \_\_\_\_\_. I understand this Agreement expires on \_\_\_\_\_ and may not continue unless the District approves a new Agreement or an extension to this Agreement in writing.

The District may rescind this Agreement at any time. I understand that in the event the District terminates the Agreement, the decision is final and there is no grievance procedure or appeal process.

I agree to the following Work Schedule while Telecommuting:



**Central Workplace:** The days and hours that the District expects and/or permits the Employee to be physically present at the **Central Workplace** are the following:

Day	Morning		Lunch	Afternoon		Total Hours
	Start	End		Start	End	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Day	Morning		Lunch	Afternoon		Total Hours
	Start	End		Start	End	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

**Alternative Worksite:** The days and hours that the District expects and/or permits the Employee to be physically present at the **Alternative Worksite** are the following:

Day	Morning		Lunch	Afternoon		Total Hours
	Start	End		Start	End	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Day	Morning		Lunch	Afternoon		Total Hours
	Start	End		Start	End	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

The address of the Alternative Worksite is:

\_\_\_\_\_

Street

\_\_\_\_\_

City State Zip Code

The phone number to reach Employee at the Alternative Worksite is:

\_\_\_\_\_.

I hereby affirm by my signature that I have read this Voluntary Telecommuting Agreement and understand and agree to all its provisions.

\_\_\_\_\_

Employee Name and Signature Date

\_\_\_\_\_

Supervisor Name and Signature Date

\_\_\_\_\_

Department Head Name and Signature Date

\_\_\_\_\_

General Manager's Signature Date

**SUBMIT THE COMPLETED AGREEMENT TO HUMAN RESOURCES**

**Appendix B**

**Authorization to Use District Property at an Alternative Worksite**

**TERMS OF LOAN:** The District property described below is loaned to the employee named below for the mutual benefit of the employee and the District. The District property on loan to the employee is to be used primarily for official District business. Said property is subject to return at the end of the authorization period noted below. The District will not pay any transportation charges in connection with this authorization.

<b>Employee Name</b>		
<b>Location of Equipment (Address, City, State, Zip)</b>		
<b>Computer Name</b>	<b>Equipment Serial No.</b>	<b>Equipment Description: make, model, condition of equipment</b>

I understand that this equipment is to be used primarily for official District business, and that any personal use of the equipment will be incidental in nature. I will exercise appropriate care and caution when using the equipment and in accordance with District policies, practices, procedures and applicable Terms and Conditions of Employment. In addition, I understand that all records related to the purchase, use, and disposition of this District-owned equipment, including cell phone statements, are the property of the District and potentially subject to disclosure under the California Public Records Act.

I further understand that I am responsible for safeguarding the equipment, including any data on the equipment, and controlling its use in accordance with District policies, practices, procedures and applicable Terms and Conditions of Employment. If the District determines that there is no longer an operational need for me to possess any of the listed equipment, or if I separate from employment with the District, I agree to return all equipment on or before my last day of employment.

\_\_\_\_\_  
Employee Name and Signature Date

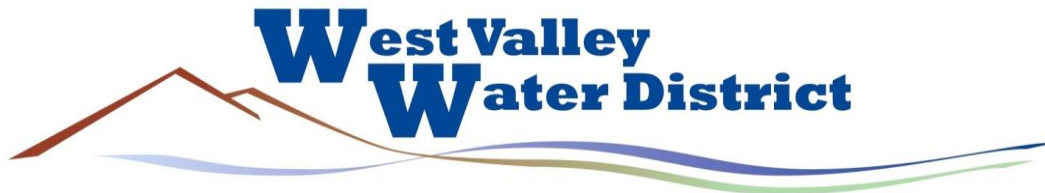
\_\_\_\_\_  
Supervisor Name and Signature Date

\_\_\_\_\_  
Department Head Name and Signature Date

General Manager's Signature

Date

**SUBMIT THE COMPLETED AUTHORIZATION TO HUMAN RESOURCES**



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** December 1, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** INVESTMENT POLICY UPDATE

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**BACKGROUND:**

The West Valley Water District (“District”) Board of Directors (“Board”) voted to revise the Investment Policy on May 6, 2021. Amending the April 19, 2018 Resolution 2018-8. It is best practice to review and update the District’s Investment Policy on an annual basis to ensure compliance with the provisions of the California Government Code governing investment of public funds and make revisions as necessary to allow the District to leverage excess funds available for investment.

**DISCUSSION:**

The District’s Board authorized a contract with Chandler Asset Management on February 15, 2018. Chandler Asset Management has made a recommendation to change several aspects of the Investment Policy (**Exhibit A**). The changes proposed after comparing the District’s Investment Policy to the California Government State Code (“CGC”), CMTA standards, and best practices are as follows:

**Section 2. Scope and Glossary** – Changed “CAFR” to “ACFR” to be consistent with a GASB pronouncement on 10/19/21 to change the name from the comprehensive annual financial report to the annual comprehensive financial report to avoid use of an acronym that sounds like an offensive term.

**Section 9. Authorized Investments:**

- 9.1 US Treasuries – Propose removing the five year maturity limit. This would go into effect three months after new policy is adopted.
- 9.3 CalTRUST – Updated the list of fund offerings.
- 9.4 Negotiable CDs – Added a five year maturity limit.
- 9.8 Commercial Paper - SB 998, which became effective 1/1/21, allows local agencies with assets under management of more than \$100 million to purchase up to 40% of the portfolio in eligible commercial paper until 1/1/26.

**Section 12. Prohibited Investments** – Added language from SB 998 that permits the purchase of zero- or negative-accrual securities, provided that they are issued or backed by the US Government. The law became effective 1/1/21 and is scheduled to sunset on 1/1/26.

**Section 14. Risk Management, Diversification and Maximum Maturities** – If the Board decides to allow for the purchase of US Treasuries, Agencies and Municipals with maturity dates longer than five years, then this section would need to be updated to remove the five year restriction from those sectors. If this change is adopted it would become effective three months after Board approval.

**Glossary** – Rearranged into alphabetical order and deleted a second definition for Local Government Investment Pool.

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

Approve and adopt the revised Investment Policy (**Exhibit B**).

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ;jv

**ATTACHMENT(S):**

1. Exhibit A - Redlined Investment Policy
2. Exhibit B - Proposed Revised Investment Policy

**MEETING HISTORY:**

11/23/22      Finance Committee      REFERRED TO BOARD

# Exhibit A



**RESOLUTION NO. 2021-5  
RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE WEST VALLEY WATER DISTRICT  
ADOPTING THE ANNUAL INVESTMENT POLICY  
AMENDING RESOLUTIONS NO. 2018-8**

**WHEREAS**, pursuant to State law, the Chief Financial Officer/or Treasurer of the West Valley Water District (“District”) shall annually prepare and submit a statement of investment policy and such policy and any changes thereto, shall be considered by the legislative body at a public meeting;

**NOW, THEREFORE**, the Board of Directors (“Board”) of the District does hereby resolve and determine as follows:

**Section 1. Policy** It is the policy of the District to invest public funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds.

**Section 2. Scope** This investment policy applies to all financial assets of the District. These funds are accounted for in the District’s audited Annual Comprehensive ~~Annual~~ Financial Report (ACAFR) and include:

**2.1 Funds:**

- 2.1.1 General Fund
- 2.1.2 Any new fund created by the District, unless specifically exempted

**2.2 Funds Excluded From This Policy**

- 2.2.1 Public Employees Retirement Fund
- 2.2.2 Deferred Compensation
- 2.2.3 West Valley Water District Water Revenue Refunding Bonds, Series 2016A
- 2.2.4 Any Restricted Funds

**Section 3. Prudence** Pursuant to California Government Code, Section 53600.3, all persons authorized to make investment decisions on behalf of the District~~Agency~~ are trustees and therefore fiduciaries subject to the *Prudent Investor Standard*:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing,

acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**Section 4. Investment Objectives** The primary objectives, in priority order, of the District’s investment activities shall be:

**4.1 Safety.** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing funds among independent financial institutions offering a variety of securities offering independent returns. Investments shall be made with the aim of avoiding capital losses due to issuer default, broker-dealer default or market value erosion.

**4.2 Liquidity.** The District’s investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which are reasonably anticipated.

**4.3 Return on Investment.** The District’s investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the District’s investment risk constraints and the cash flow characteristics of the portfolio.

**Section 5. Delegation of Authority.** Authority to manage the District’s investment program is derived from California Government Code, Section 53607. Management responsibility for the investment program is hereby delegated to the General Manager and Chief Financial Officer/or Treasurer, who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in their absence.

The Board of Directors, the General Manager, the Assistant General Manager, and the Chief Financial Officer/or Treasurer shall be signatories on all accounts, to access

accounts for these and other authorized investments consistent with this investment policy.

The Chief Financial Officer/or Treasurer may retain the services of an outside investment advisor or manager as approved by the Board to assist with the District's investment program. Qualified outside managers will be either SEC Registered Investment Advisors or Bank Money Managers. The investment advisor shall make all investment decisions and transactions in strict accordance with State and Federal law, this Policy and such other written instructions as are provided. The performance and service levels of investment advisors and managers shall be reviewed annually.

The District's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The District recognizes that in a diversified portfolio, occasional measured losses may be inevitable and must be considered within the context of the overall portfolio's return and the cash flow requirements of the District.

**5.1 Investment Procedures.** The Chief Financial Officer/or Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements, and cash flow forecasting. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer/or Treasurer.

**Section 6. Internal Controls.** The Chief Financial Officer/or Treasurer shall establish a system of internal controls designed to prevent losses due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, and/or imprudent actions by employees of the District. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes the (1) cost of control should not exceed the benefits likely to be derived and (2) the value of costs and benefits requires estimates and judgements by management. Compliance with this policy and internal controls shall be reviewed annually by the District's independent, external auditors as part of its normal audit procedures.

Any investment activity outside of the District's Financial Advisor's recommendation shall require approval by both the Chief Financial Officer and the General Manager.

Written operational and investment procedures consistent with this Policy shall be established and include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under this Policy and the established procedures.

**Section 7. Ethics and Conflicts of Interest** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Board any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the District.

**Section 8. Authorized Broker-Dealer** the Chief Financial Officer/or Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers, selected by credit worthiness, who are authorized to provide investment services in the State of California. These may include “primary” dealers, or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by California laws. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Chief Financial Officer/or Treasurer with the following:

- 8.1 Must be in business for at least three (3) years
- 8.2 Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties)
- 8.3 Proof of national Association of Security Dealers certification.
- 8.4 Proof of California registration
- 8.5 Certification of having read and understood and agreeing to comply with the District’s investment policy and depository contracts.
- 8.6 Evidence of adequate insurance coverage.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Chief Financial Officer/or Treasurer. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the District invests. Broker/dealers utilized by an external investment adviser will be at the sole discretion of the adviser.

**Section 9. Authorized Investments** From the Board of Director’s perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law and those that the District Chief Financial Officer/or Treasurer is trained and competent to handle. Concentration and credit limits apply at the time the security is purchased.

The District is empowered by statute to invest in the following types of securities:

- 9.1 United States Treasury Issues.** United States Treasury notes, bonds, bills or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest (CGC §53601(b)) There's no limitation as to the percentage of the portfolio that may be invested in this category, ~~however, maximum investment maturities are limited to up to five years;~~
- 9.2 State of California Local Agency Investment Fund (LAIF).** The District may invest in the Local Agency Investment Fund established by the State Treasurer for the benefit of local agencies (CGC §16429.1). The fund must have 24 hour liquidity. There is no limitation on the percentage of the District portfolio that may be invested in this category;
- 9.3 The Investment Trust of California (CalTRUST).** The Investment Trust of California (CalTRUST) is a local government investment pool organized as a joint powers authority pursuant to California Government Code Section 6509.7 Shares of beneficial interest issued by the Investment Trust of California (CalTRUST), which invests in securities and obligations eligible for direct investment by local agencies pursuant to California Government Code Section 53601. There are four different funds that are available. They are:
1. Government Money Market Fund
  2. ~~Heritage Money Market Fund~~ CalTRUST Liquidity Fund
  3. CalTRUST Short term fund
  4. CalTRUST Medium term fund
- Investment of District funds in CalTRUST shall be subject to investigation and due diligence prior to investing. No limit will be placed on the percentage total in this category
- 9.4 Negotiable Certificates of Deposit.** Negotiable Certificates of Deposit (NCDs) issued by a nationally or state chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases are limited to institutions that have a long-term debt rating of at least the "A" category or its equivalent, by a Nationally Recognized Statistical Rating Organization (NRSRO); and/or have a short-term debt rating of at least "A-1", or its equivalent, by NRSRO. NCDs for which the full amount of the principal and the interest that may be accrued during the maximum term of each certificate is insured by federal deposit insurance are exempt from rating requirements. A maximum of 30 percent of surplus funds can

be invested in Certificates of Deposit (CGC §53601(h)). The maximum maturity is five years.

- 9.5 Federal Agency Obligations.** Federal agency or United States government-sponsored enterprise obligations, participations, mortgage backed securities or other instruments, including those issued by or fully guaranteed as to principal and interest by Federal agencies or United States government-sponsored enterprises (CGC §53601 (f)). There is no limitation as to percentage of the portfolio that may be invested in this category, however, purchases of callable Federal Agency obligations are limited to a maximum of 30 percent of portfolio.
- 9.6 Municipal Securities.** Registered state warrants or treasury notes or bonds of this state or any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of this state or any of the other 49 United States;
- Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including the District's bonds.
- Securities must have a long-term debt rating of at least the "A" category, or its equivalent, by a NRSRO; and/or have a short term debt rating of at least "A-1", or its equivalent, by a NRSRO. A maximum of 20 percent of the portfolio may be invested in this category.
- 9.7 Bankers' Acceptances.** Banker's acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank; Purchases are limited to bankers' acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System. Purchases of bankers' acceptance may not exceed 180 days maturity. Eligible bankers' acceptances are restricted to issuing financial institutions with a short-term debt rating of at least "A-1", or its equivalent, by a NRSRO. A maximum of 25 percent of the portfolio may be invested in this category.
- 9.8 Commercial Paper.** Commercial paper of "Prime" quality or the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the

commercial paper shall meet all of the following conditions in either paragraph (1) or (2):

(1) (i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than commercial paper, if any, that is rated in at least the “A” category, or its equivalent, by a NRSRO.

(2) The entity meets the following criteria: (i) is organized within the United States as a special purpose corporation, trust, or limited liability company, (ii) has programwide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond, (iii) has commercial paper that is rated “A-1” or the equivalent or higher by a NRSRO.

Eligible commercial paper shall have a maximum maturity of 270 days or less and not represent more than 10 percent of the outstanding paper of an issuing corporation. A maximum of 25 percent of the portfolio may be invested in this category. Under a provision sunsetting on January 1, 2026, no more than 40% of the portfolio may be invested in Commercial Paper if the District’s investment assets under management are greater than \$100,000,000.

**9.9 Repurchase Agreements.** Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements are to be used as short-term investments not to exceed 90 days. Repurchase agreements shall be made with counterparties that are primary dealers of the Federal Reserve Bank of New York or a nationally or state-chartered bank that has or has had a significant banking relationship with District. Furthermore, the counter-party shall have the following qualifications: (i) a long-term debt rating of at least the “A” category, or its equivalent, by a NRSRO; (ii) a short-term credit rating of at least “A-1” or its equivalent, by a NRSRO; (iii) minimum assets and capital size of \$25 billion in assets and \$350 million in capital; (iv) five years of acceptable audited financial results; and (v) a strong reputation among market participants.

The District shall have a properly executed master repurchase agreement with each counter-party for which it enters into an agreement for repurchase agreements. Collateral of at least 102 percent of market value of principal and accrued interest is required. For any repurchase agreement with a term of

more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market conditions. Market value must be calculated each time there is a substitution of collateral. Collateral is limited to obligations of the United States government and its agencies. Collateral must be delivered to the District's custodian bank or handled under a properly executed master repurchase agreement. The District, or its trustee, shall have a perfected first security interest in all collateral. A maximum of 10 percent of the portfolio may be invested in this category.

**9.10 Medium-Term notes.** Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States (CGC §53601 (k)). Purchases are limited to securities that have a long-term debt rating of at least the "A" category, or its equivalent, by a NRSRO. A maximum of 30 percent of the portfolio may be invested in this category.

**9.11 Mutual Funds and Money Market Mutual Funds.** that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940, provided that:

a. Mutual Funds that invest in the securities and obligations as authorized under California Government Code, Section 53601(a) to (k) and (m) to (q) inclusive and that meet either of the following criteria: 1) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs; or 2) Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code Section 53601 and with assets under management in excess of \$500 million.

A maximum of 10% of the total portfolio may be invested in the shares of any one mutual fund.

b. Money Market Mutual Funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria: 1) attained the



highest ranking or the highest letter and numerical rating provided by not less than two NRSROs or 2) retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

A maximum of 20 percent of the portfolio may be invested in the shares of any one Money Market Mutual Fund.

If the District has funds invested in a money market fund, a copy of the fund's information statement shall be maintained on file. In addition, the Chief Financial Officer/or Treasurer should review the fund's summary holdings on a quarterly basis.

c. No more than 20% of the total portfolio may be invested in these securities.

## 9.12

**Bank Deposits.** FDIC insured or fully collateralized bank deposits, including, but not limited to, demand deposit accounts, savings accounts, market rate accounts and time deposits issued by a state or national bank, savings and loan associations, or state or federal credit unions located in California (CGC §53630 et. Seq.) A written depository contract is required with all institutions that hold District deposits requiring that deposits be collateralized in accordance with CGC. The Chief Finance Officer/or Treasurer, at his/her discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. Securities placed in a collateral pool must provide coverage for at least 100 percent of all deposits that are placed in that institution. Acceptable pooled coverage is governed by CGC §53651. Real estate mortgages are not considered acceptable collateral by the District, even though they are permitted in CGC §53651 (m). All financial institutions holding District deposits are required to provide the District with regular statements of pooled collateral. The report will state they are meeting the 100 percent collateral rule, a listing of all collateral with location and market value, plus an accountability of the total amount of deposits secured by the pool. In accordance with CGC §53638, no deposit shall exceed the shareholder's equity of any depository bank, nor shall a deposit exceed the total net worth of any institution. No deposits shall be made at a state or federal credit union if a

member of the Board or the General Manger or Chief Financial Officer/or Treasurer of the District services on the Board of Directors or a committee of the credit union. The maturity of time deposits (TCDs) may not exceed 4 years. There is no limit on the percentage of the portfolio that may be invested in bank deposits. However, a maximum of 20% of the portfolio may be invested in TCDs.

- 9.13 Local Government Investment Pools (LGIP).** Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7. To be eligible for purchase, the pool shall meet all of the following conditions: (i) must meet the requirements of California Government Code Section 53601(p), (ii) the pool must seek to maintain a stable Net Asset Value (NAV), and (iii) the pool must be rated in at least the “AA” category, or its equivalent, by a NRSRO. A maximum of 50 percent of the portfolio may be invested in this category. Whenever the District has any funds invested in a LGIP, the Chief Financial Officer/or Treasurer shall maintain on file a copy of the pool’s current information statement. In addition, the Chief Financial Officer/or Treasurer should review the pool’s summary portfolio holdings on a quarterly basis.
- 9.14 Supranationals.** US dollar-denominated senior unsecured unsubordinated obligations or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. The securities must be rated in the “AA” category or higher by a NRSRO. No more than 30% of the portfolio may be invested in these securities and no more than 10% per issuer. The maximum maturity is five years.
- 9.15 Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, and Collateralized Mortgage Obligations from issuers not defined in sections 9.1 and 9.5 of the Authorized Investments of this policy,** provided that the securities are rated in a rating category of “AA” or its equivalent or higher by a NRSRO. No more than 20% of the total portfolio may be invested in these securities. No more than 5% of the portfolio may be invested in a single Asset-Backed or Commercial Mortgage Security Issuer. The maximum legal final maturity may not exceed five years.

**Section 10. Pooled Investment /Mutual Fund Information Requirements**

Insofar as this policy allows available funds to be deposited into pooled investment accounts, a thorough investigation of the pool is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives;
- A description of interest calculations and how it is distributed, and how gains and losses are treated;
- A description of how the securities are safeguarded (including the settlement processes), and how often are the securities are priced and the program audited;
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed;
- A schedule for receiving statements and portfolio listings;
- Are reserves, retained earnings, etc., utilized by the pool?
- A fee schedule, and when and how it is assessed;
- Is the pool eligible for bond proceeds and/or will it accept such proceeds?

**Section 11. Collateralization** will be required on Certificates of Deposit, unless they are FDIC insured. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest.

Collateral will always be held by an independent third party with whom the District has a current written custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the District and retained. The right of collateral substitution is granted.

**Section 12. Prohibited Investments** Under provisions of CGC §53601.6 and §53651.5, the District shall not invest any funds covered by this policy in equity securities, inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages, or any investment that could result in zero interest earned if held to maturity. Under a provision sunsetting on January 1, 2026, securities backed by the US Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.

The purchase of any investment permitted by the Government Code, but not listed as an authorized investment in this Policy is prohibited without prior approval of the Board.

**Section 13. Safekeeping of Securities** All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Chief Financial Officer/or Treasurer and evidenced by safekeeping receipts. A monthly report will be received by the District

from the custodian listing all securities held in safekeeping with current market data and other information.

The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit; (iii) mutual funds and money market mutual funds, since these securities are not deliverable.

**Section 14. Risk Management, Diversification and Maximum Maturities**

The District will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification shall be determined and revised periodically. Adequate diversification shall be applied to the individual issuers of debt, both within each class of investments and collectively. With the exception of U. S. Treasury securities, Federal Agency securities, LGIPs, LAIF, CalTRUST securities, and authorized pools, no more than 50% of the District's total investment portfolio will be invested in a single security type or with a single financial institution. No more than 5% of the total portfolio may be invested in securities issued by any single issuer with the exception of US Treasuries, US Agencies, Supranationals, LAIF, CalTRUST, money market funds, mutual funds, LGIPs, or unless otherwise specified in this investment policy.

- 14.1** To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. The District will maintain a minimum of six months of budgeted operating expenditures in short-term investments to provide sufficient liquidity for expected disbursements. ~~Unless matched to a specific cash flow,~~ the District will not directly invest in securities maturing more than five years from the settlement date, with the exception of US Treasuries, Agencies and Municipal Securities. ~~Reserve funds may be invested in securities exceeding three years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.~~
- 14.2** The Chief Financial Officer/or Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.
- 14.3** If a security owned by the District is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:
- Any actions taken related to the downgrade by the investment manager will be communicated to the Chief Financial Officer/or Treasurer in a timely manner.

If a decision is made to retain the security, the credit situation will be monitored and reported to the Finance Committee of the Board of Directors.

**Section 15. Review of Investment Portfolio** The Chief Financial Officer/or Treasurer shall periodically, but no less than quarterly, review the portfolio to identify investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to the Finance Committee of the Board of Directors.

**Section 16. Performance Standards** The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs.

**Section 16.1.** The District's investment strategy is active. The District may sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity, or yield of the portfolio in response to market conditions or the District's risk preferences. Given this strategy, the basis used by the Chief Financial Officer/or Treasurer to determine whether market yields are being achieved shall be to identify a comparable benchmark to District's portfolio investment duration.

**Section 17. Investment Reporting** The Chief Financial Officer/or Treasurer shall provide to the Finance Committee of the Board of Directors monthly investment reports that provide a clear picture of the status of the current investment portfolio. The Management Report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward, and thoughts on investment strategies.

Schedules in the monthly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category
- Average life and final maturity of all investments lists
- Coupon, discount, or earnings rate
- Par value, amortized book value and market value
- Percentage of the portfolio represented by each investment category
- Transactions for the period

**Section 18. Policy Adoption and Review** The District's investment policy shall be adopted by resolution of the District's Board. The policy shall be reviewed annually by the Board and any modifications made thereto must be approved by the Board.

**Section 19. Glossary.** See attached Glossary.

**Section 20. Resolution.** This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was duly adopted at a Regular Meeting of the Board of Directors of West Valley Water District by motion made, seconded, and duly carried on

**ROLL CALL:**

<b>AYES:</b>	<b>DIRECTORS:</b>
<b>NOES:</b>	<b>DIRECTORS:</b>
<b>ABSENT:</b>	<b>DIRECTORS:</b>
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>

**WEST VALLEY WATER DISTRICT**

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Channing Hawkins  
 President of the Board

**ATTEST:**

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, Board Secretary

## GLOSSARY

**AGENCIES.** Federal agency securities and/or Government-sponsored enterprises.

**ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR).** An official annual report of a local government. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory materials, and detailed Statistical Section.

**ASKED.** The price at which securities are offered.

**ASSET-BACKED SECURITIES (ABS).** Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

**BANKERS' ACCEPTANCES.** A money market instrument created to facilitate international trade transactions. It is highly liquid and the risk of the trade transactions is transferred to the bank which "accepts" the obligation to pay the investor.

**BENCHMARK.** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**CERTIFICATE OF DEPOSIT (CD).** A time deposit with a specific maturity evidenced by a certificate.

**COLLATERAL.** Securities, evidence of deposit, or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COLLATERALIZED MORTGAGE OBLIGATION (CMO).** Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

**COMMERCIAL PAPER.** The short-term unsecured debt of corporations.

**~~COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR).~~** ~~An official annual report of a local government. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory materials, and detailed Statistical Section.~~



**COUPON.** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's fact value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DELIVERY VERSUS PAYMENT.** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DISCOUNT.** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES.** Non-interest bearing money market instruments that are issued a discount and redeemed at maturity for full face value (U. S. Treasury Bills).

**DIVERSIFICATION.** Dividing investment funds among a variety of securities offering independent returns.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC).** A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

**FEDERAL HOME LOAN BANKS (FHLB).** Government sponsored wholesale banks (currently 12 regional banks) that lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

~~**LOCAL GOVERNMENT INVESTMENT FUND (LAIF).** A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.~~

~~**LOCAL GOVERNMENT INVESTMENT POOL.** Investment pools that range from LAIF to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.~~

**LIQUIDITY.** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL GOVERNMENT INVESTMENT FUND (LAIF).** A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

**LOCAL GOVERNMENT INVESTMENT POOL.** Investment pools that range from LAIF to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

~~**LOCAL GOVERNMENT INVESTMENT POOL.** The aggregate of all funds from political subdivisions that are placed in the custody of the State Chief Financial Officer for investment and reinvestment.~~

**MARKET VALUE.** The price at which a security is trading and could presumably be purchased or sold.

**MATURITY.** The date upon which the principal of stated value of an investment becomes due and payable.

**MONEY MARKET.** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**MONEY MARKET MUTUAL FUND.** A mutual fund that invests exclusively in short-term securities that comply with SEC Rule 2a-7. Money market mutual funds attempt to keep their net asset values at \$1 per share.

**MORTGAGE PASS-THROUGH SECURITIES.** A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

**MUNICIPAL SECURITIES.** Securities issued by state and local agencies to finance capital and operating expenses.

**MUTUAL FUNDS.** Entities that pool the funds of investors and invest those funds in a set of securities which are specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus.

**NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO).** A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Moody's, S&P, and Fitch.

**NEGOTIABLE CERTIFICATE OF DEPOSIT (NCD).** A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market.

**PORTFOLIO.** Collection of securities held by an investor.

**PRUDENT PERSON RULE.** An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state, the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**RATE OF RETURN.** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current incomes return.

**REPURCHASE AGREEMENT.** Short-term purchases of securities with simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

**SAFEKEEPING.** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**STRUCTURED NOTES.** Notes issued by Government Sponsored Enterprises (FHLB) and corporations that have imbedded options (call features, etc.,) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

**SUPRANATIONAL.** A multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

**TREASURY BILLS.** A non-interest bearing discount security issued by the U. S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS.** Long-term coupon-bearing U. S. Treasury securities issued as direct obligations of the U. S. Government and having initial maturities of more than 10 years.

**TREASURY NOTES.** Medium-term coupon-bearing U. S. Treasury securities issued as direct obligations of the U. S. Government and having initial maturities from two to 10 years.

**YIELD.** The rate of annual income return on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price for the security, (b) Net Yield or Yield to maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

# Exhibit B

**RESOLUTION NO. 2022-X**  
**RESOLUTION OF THE BOARD OF DIRECTORS OF**  
**THE WEST VALLEY WATER DISTRICT**  
**ADOPTING THE ANNUAL INVESTMENT POLICY**  
**AMENDING RESOLUTIONS NO. 2021-5**

**WHEREAS**, pursuant to State law, the Chief Financial Officer/or Treasurer of the West Valley Water District (“District”) shall annually prepare and submit a statement of investment policy and such policy and any changes thereto, shall be considered by the legislative body at a public meeting;

**NOW, THEREFORE**, the Board of Directors (“Board”) of the District does hereby resolve and determine as follows:

**Section 1. Policy** It is the policy of the District to invest public funds in a manner which will provide the highest investment return with the maximum security, while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds.

**Section 2. Scope** This investment policy applies to all financial assets of the District. These funds are accounted for in the District’s audited Annual Comprehensive Financial Report (ACFR) and include:

**2.1 Funds:**

- 2.1.1 General Fund
- 2.1.2 Any new fund created by the District, unless specifically exempted

**2.2 Funds Excluded From This Policy**

- 2.2.1 Public Employees Retirement Fund
- 2.2.2 Deferred Compensation
- 2.2.3 West Valley Water District Water Revenue Refunding Bonds, Series 2016A
- 2.2.4 Any Restricted Funds

**Section 3. Prudence** Pursuant to California Government Code, Section 53600.3, all persons authorized to make investment decisions on behalf of the District are trustees and therefore fiduciaries subject to the *Prudent Investor Standard*:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act

with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

**Section 4. Investment Objectives** The primary objectives, in priority order, of the District’s investment activities shall be:

**4.1 Safety.** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing funds among independent financial institutions offering a variety of securities offering independent returns. Investments shall be made with the aim of avoiding capital losses due to issuer default, broker-dealer default or market value erosion.

**4.2 Liquidity.** The District’s investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which are reasonably anticipated.

**4.3 Return on Investment.** The District’s investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with the District’s investment risk constraints and the cash flow characteristics of the portfolio.

**Section 5. Delegation of Authority.** Authority to manage the District’s investment program is derived from California Government Code, Section 53607. Management responsibility for the investment program is hereby delegated to the General Manager and Chief Financial Officer/or Treasurer, who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in their absence.

The Board of Directors, the General Manager, the Assistant General Manager, and the Chief Financial Officer/or Treasurer shall be signatories on all accounts, to access accounts for these and other authorized investments consistent with this investment policy.

The Chief Financial Officer/or Treasurer may retain the services of an outside investment advisor or manager as approved by the Board to assist with the District's investment program. Qualified outside managers will be either SEC Registered Investment Advisors or Bank Money Managers. The investment advisor shall make all investment decisions and transactions in strict accordance with State and Federal law, this Policy and such other written instructions as are provided. The performance and service levels of investment advisors and managers shall be reviewed annually.

The District's overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The District recognizes that in a diversified portfolio, occasional measured losses may be inevitable and must be considered within the context of the overall portfolio's return and the cash flow requirements of the District.

**5.1 Investment Procedures.** The Chief Financial Officer/or Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements, and cash flow forecasting. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer/or Treasurer.

**Section 6. Internal Controls.** The Chief Financial Officer/or Treasurer shall establish a system of internal controls designed to prevent losses due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, and/or imprudent actions by employees of the District. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes the (1) cost of control should not exceed the benefits likely to be derived and (2) the value of costs and benefits requires estimates and judgements by management. Compliance with this policy and internal controls shall be reviewed annually by the District's independent, external auditors as part of its normal audit procedures.

Any investment activity outside of the District's Financial Advisor's recommendation shall require approval by both the Chief Financial Officer and the General Manager.

Written operational and investment procedures consistent with this Policy shall be established and include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under this Policy and the established procedures.

**Section 7. Ethics and Conflicts of Interest** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Board any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the District.

**Section 8. Authorized Broker-Dealer** the Chief Financial Officer/or Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers, selected by credit worthiness, who are authorized to provide investment services in the State of California. These may include “primary” dealers, or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by California laws. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Chief Financial Officer/or Treasurer with the following:

- 8.1 Must be in business for at least three (3) years
- 8.2 Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties)
- 8.3 Proof of national Association of Security Dealers certification.
- 8.4 Proof of California registration
- 8.5 Certification of having read and understood and agreeing to comply with the District’s investment policy and depository contracts.
- 8.6 Evidence of adequate insurance coverage.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Chief Financial Officer/or Treasurer. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the District invests. Broker/dealers utilized by an external investment adviser will be at the sole discretion of the adviser.

**Section 9. Authorized Investments** From the Board of Director’s perspective, special care must be taken to ensure that the list of instruments includes only those allowed by law and those that the District Chief Financial Officer/or Treasurer is trained and competent to handle. Concentration and credit limits apply at the time the security is purchased.

The District is empowered by statute to invest in the following types of securities:



- 9.1 United States Treasury Issues.** United States Treasury notes, bonds, bills or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest (CGC §53601(b)) There's no limitation as to the percentage of the portfolio that may be invested in this category;
- 9.2 State of California Local Agency Investment Fund (LAIF).** The District may invest in the Local Agency Investment Fund established by the State Treasurer for the benefit of local agencies (CGC §16429.1). The fund must have 24 hour liquidity. There is no limitation on the percentage of the District portfolio that may be invested in this category;
- 9.3 The Investment Trust of California (CalTRUST).** The Investment Trust of California (CalTRUST) is a local government investment pool organized as a joint powers authority pursuant to California Government Code Section 6509.7 Shares of beneficial interest issued by the Investment Trust of California (CalTRUST), which invests in securities and obligations eligible for direct investment by local agencies pursuant to California Government Code Section 53601. There are four different funds that are available. They are:
1. Government Money Market Fund
  2. CalTRUST Liquidity Fund
  3. CalTRUST Short term fund
  4. CalTRUST Medium term fund
- Investment of District funds in CalTRUST shall be subject to investigation and due diligence prior to investing. No limit will be placed on the percentage total in this category
- 9.4 Negotiable Certificates of Deposit.** Negotiable Certificates of Deposit (NCDs) issued by a nationally or state chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases are limited to institutions that have a long-term debt rating of at least the "A" category or its equivalent, by a Nationally Recognized Statistical Rating Organization (NRSRO); and/or have a short-term debt rating of at least "A-1", or its equivalent, by NRSRO. NCDs for which the full amount of the principal and the interest that may be accrued during the maximum term of each certificate is insured by federal deposit insurance are exempt from rating requirements. A maximum of 30 percent of surplus funds can be invested in Certificates of Deposit (CGC §53601(h)). The maximum maturity is five years.

**9.5 Federal Agency Obligations.** Federal agency or United States government-sponsored enterprise obligations, participations, mortgage backed securities or other instruments, including those issued by or fully guaranteed as to principal and interest by Federal agencies or United States government-sponsored enterprises (CGC §53601 (f)). There is no limitation as to percentage of the portfolio that may be invested in this category, however, purchases of callable Federal Agency obligations are limited to a maximum of 30 percent of portfolio.

**9.6 Municipal Securities.** Registered state warrants or treasury notes or bonds of this state or any of the other 49 states, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of this state or any of the other 49 United States;

Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state, including the District's bonds.

Securities must have a long-term debt rating of at least the "A" category, or its equivalent, by a NRSRO; and/or have a short term debt rating of at least "A-1", or its equivalent, by a NRSRO. A maximum of 20 percent of the portfolio may be invested in this category.

**9.7 Bankers' Acceptances.** Banker's acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank; Purchases are limited to bankers' acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System. Purchases of bankers' acceptance may not exceed 180 days maturity. Eligible bankers' acceptances are restricted to issuing financial institutions with a short-term debt rating of at least "A-1", or its equivalent, by a NRSRO. A maximum of 25 percent of the portfolio may be invested in this category.

**9.8 Commercial Paper.** Commercial paper of "Prime" quality or the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or (2):

(1) (i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than commercial paper, if any, that is rated in at least the “A” category, or its equivalent, by a NRSRO.

(2) The entity meets the following criteria: (i) is organized within the United States as a special purpose corporation, trust, or limited liability company, (ii) has programwide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond, (iii) has commercial paper that is rated “A-1” or the equivalent or higher by a NRSRO.

Eligible commercial paper shall have a maximum maturity of 270 days or less and not represent more than 10 percent of the outstanding paper of an issuing corporation. A maximum of 25 percent of the portfolio may be invested in this category. Under a provision sunseting on January 1, 2026, no more than 40% of the portfolio may be invested in Commercial Paper if the District’s investment assets under management are greater than \$100,000,000.

**9.9 Repurchase Agreements.** Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements are to be used as short-term investments not to exceed 90 days. Repurchase agreements shall be made with counterparties that are primary dealers of the Federal Reserve Bank of New York or a nationally or state-chartered bank that has or has had a significant banking relationship with District. Furthermore, the counter-party shall have the following qualifications: (i) a long-term debt rating of at least the “A” category, or its equivalent, by a NRSRO; (ii) a short-term credit rating of at least “A-1” or its equivalent, by a NRSRO; (iii) minimum assets and capital size of \$25 billion in assets and \$350 million in capital; (iv) five years of acceptable audited financial results; and (v) a strong reputation among market participants.

The District shall have a properly executed master repurchase agreement with each counter-party for which it enters into an agreement for repurchase agreements. Collateral of at least 102 percent of market value of principal and accrued interest is required. For any repurchase agreement with a term of more than one day, the value of the underlying securities must be reviewed on an on-going basis according to market

conditions. Market value must be calculated each time there is a substitution of collateral. Collateral is limited to obligations of the United States government and its agencies. Collateral must be delivered to the District's custodian bank or handled under a properly executed master repurchase agreement. The District, or its trustee, shall have a perfected first security interest in all collateral. A maximum of 10 percent of the portfolio may be invested in this category.

**9.10 Medium-Term notes.** Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States (CGC §53601 (k)). Purchases are limited to securities that have a long-term debt rating of at least the "A" category, or its equivalent, by a NRSRO. A maximum of 30 percent of the portfolio may be invested in this category.

**9.11 Mutual Funds and Money Market Mutual Funds.** that are registered with the Securities and Exchange Commission under the Investment Company Act of 1940, provided that:

a. Mutual Funds that invest in the securities and obligations as authorized under California Government Code, Section 53601(a) to (k) and (m) to (q) inclusive and that meet either of the following criteria: 1) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs; or 2) Have retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by California Government Code Section 53601 and with assets under management in excess of \$500 million.

A maximum of 10% of the total portfolio may be invested in the shares of any one mutual fund.

b. Money Market Mutual Funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 and issued by diversified management companies and meet either of the following criteria: 1) attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs or 2) retained an

investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

A maximum of 20 percent of the portfolio may be invested in the shares of any one Money Market Mutual Fund.

If the District has funds invested in a money market fund, a copy of the fund's information statement shall be maintained on file. In addition, the Chief Financial Officer/or Treasurer should review the fund's summary holdings on a quarterly basis.

c. No more than 20% of the total portfolio may be invested in these securities.

**9.12 Bank Deposits.** FDIC insured or fully collateralized bank deposits, including, but not limited to, demand deposit accounts, savings accounts, market rate accounts and time deposits issued by a state or national bank, savings and loan associations, or state or federal credit unions located in California (CGC §53630 et. Seq.) A written depository contract is required with all institutions that hold District deposits requiring that deposits be collateralized in accordance with CGC. The Chief Finance Officer/or Treasurer, at his/her discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. Securities placed in a collateral pool must provide coverage for at least 100 percent of all deposits that are placed in that institution. Acceptable pooled coverage is governed by CGC §53651. Real estate mortgages are not considered acceptable collateral by the District, even though they are permitted in CGC §53651 (m). All financial institutions holding District deposits are required to provide the District with regular statements of pooled collateral. The report will state they are meeting the 100 percent collateral rule, a listing of all collateral with location and market value, plus an accountability of the total amount of deposits secured by the pool. In accordance with CGC §53638, no deposit shall exceed the shareholder's equity of any depository bank, nor shall a deposit exceed the total net worth of any institution. No deposits shall be made at a state or federal credit union if a member of the Board or the General Manger or Chief Financial Officer/or Treasurer of the District services on the

Board of Directors or a committee of the credit union. The maturity of time deposits (TCDs) may not exceed 4 years. There is no limit on the percentage of the portfolio that may be invested in bank deposits. However, a maximum of 20% of the portfolio may be invested in TCDs.

- 9.13 Local Government Investment Pools (LGIP).** Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7. To be eligible for purchase, the pool shall meet all of the following conditions: (i) must meet the requirements of California Government Code Section 53601(p), (ii) the pool must seek to maintain a stable Net Asset Value (NAV), and (iii) the pool must be rated in at least the “AA” category, or its equivalent, by a NRSRO. A maximum of 50 percent of the portfolio may be invested in this category. Whenever the District has any funds invested in a LGIP, the Chief Financial Officer/or Treasurer shall maintain on file a copy of the pool’s current information statement. In addition, the Chief Financial Officer/or Treasurer should review the pool’s summary portfolio holdings on a quarterly basis.
- 9.14 Supranationals.** US dollar-denominated senior unsecured unsubordinated obligations or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. The securities must be rated in the “AA” category or higher by a NRSRO. No more than 30% of the portfolio may be invested in these securities and no more than 10% per issuer. The maximum maturity is five years.
- 9.15 Asset-Backed, Mortgage-Backed, Mortgage Pass-Through Securities, and Collateralized Mortgage Obligations from issuers not defined in sections 9.1 and 9.5 of the Authorized Investments of this policy,** provided that the securities are rated in a rating category of “AA” or its equivalent or higher by a NRSRO. No more than 20% of the total portfolio may be invested in these securities. No more than 5% of the portfolio may be invested in a single Asset-Backed or Commercial Mortgage Security Issuer. The maximum legal final maturity may not exceed five years.

**Section 10. Pooled Investment /Mutual Fund Information Requirements**

Insofar as this policy allows available funds to be deposited into pooled investment accounts, a thorough investigation of the pool is required prior to investing, and on a

continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives;
- A description of interest calculations and how it is distributed, and how gains and losses are treated;
- A description of how the securities are safeguarded (including the settlement processes), and how often are the securities are priced and the program audited;
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed;
- A schedule for receiving statements and portfolio listings;
- Are reserves, retained earnings, etc., utilized by the pool?
- A fee schedule, and when and how it is assessed;
- Is the pool eligible for bond proceeds and/or will it accept such proceeds?

**Section 11. Collateralization** will be required on Certificates of Deposit, unless they are FDIC insured. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest.

Collateral will always be held by an independent third party with whom the District has a current written custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the District and retained. The right of collateral substitution is granted.

**Section 12. Prohibited Investments** Under provisions of CGC §53601.6 and §53651.5, the District shall not invest any funds covered by this policy in equity securities, inverse floaters, range notes, interest-only strips that are derived from a pool of mortgages, or any investment that could result in zero interest earned if held to maturity. Under a provision sunsetting on January 1, 2026, securities backed by the US Government that could result in a zero- or negative-interest accrual if held to maturity are permitted.

The purchase of any investment permitted by the Government Code, but not listed as an authorized investment in this Policy is prohibited without prior approval of the Board.

**Section 13. Safekeeping of Securities** All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Chief Financial Officer/or Treasurer and evidenced by safekeeping receipts. A monthly report will be received by the District from the custodian listing all securities held in safekeeping with current market data and other information.

The only exceptions to the foregoing shall be depository accounts and securities purchases made with: (i) local government investment pools; (ii) time certificates of deposit; (iii) mutual funds and money market mutual funds, since these securities are not deliverable.

**Section 14. Risk Management, Diversification and Maximum Maturities**

The District will diversify its investments by security type and institution. Assets shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification shall be determined and revised periodically. Adequate diversification shall be applied to the individual issuers of debt, both within each class of investments and collectively. With the exception of U. S. Treasury securities, Federal Agency securities, LGIPs, LAIF, CalTRUST securities, and authorized pools, no more than 50% of the District's total investment portfolio will be invested in a single security type or with a single financial institution. No more than 5% of the total portfolio may be invested in securities issued by any single issuer with the exception of US Treasuries, US Agencies, Supranationals, LAIF, CalTRUST, money market funds, mutual funds, LGIPs, or unless otherwise specified in this investment policy.

- 14.1** To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. The District will maintain a minimum of six months of budgeted operating expenditures in short-term investments to provide sufficient liquidity for expected disbursements. The District will not directly invest in securities maturing more than five years from the settlement date, with the exception of US Treasuries, Agencies and Municipal Securities.
- 14.2** The Chief Financial Officer/or Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.
- 14.3** If a security owned by the District is downgraded to a level below the requirements of this policy, making the security ineligible for additional purchases, the following steps will be taken:
- Any actions taken related to the downgrade by the investment manager will be communicated to the Chief Financial Officer/or Treasurer in a timely manner.

If a decision is made to retain the security, the credit situation will be monitored and reported to the Finance Committee of the Board of Directors.

**Section 15. Review of Investment Portfolio** The Chief Financial Officer/or Treasurer shall periodically, but no less than quarterly, review the portfolio to identify



investments that do not comply with this investment policy and establish protocols for reporting major and critical incidences of noncompliance to the Finance Committee of the Board of Directors.

**Section 16. Performance Standards** The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs.

**Section 16.1.** The District's investment strategy is active. The District may sell a security prior to its maturity and record a capital gain or loss in order to manage the quality, liquidity, or yield of the portfolio in response to market conditions or the District's risk preferences. Given this strategy, the basis used by the Chief Financial Officer/or Treasurer to determine whether market yields are being achieved shall be to identify a comparable benchmark to District's portfolio investment duration.

**Section 17. Investment Reporting** The Chief Financial Officer/or Treasurer shall provide to the Finance Committee of the Board of Directors monthly investment reports that provide a clear picture of the status of the current investment portfolio. The Management Report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward, and thoughts on investment strategies.

Schedules in the monthly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category
- Average life and final maturity of all investments lists
- Coupon, discount, or earnings rate
- Par value, amortized book value and market value
- Percentage of the portfolio represented by each investment category
- Transactions for the period

**Section 18. Policy Adoption and Review** The District's investment policy shall be adopted by resolution of the District's Board. The policy shall be reviewed annually by the Board and any modifications made thereto must be approved by the Board.

**Section 19. Glossary.** See attached Glossary.

**Section 20. Resolution.** This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was duly adopted at a Regular Meeting of the Board of Directors of West Valley Water District by motion made, seconded, and duly carried on

**ROLL CALL:**

<b>AYES:</b>	<b>DIRECTORS:</b>
<b>NOES:</b>	<b>DIRECTORS:</b>
<b>ABSENT:</b>	<b>DIRECTORS:</b>
<b>ABSTAIN:</b>	<b>DIRECTORS:</b>

**WEST VALLEY WATER DISTRICT**

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Channing Hawkins  
President of the Board

**ATTEST:**

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, Board Secretary

## GLOSSARY

**AGENCIES.** Federal agency securities and/or Government-sponsored enterprises.

**ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR).** An official annual report of a local government. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory materials, and detailed Statistical Section.

**ASKED.** The price at which securities are offered.

**ASSET-BACKED SECURITIES (ABS).** Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

**BANKERS' ACCEPTANCES.** A money market instrument created to facilitate international trade transactions. It is highly liquid and the risk of the trade transactions is transferred to the bank which "accepts" the obligation to pay the investor.

**BENCHMARK.** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**CERTIFICATE OF DEPOSIT (CD).** A time deposit with a specific maturity evidenced by a certificate.

**COLLATERAL.** Securities, evidence of deposit, or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COLLATERALIZED MORTGAGE OBLIGATION (CMO).** Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

**COMMERCIAL PAPER.** The short-term unsecured debt of corporations.

**COUPON.** (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DELIVERY VERSUS PAYMENT.** There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DISCOUNT.** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**DISCOUNT SECURITIES.** Non-interest bearing money market instruments that are issued a discount and redeemed at maturity for full face value (U. S. Treasury Bills).

**DIVERSIFICATION.** Dividing investment funds among a variety of securities offering independent returns.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC).** A federal agency that insures bank deposits, currently up to \$250,000 per deposit.

**FEDERAL HOME LOAN BANKS (FHLB).** Government sponsored wholesale banks (currently 12 regional banks) that lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

**LIQUIDITY.** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL GOVERNMENT INVESTMENT FUND (LAIF).** A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

**LOCAL GOVERNMENT INVESTMENT POOL.** Investment pools that range from LAIF to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

**MARKET VALUE.** The price at which a security is trading and could presumably be purchased or sold.

**MATURITY.** The date upon which the principal of stated value of an investment becomes due and payable.

**MONEY MARKET.** The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

**MONEY MARKET MUTUAL FUND.** A mutual fund that invests exclusively in short-term securities that comply with SEC Rule 2a-7. Money market mutual funds attempt to keep their net asset values at \$1 per share.

**MORTGAGE PASS-THROUGH SECURITIES.** A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

**MUNICIPAL SECURITIES.** Securities issued by state and local agencies to finance capital and operating expenses.

**MUTUAL FUNDS.** Entities that pool the funds of investors and invest those funds in a set of securities which are specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market instruments, as set forth in the individual fund's prospectus.

**NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO).** A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Moody's, S&P, and Fitch.

**NEGOTIABLE CERTIFICATE OF DEPOSIT (NCD).** A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market.

**PORTFOLIO.** Collection of securities held by an investor.

**PRUDENT PERSON RULE.** An investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state, the so-called legal list. In other states the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**RATE OF RETURN.** The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current incomes return.

**REPURCHASE AGREEMENT.** Short-term purchases of securities with simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

**SAFEKEEPING.** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**STRUCTURED NOTES.** Notes issued by Government Sponsored Enterprises (FHLB) and corporations that have imbedded options (call features, etc.,) into their debt structure.

Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

**SUPRANATIONAL.** A multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

**TREASURY BILLS.** A non-interest bearing discount security issued by the U. S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

**TREASURY BONDS.** Long-term coupon-bearing U. S. Treasury securities issued as direct obligations of the U. S. Government and having initial maturities of more than 10 years.

**TREASURY NOTES.** Medium-term coupon-bearing U. S. Treasury securities issued as direct obligations of the U. S. Government and having initial maturities from two to 10 years.

**YIELD.** The rate of annual income return on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price for the security, (b) Net Yield or Yield to maturity is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** December 1, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** PURCHASE ORDER REPORT - OCTOBER 2022

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**BACKGROUND:**

The West Valley Water District (“District”) generated forty-one (41) Purchase Orders (“PO”) in the month of October 2022 to various vendors that provide supplies and services to the District. The total amount issued to PO’s for the month of October 2022 was **\$837,233.93**. A table listing all PO’s for October 2022 is shown in **Exhibit A**.

There were no Change Orders (“CO”) approved at the General Manager’s approval level during the month of October 2022.

**FISCAL IMPACT:**

There is no fiscal impact for producing the October 2022 Purchase Order Report.

**STAFF RECOMMENDATION:**

Approve the October 2022 Purchase Order Report.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

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**ATTACHMENT(S):**

1. Exhibit A - October 2022 Purchase Order Report

**MEETING HISTORY:**

11/23/22      Finance Committee      REFERRED TO BOARD



# Exhibit A



West Valley Water District, CA

# Purchase Order Summary Report

## Purchase Order Detail

Issued Date Range 10/01/2022 - 10/31/2022

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0135	Emergency Repair To Restroom at Roemer 01429 - BHI PLUMBING, HEATING AND AIR CONDI	Completed West Valley Water District	10/3/2022 10/17/2022	0.00	560.00
23-0136	New Steer tires for Backhoe Case 580 02252 - INLAND ROAD SERVICE & TIRE	Completed West Valley Water District	10/3/2022 10/17/2022	0.00	1,743.66
23-0137	Emergency Tire Repair to 105T 02252 - INLAND ROAD SERVICE & TIRE	Completed West Valley Water District	10/3/2022 10/17/2022	0.00	697.13
23-0138	Surface laptop Computers for replacments 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	10/5/2022 10/19/2022	0.00	4,591.08
23-0140	'VAULT" TASK STOOL WITH ARMS FOR CS 01729 - TOTALPLAN BUSINESS INTERIORS INC	Outstanding West Valley Water District	10/6/2022 10/20/2022	0.00	819.98
23-0141	Amazon Computer Supplies OCT 02325 - AMAZON.COM SALES INC	Received West Valley Water District	10/7/2022 10/21/2022	0.00	895.05
23-0142	injector quill 00244 - HARRINGTON INDUSTRIAL PLASTICS	Outstanding West Valley Water District	10/7/2022 10/21/2022	0.00	2,491.14
23-0143	Saddles for Inventory 00748 - YO FIRE	Completed West Valley Water District	10/10/2022 10/10/2022	0.00	470.00
23-0144	USA Dig Alert Monthly Charges 00068 - UNDERGROUND SERVICE ALERT	Completed West Valley Water District	10/10/2022 10/24/2022	0.00	636.50
23-0145	Emergency Repairs to Bld C Restroom 01429 - BHI PLUMBING, HEATING AND AIR CONDI	Completed West Valley Water District	10/10/2022 10/24/2022	0.00	1,050.00
23-0146	Upgrade alarm panels to 5G (Phase 2) 01470 - CRB SECURITY SOLUTIONS	Outstanding West Valley Water District	10/10/2022 10/24/2022	0.00	22,000.00
23-0147	SDR and C900 Pipes for Maintenance 00160 - FERGUSON ENTERPRISES INC # 677	Completed West Valley Water District	10/11/2022 10/25/2022	0.00	2,194.00
23-0148	Surface wash arm nozzles for filters 02439 - MISCOWATER	Outstanding West Valley Water District	10/12/2022 10/26/2022	0.00	2,268.00
23-0149	2024 International MV607 SBA 5 Yard Dump Truck 02537 - WESTERN TRUCK EXCHANGE	Outstanding West Valley Water District	10/12/2022 10/26/2022	0.00	136,297.55
23-0150	Advanced Metering Infrastructure-AMI Installation 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	10/13/2022 10/27/2022	0.00	140,491.25
23-0151	Reservoir 2-1 Roof Replace and Asbestos Abatment 01564 - RITE-WAY ROOF CORPORATION	Outstanding West Valley Water District	10/13/2022 10/27/2022	0.00	179,927.00
23-0152	New Holland Alternator Repair/Part 01394 - SCOTT EQUIPMENT INC.	Completed West Valley Water District	10/17/2022 10/31/2022	0.00	861.35
23-0153	Emergency Repair to CASE BAcKhoe and PM Service 01700 - PG MECHANICAL	Completed West Valley Water District	10/17/2022 10/31/2022	0.00	1,246.00

## Purchase Order Summary Report

Issued Date Range 10/01/2022 - 10/31/2022

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0154	EMERGENCY REPAIR TO NEW HOLLAND & PM work 01700 - PG MECHANICAL	Completed West Valley Water District	10/17/2022 10/31/2022	0.00	1,426.00
23-0155	VFD for South Well at East Complex 02412 - TESS ELECTRIC INC	Outstanding West Valley Water District	10/17/2022 10/31/2022	0.00	36,164.00
23-0156	Meter-Reader Interface Incode-Sensus Analytics 01727 - TYLER TECHNOLOGIES INC	Outstanding West Valley Water District	10/18/2022 11/1/2022	0.00	5,040.00
23-0157	Repairs to HVAC in Accounting Area 00828 - CONTROL TEMP INC	Completed West Valley Water District	10/18/2022 11/1/2022	0.00	995.00
23-0158	Suez PM contract for TOC analyzer 00986 - SUEZ WTS ANALYTICAL INSTRUMENTS INC	Outstanding West Valley Water District	10/19/2022 11/2/2022	0.00	6,634.00
23-0159	PM contract for Hach TOC analyzer 00114 - HACH COMPANY	Outstanding West Valley Water District	10/13/2022 10/27/2022	0.00	10,064.25
23-0160	PM contract for UV disinfection system 00743 - TROJAN TECHNOLOGIES INC.	Outstanding West Valley Water District	10/19/2022 11/2/2022	0.00	11,786.00
23-0161	Labor for Hydro generator installation 01124 - GENERAL PUMP COMPANY INC	Outstanding West Valley Water District	10/12/2022 10/26/2022	0.00	1,370.00
23-0162	Copper Order 10/19/22 00160 - FERGUSON ENTERPRISES INC # 677	Outstanding West Valley Water District	10/19/2022 10/19/2022	0.00	11,400.00
23-0164	Meter Order 10/19/22 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	10/19/2022 10/19/2022	0.00	38,290.84
23-0165	IBM iseries Repair parts 02529 - MAINTENANCE GLOBAL SERVICES LLC	Outstanding West Valley Water District	10/20/2022 11/3/2022	0.00	653.00
23-0166	Filter cartridges for IX systems 01034 - HARMSCO INC	Outstanding West Valley Water District	10/19/2022 11/2/2022	0.00	41,693.64
23-0167	Cold Mix Temp Asphalt 00245 - VULCAN MATERIALS COMPANY	Completed West Valley Water District	10/24/2022 11/7/2022	0.00	541.75
23-0168	Executive Recruitment Services for General Manager 02536 - GALLAGHER BENEFIT SERVICES INC	Outstanding West Valley Water District	10/25/2022 11/8/2022	0.00	25,000.00
23-0169	Air Vac Cover Order 01657 - CORE & MAIN LP	Outstanding West Valley Water District	10/25/2022 10/25/2022	0.00	1,284.34
23-0170	Fire Hydrant Order 10/25/22 00748 - YO FIRE	Outstanding West Valley Water District	10/25/2022 10/25/2022	0.00	35,435.00
23-0171	5" Clamps 01657 - CORE & MAIN LP	Completed West Valley Water District	10/26/2022 10/26/2022	0.00	1,049.67
23-0172	Street Restoration at 2414 W. Calle Vista 01321 - MIKE ROQUET CONSTRUCTION, INC.	Outstanding West Valley Water District	10/27/2022 11/10/2022	0.00	60,000.00
23-0173	Motor drive for pump # 1 at 4-1 Pump Station 00150 - ROYAL INDUSTRIAL SOLUTIONS	Outstanding West Valley Water District	10/27/2022 11/10/2022	0.00	7,968.42
23-0174	Cactus Basin #2 Maintenance 01473 - CALIFORNIA LANDSCAPE & DESIGN INC.	Outstanding West Valley Water District	10/27/2022 11/10/2022	0.00	24,945.00

## Purchase Order Summary Report

Issued Date Range 10/01/2022 - 10/31/2022

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0175	Inspection services for asbestos abatement at 2-1 01554 - EXECUTIVE ENVIRONMENTAL SERVICES CO	Outstanding West Valley Water District	10/28/2022 11/11/2022	0.00	3,475.00
23-0176	Ultraviolet Transmittance Meter 00743 - TROJAN TECHNOLOGIES INC.	Outstanding West Valley Water District	10/28/2022 11/11/2022	0.00	12,100.33
23-0177	Type 2 Base for Backfill 00579 - CEMEX INC	Received West Valley Water District	10/31/2022 11/14/2022	0.00	678.00

Purchase Order Count: (41)

Total Trade Discount: 0.00

Total: 837,233.93



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** December 1, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** TREASURER'S REPORT - OCTOBER 2022

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**DISCUSSION:**

West Valley Water District (“District”) contracts with the Clifton Larson Allen LLP to prepare West Valley Water District’s (WVWD) Investment report on a monthly basis. The District’s investment policy is in uniformity with the State of California’s Local Agency Investment Guidelines (Government Code Section 53601(b)). The Treasurer Report for the Month of October 2022 (**Exhibit A**) is presented to the Finance Committee for discussion.

**FISCAL IMPACT:**

Monthly Cost of \$2,625 was included in the FY 2022-23 annual budget.

**STAFF RECOMMENDATION:**

Approve the October Treasurer report.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ;jv

**ATTACHMENT(S):**

1. Exhibit A - 2022 October Treasurer Report

**MEETING HISTORY:**

11/23/22 Finance Committee REFERRED TO BOARD

# Exhibit A

West Valley Water District  
Cash, Investment & Reserve Balances - October 31, 2022

Institution/Investment Type	September 2022 Balance	October 2022 Balance	RESERVE ACCOUNT	Minimum Balance	Target Balance	Maximum Balance
<b>Funds Under Control of the District:</b>			<b>RESTRICTED FUNDS</b>			
District Cash Drawers	\$ 4,300.00	\$ 4,300.00	2016A Bond	\$ 59.25	\$ 59.25	\$ 59.25
	<b>\$ 4,300.00</b>	<b>\$ 4,300.00</b>	Customer Deposit Accounts	\$ 5,351,789.10	\$ 5,351,789.10	\$ 5,351,789.10
Checking and Savings:			Capacity Charge Acct Balance	\$ 50,478,552.02	\$ 50,478,552.02	\$ 50,478,552.02
Chase - General Government Checking	\$ 5,601,861.36	\$ 1,857,462.43	CIP account in LAIF for capital purposes	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00
Chase - Special Rebate Checking	\$ -	\$ -		<b>\$ 58,830,400.37</b>	<b>\$ 58,830,400.37</b>	<b>\$ 58,830,400.37</b>
Chase - UTC Routine Checking	\$ 5,000.56	\$ 5,000.56	<b>CAPITAL RESERVE FUNDS</b>			
Chase - UTC Non-Routine Checking	\$ 48,636.50	\$ 48,636.50	Capital Project Account - 100% FY 22-23	\$ 7,827,687.00	\$ 7,827,687.00	\$ 10,000,000.00
	<b>\$ 5,655,498.42</b>	<b>\$ 1,911,099.49</b>	Capital Project Account-80% FY 23-24	\$ 4,868,000.00	\$ 4,868,000.00	\$ 8,000,000.00
State of California, Local Agency Investment Fund	\$ 74,930,977.79	\$ 74,360,558.58	Administrative & General Account	\$ 1,582,998.10	\$ 1,582,998.10	\$ 1,582,998.10
US Bank - Chandler Asset Mgmt	\$ 22,861,312.85	\$ 28,318,375.12		<b>\$ 14,278,685.10</b>	<b>\$ 14,278,685.10</b>	<b>\$ 19,582,998.10</b>
CalTrust Pooled Investment Fund - Short Term	\$ 16,710,762.60	\$ 16,713,829.91	<b>LIQUIDITY FUNDS</b>			
CalTrust Pooled Investment Fund - Medium Term	\$ -	\$ -	Rate Stabilization Account	\$ 985,094.40	\$ 2,955,283.20	\$ 4,925,472.00
U. S. Treasury Bills			Operating Reserve Account	\$ 5,276,660.33	\$ 10,553,320.67	\$ 15,829,981.00
Government Agencies (Federal Home Loan Bank)	\$ -	\$ -	Emergency Account	\$ 1,258,708.36	\$ 2,517,416.72	\$ 3,776,125.08
			Water Banking Account	\$ 125,000.00	\$ 625,000.00	\$ 1,250,000.00
<b>Total</b>	<b>\$ 120,162,851.66</b>	<b>\$ 121,308,163.10</b>		<b>\$ 7,645,463.09</b>	<b>\$ 16,651,020.59</b>	<b>\$ 25,781,578.08</b>
<b>Funds Under Control of Fiscal Agents:</b>			<b>OTHER RESERVES</b>			
<b>US BANK</b>			Self-Insurance Reserve	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00
2016A Bond - Principal & Payment Funds	\$ 874,949.86	\$ 59.25		<b>\$ 5,000,000.00</b>	<b>\$ 5,000,000.00</b>	<b>\$ 5,000,000.00</b>
2016A Bond - Interest Fund	\$ 0.14	\$ -	<b>OPERATING CASH</b>			
<b>Total</b>	<b>\$ 874,950.00</b>	<b>\$ 59.25</b>	Balance Available for Daily Operations	\$ 35,553,673.79	\$ 26,548,116.29	\$ 12,113,245.80
<b>Grand Total</b>	<b>\$ 121,037,801.66</b>	<b>\$ 121,308,222.35</b>		<b>\$ 35,553,673.79</b>	<b>\$ 26,548,116.29</b>	<b>\$ 12,113,245.80</b>
			<b>Grand Total</b>	<b>\$ 121,308,222.35</b>	<b>\$ 121,308,222.35</b>	<b>\$ 121,308,222.35</b>
			<b>UNRESTRICTED RESERVES</b>	<b>\$ 62,477,821.98</b>		

I hereby certify that the investment activity for this reporting period conforms with the investment policy adopted by the West Valley Water District Board of Directors and the California Government Code Section 53601

I also certify that there are adequate funds available to meet the District's Budget.

*William Fox*  
Chief Financial Officer



**Note:**

All significant assumptions, methodologies and analyzed amounts were discussed with and agreed to by the District's accounting staff. From this conversation, we believe the District's accounting staff has the requisite knowledge and understanding of the processes/analyses prepared by CLA as not to impair our independence.

**Total Fund Balance**

When comparing the District's total fund balances month-over-month between October (\$121,308,222.35) and September (\$121,037,801.66), CLA found the \$270,420.69 increased fund balance between October and September.

**U.S. Bank Chandler Custodial Account**

**Cash/Money Market** - Per Section 9.11 of the District's investment policy, "The company shall have met either one of the following criteria: 1) attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs "Nationally Recognized Statistical Rating Organization" or 2) retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds with assets under management in excess of five hundred million dollars." Based on Chandler Asset Management's reconciliation summary for the period ending October 31, 2022, CLA was able to confirm the District's cash and money-market securities were in accordance with the investment policy. CLA also conducted a review of the District's cash and money-market securities and found that all the District's holdings were in alignment with the requirements set forth in the investment policy.

In addition to ensuring that the District's money market funds attained the highest ranking provided by more than one NRSRO, the District also met the requirements outlined in Section 9.11 of the investment policy through its established relationship with Chandler Asset Management. With total assets under management of over \$25 billion with over thirty years of experience in managing money market mutual funds, Chandler Asset Management exceeds the requirements of the District's policy.

Per the investment policy, the maximum percentage of District investments in money market funds is capped at 20%. Similarly, the allowable mutual fund and money market account instruments per California government code (Sections 53601(I) and 53601.6(b)) for local government entities are also capped at 20%. The District's money market balance percentage as of October 31, 2022 is 2.82%. Therefore, the District is following both the investment policy and California governmental code.

**United States Treasury Issues** – Per Section 9.1 of the investment policy, "there's no limitation as to the percentage of the portfolio that may be invested in this category, however, maximum investment maturities are limited to up to five years." Based on CLA's analysis, the purchase dates for all United States Treasury Issues fall within the five-year framework established in the investment policy.

The District's investment policy is in uniformity with the State of California's Local Agency Investment Guidelines (Government Code Section 53601(b)). These guidelines do not establish a maximum specified percentage of the District's investment portfolio for United States Treasury Obligations. The State of California's guidelines do, however, establish that maximum investment maturities for United States Treasury Obligations are limited to five years. As of October 31, 2022, 8.37% of the District's total

## West Valley Water District Investment Memo – October 2022

portfolio is invested in United States Treasury Issues. With no maximum percentage established for United States Treasury Issues, the District is in conformity with the investment policy and the State of California's Local Agency Investment Guidelines.

**Negotiable Certificates of Deposit** – Section 9.4 of the District's investment policy states "purchases are limited to securities that have a long-term debt rating of at least the "A" category, or its equivalent, by a NRSRO." All instruments categorized as negotiable certificates of deposit in the District's portfolio follow Section 9.4 of the investment policy, as each security has a satisfactory long-term debt rating, and the investment matures within the five-year time frame as dictated in the policy. Based on CLA's analysis, the purchase dates for all medium-term notes fall within the five-year framework established in the investment policy.

Per Section 9.4 of the investment policy, the maximum percentage of investments in negotiable certificates of deposit is 30% of the portfolio.

The District's investment policy is also in accordance with the State of California's Local Agency Investment Guidelines (Government Code Section 53601(i)) regarding negotiable certificates of deposit. These guidelines establish a maximum specified percentage of the District's investment portfolio for certificates of deposit at 30%. The State of California's guidelines also establish that maximum investment maturities for medium-term notes are limited to five years.

Negotiable certificates of deposit constitute 0.0% of the District's total investment balance as of October 31, 2022. Therefore, the District is following both the investment policy and the State of California's standards.

**Medium-Term Notes** – Section 9.10 of the District's investment policy states "purchases are limited to securities that have a long-term debt rating of at least the "A" category, or its equivalent, by a NRSRO." The investment policy also states that medium-term notes should have a "maximum remaining maturity of five years or less." All instruments categorized as medium-term notes in the District's portfolio follow Section 9.10 of the investment policy, as each security has a satisfactory long-term debt rating, and the investment matures within the five-year time frame as dictated in the policy. Based on CLA's analysis, the purchase dates for all medium-term notes fall within the five-year framework established in the investment policy.

Per Section 9.10 of the investment policy, the maximum percentage of investments in medium short-term notes is 30% of the portfolio.

The District's investment policy is also in accordance with the State of California's Local Agency Investment Guidelines (Government Code Section 53601(k)) regarding medium-term notes. These guidelines establish a maximum specified percentage of the District's investment portfolio for medium-term notes at 30%. The State of California's guidelines also establish that maximum investment maturities for medium-term notes are limited to five years.

Medium-term notes constitute 5.17% of the District's total investment balance as of October 31, 2022. Therefore, the District is following both the investment policy and the State of California's standards.

**Federal Agency Obligations** – Per Section 9.5 of the District's investment policy, "there is no limitation as to the percentage of the portfolio that may be invested in this category, however, purchases of

## West Valley Water District Investment Memo – October 2022

callable Federal Agency obligations are limited to a maximum of 30 percent of the portfolio.” Although the policy does not explicitly list the bond rating requirements for federal agency obligations, all the District’s current federal agency holdings are rated AAA by multiple NRSRO’s as of October 31, 2022.

While the District’s investment policy caps federal agency obligations at 30 percent of the investment portfolio, the State of California’s Local Agency Investment Guidelines have not established a maximum specified percentage for investments in federal agency obligations (Government Code Section 53601(f)). However, these guidelines are in accordance with the District’s investment policy which state maximum investment maturities for federal agency obligations are limited to five years.

The maximum percentage of the District’s investments in federal agency obligations is 30% of the portfolio. Federal agency obligations represent 6.28% of the District’s total investment balance as of October 31, 2022. Therefore, the District is in accordance with both its investment policy as well as the guidelines set-forth by the State of California.

### **Local Agency Investment Fund (LAIF)**

The State of California, Local Agency Investment Fund (LAIF) processes a same-day transaction if notified by 10:00 am. This ability satisfies the investment requirement of 24-hour liquidity as stipulated in the investment policy for the District.

Per Section 9.2 of the District’s investment policy, the maximum percentage of investments in the State of California, Local Agency Investment Fund is unlimited.

The District’s investment policy is also in accordance with the State of California’s Local Agency Investment Guidelines (Government Code Section 16429.1) concerning the Local Agency Investment Fund. These guidelines establish no maximum specified percentage of the District’s investment portfolio while also dictating no maximum maturity date for LAIF investments.

Per the Standard and Poor’s rating system, California’s Current Credit Rating is AA-, identifying the credit quality of the fund’s portfolio performance as strong.

As of the period ending October 31, 2022, the District’s Local Agency Investment Fund balance represents 61.30% of the District’s entire portfolio. Therefore, the District is following the investment policy as well as the standards of the Local Agency Investment Guidelines.

Based on the LAIF performance report dated October 14, 2022, LAIF investments had a net-yield of 1.513%. Regarding portfolio composition, LAIF fund investments were split into the following categories (percentages may not total 100% due to rounding):

- Treasuries- 66.59%
- Agencies- 19.79%
- Certificates of Deposit/Bank Notes- 6.44%
- Commercial Paper- 4.59%
- Time Deposits- 2.20%
- Loans- 0.17%
- Corporate Bonds- 0.22%

## West Valley Water District Investment Memo – October 2022

On March 20, 2019, the District received a \$3 million dollar settlement as part of a larger association of local water districts and municipalities, from the San Gabriel Valley Water Company, Fontana Union Water Company, and the San Gabriel California Corporation. Per the settlement agreement, “West Valley and the non-settling plaintiffs separately asserted six claims alleging breach of contract and other claims arising from the 1961 Decree.” The 1961 Decree governs groundwater pumping from a portion of the Rialto-Colton Basin. The claims also concern the defendants (Fontana Parties) pumping from a portion of the Rialto-Colton Basin that is outside the Rialto Basin as defined by the 1961 Decree. The San Bernardino Basin Area and most but not all the Rialto-Colton Basin are located within the service area of the Valley District and this violation served as the basis of the settlement.

The settlement check was received and deposited into the District’s General Government Checking bank account and the District’s board approved the transfer of the \$3 million in settlement funds to the District’s LAIF account on April 4, 2019. While these funds have been earmarked for Capital Improvement Projects, the District has yet to allocate these funds to any specific project and the District will house all settlement funding in the LAIF account until board approval is received for the allocation of these funds.

### **The Investment Trust of California (Cal TRUST)**

The District maintains investments in the CalTRUST Short-Term Fund. For the month ending October 31, 2022 the Net Asset Value per share was \$9.95 (\$16,713,829.91 book value) for CalTRUST Short-Term Fund investments. Per the CalTRUST Month End Portfolio Statistics dated October 31, 2022, the credit rating for the Short-Term Fund is AAF, identifying the credit quality of the fund’s portfolio performance as very strong.

Section 9.3 of the District’s investment policy states “no limit will be placed on the percentage total in this category.” The State of California also fails to establish a maximum percentage total for investment trusts per Government Code Section 16340. As of the period ending October 31, 2022, the District’s CalTRUST investment balance represents 13.78% of the District’s entire portfolio. Therefore, the District is following the investment policy and the standards set-forth by the State of California as it relates to CalTRUST securities.

### **Bank Deposits**

Based on the District’s investment policy, “Securities placed in a collateral pool must provide coverage for at least 100 percent of all deposits that are placed in that institution.” As of October 31, 2022, the District maintained balances within the FDIC limit of \$250,000 for each of its bank accounts, except for the Chase General Governmental Checking account. The Chase General Governmental Checking account maintains funds for operational purposes and normally carries a balance of at least \$1.5 million dollars which represents funding for one payroll, and one accounts payable check run. In CLA’s comparison between the District’s general checking account balances for October 2022 (\$1,857,462.43) and September 2022 (\$5,601,861.36), CLA observed a decrease in the October 2022 account balance of \$3,744,398.93 versus September 2022 due to a few factors. the District processed a \$5.5 million transfer out to the US Bank Chandler account, and then transferred \$800,000 in funds from the LAIF account to the general checking account. The District also collected capacity charges of \$182K and received \$166K from SB Valley Municipal Water District for BLF booster pump charges. Any remaining difference is due to normal monthly activity.

## West Valley Water District Investment Memo – October 2022

During our review of the October 2022 Chase General Governmental Checking account bank statement, it was noted that there were 10 fraudulent checks totaling \$17,129.23. West Valley Water District (“WVWD”) has a procedure where the bank issues a check exception report for WVWD to review and reject fraudulent checks as needed. Currently, WVWD has implemented check number and amount positive pay.

While the District reconciles its deposit accounts monthly, CLA found that the District has historically reported the month-ending bank statement balance on the Treasurer’s Report. Because the monthly bank statement does not take any outstanding checks or other withdrawals into account, the District may be overstating the General Government Checking balances on the Treasurer’s Report, which ultimately impacts its liquidity.

In October, the UTC Routine Checking account was \$5,000.56 and the UTC Non-Routine Checking account balance was \$48,636.50. The balances in both accounts went remained unchanged between October 2022 and September 2022. The relatively low balances in both accounts (in comparison with the historical balances) is due to the formal CFO’s emphasis on transferring more of its unrestricted cash balances to the District’s investments accounts to take advantage of the increased rate of return.

In analyzing the accounting for the District’s cash drawers (\$3,600) and petty cash (\$700), per the District’s accounting staff, the District’s cash drawers are normally reconciled daily. Each drawer is counted by the customer service representative responsible for the drawer and a secondary count is performed by the customer service lead or supervisor prior to the funds being relinquished to the District’s armored security provider, Gaurda, for deposit daily. Cash deposits are reconciled daily by the District’s accounting department. Petty cash is normally reconciled by the accounting department monthly. The District’s accounting department provided CLA with a formalized reconciliation for the petty cash account as of October 31, 2022, therefore CLA was able to agree the cash drawers and petty cash balance to the District Cash Drawers summary schedule.

Section 9.12 of the investment policy asserts that “there is no limit on the percentage of the portfolio that may be invested in bank deposits.” Similarly, the State of California’s Government Code for Allowable Investment Instruments fails to dictate any portfolio standards for general bank deposit accounts. Although no maximum has been established for amounts invested in bank deposits by the investment policy or the State of California, CLA can verify that as of October 31, 2022 the District had 1.58% of its portfolio invested in bank deposit accounts.

### **Commercial Paper**

Commercial paper is an unsecured, short-term debt instrument issued by a corporation, typically for the financing of accounts payable and inventories and meeting short-term liabilities. Commercial paper is usually issued at a discount from face value and typically reflects prevailing market interest rates. Per section 9.8 of the investment policy, the entity that issues the commercial paper should meet all the following conditions “(i) is organized and operating in the United States as a general corporation, (ii) has total assets in excess of five hundred million dollars (\$500,000,000), and (iii) has debt other than commercial paper, if any, that is rated at least the “A” category by a NRSRO. For a commercial paper investment to be eligible for the District, the commercial paper shall not have a maximum maturity of 270 days or less and no more than 25% of the District’s portfolio may be invested in this category.

## West Valley Water District Investment Memo – October 2022

The District's investment policy is also in accordance with the State of California's Local Agency Investment Guidelines (Government Code Section 53601 (h)) regarding Commercial Paper. These guidelines establish a maximum specified percentage of the District's investment portfolio for commercial paper at 25%. The State of California's guidelines also establish that maximum investment maturities for commercial paper should be 270 days or less.

As of October 31, 2022, the District had 0.0% invested in commercial paper investment. Therefore, the District is following both the investment policy and the State of California's standards.

**Supranational**

Supranationals are explicitly defined in Section 9.14 of the investment policy as "US dollar-denominated senior unsecured unsubordinated obligations or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank". Securities listed as supranationals must be rated in the AA category or higher by a NRSRO and no more than 30% of the District's portfolio may be invested in these securities with a maximum maturity of five years.

The District's investment policy is also in accordance with the State of California's Local Agency Investment Guidelines (Government Code Section 53601(q)) regarding supranationals. These guidelines establish a maximum specified percentage of the District's investment portfolio for supranationals at 30%. The State of California's guidelines also establish that maximum investment maturities for supranationals should be five years or less.

As of October 31, 2022, the District's investments in five securities categorized as supranationals was 0.70% of the total portfolio and securities maintained a maturity date of less than five years from the original purchase date. CLA can confirm that the District's supranational investments meet the standards of both the investment policy and the State of California.

## West Valley Water District Reserve Memo – October 2022

**Note:**

All significant assumptions, methodologies and analyzed amounts were discussed with and agreed to by the District's accounting staff. From this conversation, we believe the District's accounting staff has the requisite knowledge and understanding of the processes/analyses prepared by CLA as not to impairment our independence.

**Restricted Funds**

**Bond Proceeds Fund(s)** – Balances in the bond proceeds fund accounts represent monies derived from the proceeds of a bond issue. Per the requirements of the District's reserve policy, the target level for the debt service reserve requirement is established at the time of the bond issue. Based on documentation provided to CLA, "no reserve fund has been established in connection with the issuance of the 2016A bonds." Therefore, the October 31, 2022 ending balance of \$59.25 satisfies the minimum balance requirements per the District's reserve policy.

**Customer Deposit Accounts** – Due to fluctuations in the number of utility customer deposits required and the number of development projects in process, no minimum or maximum levels have been established for customer deposit accounts. The customer deposit account balances presented on the treasurer's report are based on the ending balance on the general ledger for the month. The customer deposit accounts are reconciled monthly. CLA was able to confirm that the customer deposit accounts balance presented on the October 2022 Treasurer's Report reconciles with the District's general ledger. The October 31, 2022 balance of \$5,351,789.10 in customer deposit accounts satisfies the balance requirements of the District's reserve policy.

**Capacity Charge Account** – The District's reserve policy does not explicitly address or specify any minimum or maximum funding levels for capacity charge accounts. However, based on the reconciliation schedule provided by the District, CLA can confirm that the balance of \$50,478,552.02 presented on the October 2022 Treasurer's Report for the Capacity Charge Account reconciles with the documentation provided to CLA with no variance.

**CIP Account in LAIF for Capital Purposes** – On March 20, 2019, the District received a \$3 million dollar settlement as part of a larger association of local water districts and municipalities, from the San Gabriel Valley Water Company, Fontana Union Water Company and the San Gabriel California Corporation. The check was received and deposited into the District's General Government Checking bank account and the District's board approved the transfer of the \$3 million dollars in settlement funds to the District's LAIF account on April 4, 2019. While these settlement funds have been restricted for Capital Improvement Projects, currently there are no designations or allocations for District funding towards any Capital Improvement Projects.

**Capital Reserve Funds**

**Capital Project Account** – The capital project account is used for the funding of new capital assets or the rehabilitation, enhancement, or replacement of capital assets when they reach the end of their useful lives. Per the requirements of the District's reserve policy, "the minimum target level WVWD will strive for is 100% of its then-current year fiscal year from the Capital Improvement Budgets plus 80% of the amount estimated to be needed the following fiscal year." The District currently maintains a balance of \$12,695,687.00 (\$7,827,687.00 for fiscal year 2022-23 and \$4,868,000.00 for fiscal year 2023-24) in its

## West Valley Water District Reserve Memo – October 2022

capital project account, meeting the minimum target level required for both fiscal years. Based upon the inquiry of finance department personnel, certain projects are no longer included in the capital improvement reserve in the board approved budget for the FY 22-23 because those projects are funded directly from the Capacity Charge Restricted Fund. CLA was able to confirm that the District is in adherence with the minimum target level requirement as of October 31, 2022 by comparing the board-approved 2022-23 Capital Improvement Budget which indicates a total CIP (Operating Revenues + Capacity Charges + FY 2021-22 Carryover Balance) for fiscal year 2022-23 of \$7,827,687.00. The reserve policy only requires the district to maintain 80% of the amount estimated to be needed the following fiscal year (2023-24) which amounts to \$4,868,000.00, therefore, the District meets the requirement indicated in its reserve policy.

**Administrative & General Account** – The administrative and general account is utilized to fund certain general, administration and overhead projects. While no specific target level has been earmarked for either project, the District hopes to maintain a minimum balance in the administrative and general account equal to 5% of its annual operating expenses. Per the FY 2022-23 board-approved budget, CLA can confirm the District has an operating expenses budget of \$31,659,962.37. As of October 31, 2022, the administrative and general account contains \$1,582,998.10 which satisfies the 5% minimum requirement of the District’s reserve policy.

#### Liquidity Funds

**Rate Stabilization Fund** – This fund is established to provide flexibility to the Board when settling rates to allow for absorbing fluctuations in water demand and smoothing out rate increases over time, temporarily defraying any unforeseen decreases in the sale of water. To remain in conjunction with the reserve policy, the District should aim to maintain a minimum level equal to 5% of water sales. Per the FY 2022-23 board-approved budget, the District anticipates water revenues of \$19,701,887.62 for the current fiscal year. The District’s current balance of \$985,094.40 in its rate stabilization account achieves the minimum target level for this account as indicated in the reserve policy.

**Operating Reserve Account** – This fund may be routinely utilized by staff to cover temporary cash flow deficiencies caused by timing differences between revenue and expenses or decreases in revenues and unanticipated increases in expenses. Given the significance of this account, the District strives to maintain a minimum amount equal to 60 days of the District’s budgeted total operating expenses in this account. Per the FY 2022-23 board-approved budget, CLA can confirm the District has an operating expenses budget of \$31,659,962.37. As of October 31, 2022, the operating reserve account maintains a balance of \$5,276,660.33, which satisfies the requirements of the District’s reserve policy.

**Emergency Account** – The emergency account may be utilized to purchase water at any time or to begin repair of the water system after a catastrophic event. Therefore, a minimum target level equal to 1% of net capital assets of the District’s water system has been established to enable the district to manage emergency situations. Per October 31, 2022 general ledger detail reporting provided by the District’s accounting staff, CLA was able to confirm that the District’s net assets total \$125,870,836.09. As of October 31, 2022, the emergency account represents a balance of \$1,258,708.36 or 1% of total net assets, allowing the District to meet its requirements for the reserve policy.

**Water Banking Account** – The District’s reserve policy states “The District will strive to maintain a minimum level equal to the cost of 1,000 acre-feet of water and a maximum amount equal to the cost of



## West Valley Water District Reserve Memo – October 2022

10,000 acre-feet of water.” Per an invoice from the San Bernardino Valley Municipal Water District, CLA can confirm that the District currently pays \$125 per acre-feet of water. By maintaining a balance of \$125,000 in its Water Banking Account, the District is in adherence with its reserve policy.

**Self-Insurance Reserve** – As indicated in the minutes from the April 5, 2018 board meeting, the District’s board of directors approved \$5,000,000 in funds for employee liability claims and this amount is considered adequate based on conversations with the District’s CFO.

**Balance Available for Daily Operations** – This balance represents the District’s total cash balance less any fund requirements. For the month ending October 31, 2022, the District had a total of \$121,308,222.35 in various institutional accounts. The required reserve balances by type total \$85,754,548.56 and are categorized as follows:

- Restricted Funds- \$58,830,400.37
- Capital Reserve Funds- \$14,278,685.10
- Liquidity Funds- \$7,645,463.09
- Other Reserves- \$5,000,000.00

Based on the District’s Treasurer’s Report, which indicates a total cash balance of \$121,308,222.35 and fund requirements of \$85,754,548.56, the fund balance available for daily operations reconciles to the October 2022 Treasurer’s report.

CLA reviewed the Treasurer’s report for clerical accuracy and recalculated the total Unrestricted Reserves balance and agreed the totals to the October 2022 Treasurer’s Report. The Treasurer’s Report indicates that West Valley Water District’s total cash, investment, and reserve balances as of October 31, 2022 total \$121,308,222.35. In its assessment of the District’s accounts, the balances on the Treasurer’s Report appear to agree with the supporting documentation provided by the West Valley Water District.

West Valley Water District  
Investment Policy Analysis  
October 31, 2022

U.S. Bank - Chandler Asset Management		
Money Market	3,422,345.32	A
Commercial Paper	-	A
Federal Agency Obligations	7,612,736.45	A
U.S. Government	10,153,607.00	A
Corporate Bonds	6,275,582.85	A
Supranational	854,103.50	A
Negotiable CD	-	A
<b>Total U.S. Bank - Chandler Asset Management Funds</b>	<b>28,318,375.12</b>	

Checking and Savings		
Bank of Hope	-	B
Chase-1653 (Operating Account)	1,857,462.43	B
Chase-1368	5,000.56	B
Chase-1392	48,636.50	B
Chase-5993 (Rebate Account)		B
2016A Bond - Principal & Payment Funds	59.25	B
2016A Bond - Interest Fund	-	B
District Cash Drawers	4,300.00	C
<b>Total Checking and Savings</b>	<b>1,915,458.74</b>	

CalTRUST Short Term Fund	16,713,829.91	A
CalTRUST Medium Term Fund	-	A
LAIF	74,360,558.58	A
<b>Total October 31, 2022 District Funds</b>	<b>121,308,222.35</b>	

The balances indicated above are as of October 31, 2022

Balances verified with monthly investment statements provided by client	A
Balances verified with monthly bank statements provided by client	B
Balances verified with monthly reconciliations provided by client	C

The purpose of this report is to calculate the asset class percentage in comparison with the maximum portfolio percentage allowed by the district's investment policy

Based on our review of the asset classes as of 10/31/22, West Valley Water District is in compliance with its investment policy

Security Type	Maximum per Investment Policy	Balance
Commercial Paper	25%	-
Federal Agency Obligations	30%	7,612,736.45
U.S. Government	No Limit	10,153,607.00
LAIF	No Limit	74,360,558.58
CalTRUST	No Limit	16,713,829.91
Negotiable CD	30%	-
Medium Term Notes (Corporate Bonds)	30%	6,275,582.85
Money Market	20%	3,422,345.32
Bank Deposits	No Limit	1,915,458.74
Supranational	30%	854,103.50
		121,308,222.35
<b>Funds Excluded from Policy</b>	2016A	-
<b>Total October 31, 2022 District Funds</b>		<b>121,308,222.35</b>

Asset Class	October 2022	
	(% of Total Investments)	Maximum Portfolio (%)
Commercial Paper	0.00%	25%
Federal Agency Obligations	6.28%	30%
U.S. Government	8.37%	No Limit
LAIF	61.30%	No Limit
CalTRUST	13.78%	No Limit
Negotiable CD	0.00%	30%
Medium Term Notes (Corporate Bonds)	5.17%	30%
Money Market	2.82%	20%
Bank Deposits	1.58%	No Limit
Supranational	0.70%	30%

West Valley Water District  
 Bond Analysis  
 October 31, 2022

Federal Agency Obligations						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 10/31/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
F H L M C - 3137EAEN5	247,037.50	Aaa	Yes	8/7/2018	6/19/2023	4.8
F H L M C - 3137EAES4	174,880.80	Aaa	Yes	6/24/2020	6/26/2023	3.0
FFCB Note 3133EKZK5	243,862.50	Aaa	Yes	8/19/2019	8/14/2023	3.9
Federal Home Loan Bks - 313383YJ4	246,905.00	Aaa	Yes	11/29/2018	9/8/2023	4.7
F N M A - 3135G0U43	231,308.15	Aaa	Yes	9/12/2018	9/12/2023	4.9
FHLMC MTN- 3137EAZ8	477,845.00	Aaa	Yes	10/7/2020	11/6/2023	3.0
F N M A - 3135G06H1	414,946.50	Aaa	Yes	11/23/2020	11/27/2023	3.0
FHLMC MTN- 3137EAF2	333,788.00	Aaa	Yes	12/2/2020	12/4/2023	3.0
Federal Home Loan Bks - 3130A0F70	236,316.00	Aaa	Yes	12/13/2018	12/8/2023	4.9
Federal Home Loan Bks - 3130A83H7	184,089.10	Aaa	Yes	4/8/2019	3/8/2024	4.8
Federal Home Loan Bks - 3130A0XE5	245,022.50	Aaa	Yes	3/19/2019	3/8/2024	4.9
FFCB Note 3133EKNX0	241,000.00	Aaa	Yes	6/25/2019	6/3/2024	4.9
Federal Home Loan Bks - 3130A1XJ2	242,735.00	Aaa	Yes	6/12/2019	6/14/2024	4.9
F N M A - 3135G0V75	238,667.50	Aaa	Yes	7/8/2019	7/2/2024	4.9
FFCB- 3133EKP75	236,960.00	Aaa	Yes	10/15/2019	9/17/2024	4.9
F N M A - 3135G0W66	236,210.00	Aaa	Yes	10/17/2019	10/15/2024	4.9
Federal Farm Credit Bks - 3133ENS43	497,670.00	Aaa	Yes	10/20/2022	10/17/2024	2.0
F N M A - 3135G0X24	89,301.90	Aaa	Yes	1/8/2020	1/7/2025	4.9
Federal Home Loan Mortgage Company - 3137EAEP0	266,591.85	Aaa	Yes	2/13/2020	2/12/2025	4.9
F N M A Deb - 3135G03U5	154,336.20	Aaa	Yes	4/22/2020	4/22/2025	4.9
F N M A - 3135G04Z3	257,010.15	Aaa	Yes	6/17/2020	6/17/2025	4.9
F H L M C - 3137EAEU9	313,365.50	Aaa	Yes	7/21/2020	7/21/2025	4.9
F N M A - 3135G05X7	454,680.30	Aaa	Yes	10/6/2020	8/25/2025	4.8
Federal Home Loan Bks - 3130A1XA2	267,159.00	Aaa	Yes	10/7/2020	9/12/2025	4.9
FHLMC MTN - 3137EAEX3	195,723.00	Aaa	Yes	9/23/2020	9/23/2025	4.9
F N M A - 3135G06G3	444,290.00	Aaa	Yes	11/1/2020	11/7/2025	4.9
Federal Home Loan Bks - 3130AKFA9	441,035.00	Aaa	Yes	12/16/2020	12/12/2025	4.9
<b>Total Federal Agency Obligations</b>	<b>7,612,736.45</b>					

Negotiable Certificate of Deposit						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 10/31/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
<b>Total Negotiable Certificates of Deposit</b>	-					

Money Market Fund						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 10/31/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
First American Govt Obligation Fund Class Y - 31846V203	3,422,345.32	Aaa	Yes	various		
<b>Total Money Market</b>	<b>3,422,345.32</b>					

Commercial Paper						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 10/31/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
<b>Total Commercial Paper</b>	-					

Supranational						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 10/31/22	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
International Finance Corp - 45950KCR9	234,962.50	Aaa	Yes	7/12/2021	10/16/2024	3.2
International Bank M T N - 459058JL8	177,406.00	Aaa	Yes	10/22/2020	10/28/2025	4.9
Inter American Devel Bk - 4581X0DV7	441,735.00	Aaa	Yes	4/13/2021	4/20/2026	5.0
<b>Total Supranational</b>	<b>854,103.50</b>					

U.S. Corporate						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 10/31/22	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
Visa Inc Callable Note Cont 92826CAC6	149,749.50	Aa3	Yes	12/13/2018	12/14/2022	3.9
Charles Schwab Corp - 808513AT2	149,383.50	A2	Yes	6/8/2018	1/25/2023	4.6
Berkshire Hathaway Inc. - 084670BR8	148,894.50	Aa2	Yes	5/9/2018	3/15/2023	4.8
Toyota Motor Credit Corp. - 892367JD8	142,379.85	A1	Yes	4/6/2021	4/6/2023	2.0
Apple Inc. - 037833AK6	148,323.00	Aaa	Yes	4/11/2019	5/3/2023	4.0
Walmart Inc - 931142EK5	148,890.00	Aa2	Yes	6/26/2018	6/26/2023	4.9
Bank of NY Mellon Corp - 06406FAD5	294,153.00	A1	Yes	3/15/2021	8/16/2023	2.4
John Deere Capital Corp - 24422EVN6	317,935.10	A2	Yes	3/1/2021	1/17/2024	2.8
National Rural Util Coop - 637432NLS	194,914.00	A1	Yes	4/6/2022	2/7/2024	1.8
Bank of America - 06051GHF9	123,965.00	A2	Yes	5/29/2019	3/5/2024	4.7
Charles Schwab Corp. - 808513BN4	99,034.95	A2	Yes	3/16/2021	3/18/2024	3.0
Amazon Com Inc. - 023135BW5	281,331.00	A1	Yes	5/10/2021	5/12/2024	3.0
Jpmorgan Chase Co - 46625HJX9	293,874.00	A1	Yes	12/5/2019	5/13/2024	4.4
Caterpillar Fini Service - 14913R2L0	289,409.80	A2	Yes	5/10/2021	5/17/2024	3.0
Salesforce Com Inc - 79466LAG9	46,570.50	A2	Yes	6/29/2021	7/15/2024	3.0
US Bancorp - 91159HHX1	143,349.00	A2	Yes	2/5/2021	7/30/2024	3.4
Paccar Financial Corp - 69371RR40	110,664.00	A1	Yes	8/3/2021	8/9/2024	3.0
Paccar Financial Corp - 69371RR73	223,910.35	A1	Yes	3/31/2022	4/7/2025	3.0
Pfizer Inc Sr Glbl Nto - 717081EX7	113,328.75	A2	Yes	6/3/2020	5/28/2025	4.9
State Str Corp - 857477BR3	73,848.00	A1	Yes	2/27/2022	2/6/2026	3.9
Apple Inc. - 037833EB2	153,235.25	Aaa	Yes	2/5/2021	2/8/2026	4.9
Unitedhealth Group Inc. - 91324PEC2	52,809.60	A3	Yes	6/16/2021	5/15/2026	4.8
Walmart Inc - 931142ER0	52,222.80	Aa2	Yes	9/8/2021	9/17/2026	5.0
Target Corp - 87612EBM7	125,249.60	A2	Yes	1/19/2022	1/15/2027	4.9
Procter Gamble Co The - 742718FV6	268,965.00	Aa3	Yes	2/1/2022	2/1/2027	4.9
Charles Schwab Corp - 808513BY0	84,757.10	A2	Yes	3/1/2022	3/3/2027	4.9
Berkshire Hathaway Fin - 084664CZ2	251,924.40	Aa2	Yes	3/7/2022	3/15/2027	5.0
Blackrock Inc - 09247XAN1	233,440.00	Aa3	Yes	4/27/2022	3/15/2027	4.8
Northern Tr Corp Sr Nt - 665859AW4	287,115.00	A2	Yes	5/5/2022	5/10/2027	4.9
Unitedhealth Group Inc - 91324PEG3	288,243.30	A3	Yes	5/17/2022	5/15/2027	4.9
Walmart Inc - 931142EX7	242,065.00	Aa2	Yes	9/12/2022	9/9/2027	4.9
Toronto Dominion Bank - 89114QCA4	287,433.00	A1	Yes	4/23/2021	6/12/2024	3.1
Bank of Montreal - 06367WB85	229,692.50	A2	Yes	8/6/2021	5/1/2025	3.7
Royal Bank of Canada - 78015K7H1	224,522.50	A1	Yes	5/20/2021	6/10/2025	4.0
<b>Total U.S. Corporate</b>	<b>6,275,582.85</b>					

U.S. Government						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 10/31/22	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
U.S. Treasury Note - 912828M80	249,672.50	Aaa	Yes	5/9/2018	11/30/2022	4.5
U.S. Treasury Note - 912828V80	242,745.00	Aaa	Yes	4/29/2019	1/31/2024	4.7
U.S. Treasury Note - 912828X70	240,420.00	Aaa	Yes	9/5/2019	4/30/2024	4.6
U.S. Treasury Note - 912828U3	166,694.50	Aaa	Yes	12/30/2019	8/31/2024	4.6
U.S. Treasury Note - 912828VM6	471,445.00	Aaa	Yes	12/9/2020	10/31/2024	3.8
U.S. Treasury Note - 912828VY6	235,147.50	Aaa	Yes	12/11/2019	11/30/2024	4.9
U.S. Treasury Note - 912828Z52	467,385.00	Aaa	Yes	5/9/2021	1/31/2025	3.7
U.S. Treasury Note - 912828ZF0	455,780.00	Aaa	Yes	2/24/2021	3/31/2025	4.0
U.S. Treasury Note - 912828ZL7	452,735.00	Aaa	Yes	1/13/2021	4/30/2025	4.2
U.S. Treasury Note - 912828ZT0	449,065.00	Aaa	Yes	12/16/2020	5/31/2025	4.4
U.S. Treasury Note - 91282CAB7	446,485.00	Aaa	Yes	12/16/2020	7/31/2025	4.6
U.S. Treasury Note - 91282CAJ0	444,745.00	Aaa	Yes	12/1/2020	8/31/2025	4.7
U.S. Treasury Note - 91282CAT8	441,855.00	Aaa	Yes	12/1/2020	10/31/2025	4.8
U.S. Treasury Note - 91282CB4C	441,055.00	Aaa	Yes	1/8/2021	12/31/2025	4.9
U.S. Treasury Note - 91282CBH3	439,220.00	Aaa	Yes	2/16/2021	1/31/2026	4.9
U.S. Treasury Note - 91282CBQ3	439,745.00	Aaa	Yes	3/4/2021	2/28/2026	4.9
U.S. Treasury Note - 91282CCF6	220,010.00	Aaa	Yes	6/28/2021	5/31/2026	4.9
U.S. Treasury Note - 91282CCP4	435,605.00	Aaa	Yes	9/17/2021	7/31/2026	4.8
U.S. Treasury Note - 91282CCW9	436,565.00	Aaa	Yes	11/29/2021	8/31/2026	4.7
U.S. Treasury Note - 91282CCZ2	437,775.00	Aaa	Yes	12/15/2021	9/30/2026	4.7
U S Treasury Note - 91282CDK4	442,615.00	Aaa	Yes	10/20/2022	11/30/2026	4.1
U.S. Treasury Note - 91282CEN7	468,555.00	Aaa	Yes	6/6/2022	4/30/2027	4.8
U S Treasury Note - 91282CET4	419,431.50	Aaa	Yes	7/8/2022	5/31/2027	4.8
U S Treasury Note - 91282CEW7	478,400.00	Aaa	Yes	10/20/2022	6/30/2027	4.6
U S Treasury Note - 91282CFH9	233,191.00	Aaa	Yes	10/6/2022	8/31/2027	4.8
U S Treasury Note - 91282CFM8	497,265.00	Aaa	Yes	10/24/2022	9/30/2027	4.9
<b>Total U.S. Government</b>	<b>10,153,607.00</b>					

October 2022 Bond Total per Treasurer's Report 28,318,375.12  
 Total Per October 2022 Chandler Statement 28,318,375.12  
 Variance -



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** December 1, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** MONTHLY REVENUE & EXPENDITURES REPORT - OCTOBER 2022

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**BACKGROUND:**

The Board of Directors requested the Monthly Financial Status Report to be presented to the Finance Committee for review and discussion before presenting these reports to the Board of Directors. The reports are being produced from the District's Financial System (System of Records) and will be presented on a monthly basis.

**DISCUSSION:**

The Monthly Financial Status Report (**Exhibit A**) summarizes the District's revenue categories as well as 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 the reporting periods. 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 1 through October 31. The encumbrance column represents funds encumbered with a purchase order that's not spent but committed. The percent column represents the percentage of the current budget that has been received (Revenue) or utilized (Expenditure).

**FISCAL IMPACT:**

There is no fiscal impact for producing the October 2022 Monthly Revenue & Expenditure Reports.

**STAFF RECOMMENDATION:**

Approve the October 2022 Monthly Revenue & Expenditure Report.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

Vj:jv

**ATTACHMENT(S):**

1. Exhibit A - 2022 October Monthly Revenue & Expenditure Report

**MEETING HISTORY:**

11/23/22      Finance Committee      REFERRED TO BOARD

# Exhibit A



West Valley Water District, CA

# Budget Report

## Group Summary

For Fiscal: 2022-2023 Period Ending: 10/31/2022

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Revenue</b>							
4000 - Water consumption sales	19,701,888.00	19,701,888.00	1,751,475.04	7,571,352.86	0.00	-12,130,535.14	38.43 %
4010 - Water service charges	8,168,023.00	8,168,023.00	685,276.53	2,732,772.64	0.00	-5,435,250.36	33.46 %
4020 - Other operating revenue	3,967,920.00	3,967,920.00	382,325.00	853,611.68	0.00	-3,114,308.32	21.51 %
4030 - Property Taxes	3,069,566.00	3,069,566.00	0.00	-208.36	0.00	-3,069,774.36	0.01 %
4040 - Interest & Investment Earnings	350,000.00	350,000.00	189,900.88	485,697.77	0.00	135,697.77	138.77 %
4050 - Rental Revenue	36,303.00	36,303.00	1,856.61	12,676.32	0.00	-23,626.68	34.92 %
4060 - Grants and Reimbursements	127,892.00	127,892.00	4,421.09	6,571.09	0.00	-121,320.91	5.14 %
4070 - Gain on Sale of Capital Assets	0.00	0.00	0.00	735,493.68	0.00	735,493.68	0.00 %
4080 - Other Non-Operating Revenue	15,783.00	15,783.00	0.00	4,885.94	0.00	-10,897.06	30.96 %
<b>Revenue Total:</b>	<b>35,437,375.00</b>	<b>35,437,375.00</b>	<b>3,015,255.15</b>	<b>12,402,853.62</b>	<b>0.00</b>	<b>-23,034,521.38</b>	<b>35.00 %</b>



## Budget Report

For Fiscal: 2022-2023 Period Ending: 10/31/2022

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>							
5110 - Source Of Supply	2,530,789.00	2,530,789.00	330,301.41	509,076.56	0.00	2,021,712.44	20.12 %
5210 - Production	4,403,550.00	4,403,550.00	455,516.38	1,342,902.37	183,060.75	2,877,586.88	34.65 %
5310 - Water Quality	772,375.00	772,375.00	37,736.19	155,845.26	0.00	616,529.74	20.18 %
5320 - Water Treatment - Perchlorate	550,000.00	550,000.00	30,166.95	97,827.02	20,509.48	431,663.50	21.52 %
5350 - Water Treatment - FBR/FXB	2,204,600.00	2,204,600.00	181,338.11	490,606.08	620,504.88	1,093,489.04	50.40 %
5390 - Water Treatment - Roemer/Arsenic	1,944,210.00	1,944,210.00	97,371.91	518,506.40	262,221.00	1,163,482.60	40.16 %
5410 - Maintenance - T & D	2,545,250.00	2,545,250.00	208,303.89	580,608.62	393,674.72	1,570,966.66	38.28 %
5510 - Customer Service	1,323,600.00	1,323,600.00	120,696.30	376,733.95	0.00	946,866.05	28.46 %
5520 - Meter Reading	1,154,500.00	1,154,500.00	70,403.01	293,460.46	0.00	861,039.54	25.42 %
5530 - Billing	537,700.00	537,700.00	57,372.88	146,260.28	127,975.35	263,464.37	51.00 %
5610 - Administration	2,512,301.00	2,512,301.00	75,535.86	235,068.93	34,472.00	2,242,760.07	10.73 %
5615 - General Operations	3,378,372.00	3,378,372.00	111,174.04	1,743,752.21	257,246.70	1,377,373.09	59.23 %
5620 - Accounting	974,443.00	974,443.00	64,881.79	233,073.85	51,000.00	690,369.15	29.15 %
5630 - Engineering	1,793,120.00	1,793,120.00	130,053.48	483,237.45	43,783.25	1,266,099.30	29.39 %
5640 - Business Systems	1,369,630.00	1,369,630.00	68,330.14	330,953.66	42,546.01	996,130.33	27.27 %
5645 - GIS	285,830.00	285,830.00	11,914.18	75,196.52	6,500.00	204,133.48	28.58 %
5650 - Board Of Directors	304,900.00	304,900.00	21,923.25	68,184.35	23,925.00	212,790.65	30.21 %
5660 - Human Resources/Risk Management	964,580.00	964,580.00	46,524.64	157,768.11	144,510.00	662,301.89	31.34 %
5680 - Purchasing	667,300.00	667,300.00	39,972.53	156,528.45	0.00	510,771.55	23.46 %
5710 - Public Affairs	1,362,912.00	1,362,912.00	44,347.35	203,484.03	467,375.15	692,052.82	49.22 %
5720 - Grants & Rebates	80,000.00	80,000.00	2,045.00	6,713.98	0.00	73,286.02	8.39 %
6200 - Interest Expense	888,300.00	888,300.00	0.00	212,406.50	0.00	675,893.50	23.91 %
6300 - Debt Administration Service	6,615.00	6,615.00	0.00	0.00	0.00	6,615.00	0.00 %
<b>Expense Total:</b>	<b>32,554,877.00</b>	<b>32,554,877.00</b>	<b>2,205,909.29</b>	<b>8,418,195.04</b>	<b>2,679,304.29</b>	<b>21,457,377.67</b>	<b>34.09 %</b>
<b>Report Surplus (Deficit):</b>	<b>2,882,498.00</b>	<b>2,882,498.00</b>	<b>809,345.86</b>	<b>3,984,658.58</b>	<b>-2,679,304.29</b>	<b>-1,577,143.71</b>	<b>45.29 %</b>

Budget Report

For Fiscal: 2022-2023 Period Ending: 10/31/2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
100 - Water Operations Fund	2,882,498.00	2,882,498.00	809,345.86	3,984,658.58	-2,679,304.29	-1,577,143.71
Report Surplus (Deficit):	2,882,498.00	2,882,498.00	809,345.86	3,984,658.58	-2,679,304.29	-1,577,143.71



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** December 1, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** CASH DISBURSEMENTS REPORT - OCTOBER 2022

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**BACKGROUND:**

The Board of Directors requested the Monthly Cash Disbursements Report to be presented to the Finance Committee for review and discussion before presenting these reports to the Board of Directors. The reports are being produced from the District's Financial System (System of Records) and will be presented to the Finance Committee on a monthly basis.

**DISCUSSION:**

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 Finance Committee, Board of Directors, and ratepayers the opportunity to review expenses for supplies, materials, services, (**Exhibit A**) and payroll Disbursements (**Exhibit B**). 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.

**FISCAL IMPACT:**

There is no fiscal impact for producing the October 2022 Cash Disbursement Reports.

**STAFF RECOMMENDATION:**

Approve the October 2022 Cash Disbursement Reports.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ:jv

**ATTACHMENT(S):**

1. Exhibit A - 2022 October Cash Disbursements Board Report
2. Exhibit B - 2022 October Cash Disbursements Payroll Board Report

**MEETING HISTORY:**

11/23/22 Finance Committee REFERRED TO BOARD

# Exhibit A

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

October 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6477	ARAIZA, ANTHONY W	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 1,326.90	
6478	ARAIZA, DIANA	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 1,326.90	
6479	BOOT BARN INC	BOOTS-JAIME VALENCIA	\$ 206.06	
6479	BOOT BARN INC	BOOTS-EDGAR HIDALGO	\$ 200.00	
6479	BOOT BARN INC	BOOTS-ALLAN HIDALGO	\$ 184.86	
6479	BOOT BARN INC	BOOTS-ROBERT MACKAMUL	\$ 175.62	
6479	BOOT BARN INC	BOOTS-JOHN GOUIN	\$ 171.00	
6479	BOOT BARN INC	BOOTS-CODY LUDWIG	\$ 207.97	
6479	BOOT BARN INC	BOOTS-NICK CARLO	\$ 143.27	
6479	BOOT BARN INC	BOOTS-MARCO BRAVO	\$ 123.63	
6480	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Maintenance Services	\$ 1,500.00	
6481	CAROLLO ENGINEERS INC	WIFIA and SRF Loan Application - Roemer Expansion		\$ 2,413.00
6482	CASEY, MATTHEW P	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 510.30	
6483	CHANDLER ASSET MANAGEMENT	SEPT 2022 SERVICES	\$ 1,928.18	
6484	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-ROBERTO	\$ 22.28	
6484	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-DAN JENKINS	\$ 161.28	
6485	CRB SECURITY SOLUTIONS	Replace Hardware on 5 FBR Doors	\$ 1,435.46	
6485	CRB SECURITY SOLUTIONS	Replace Hardware on 5 FBR Doors	\$ 930.00	
6485	CRB SECURITY SOLUTIONS	Replace Hardware on 5 FBR Doors	\$ 377.50	
6485	CRB SECURITY SOLUTIONS	Replace Hardware on 5 FBR Doors	\$ 307.13	
6486	CURTIS, DEVI A	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 510.30	
6487	CURTIS, MITCHELL A	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 510.30	
6488	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 449.16	
6488	FASTENAL COMPANY	MAINTENANCE SHOP SUPPLIES	\$ 197.33	
6488	FASTENAL COMPANY	MAINTENANCE SHOP SUPPLIES	\$ 493.09	
6488	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 59.40	
6488	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 59.40	
6488	FASTENAL COMPANY	MAINTENANCE SHOP SUPPLIES	\$ 257.30	
6488	FASTENAL COMPANY	SHOP SUPPLIES	\$ 300.16	
6488	FASTENAL COMPANY	MAINTENANCE SHOP SUPPLIES	\$ 338.79	
6489	GENERAL PUMP COMPANY INC	Remove and Inspect Hydrogeneration Plant Generat	\$ 2,395.00	
6490	HARRINGTON INDUSTRIAL PLASTICS	PRODUCTION SUPPLIES	\$ 384.61	
6491	HASA INC.	CHEMICALS-WELL#54	\$ 481.50	
6491	HASA INC.	CHEMICALS-WELL#30	\$ 240.75	
6491	HASA INC.	CHEMICALS-WELL#8	\$ 240.75	
6491	HASA INC.	CHEMICALS-WELL#1	\$ 361.12	
6491	HASA INC.	CHEMICALS-WELL#4	\$ 240.75	
6491	HASA INC.	CHEMICALS-WELL#54	\$ 132.42	
6491	HASA INC.	CHEMICALS-WELL#1	\$ 168.52	
6491	HASA INC.	CHEMICALS-WELL#4	\$ 385.20	
6491	HASA INC.	CHEMICALS-WELL#8	\$ 180.57	
6491	HASA INC.	CHEMICALS-WELL#24	\$ 361.12	
6491	HASA INC.	CHEMICALS-WELL#5	\$ 288.90	
6491	HASA INC.	CHEMICALS-WELL#15	\$ 577.80	
6491	HASA INC.	CHEMICALS-WELL#30	\$ 240.75	
6491	HASA INC.	CHEMICALS-WELL#42	\$ 662.06	
6491	HASA INC.	CHEMICALS-FBR	\$ 711.63	
6492	INLAND ROAD SERVICE & TIRE	New Steer tires for Backhoe Case 580	\$ 1,743.66	
6492	INLAND ROAD SERVICE & TIRE	Emergency Tire Repair to 105T	\$ 697.13	
6493	LEASE PLAN USA INC	Blanket PO for Mechanic Repairs for Fleet	\$ 8,096.80	
6494	MARTINEZ, ISABEL M	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 510.30	
6495	MARTINEZ, RAYMOND	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 510.30	
6496	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 90.67	
6496	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 358.09	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

October 2022

<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
6497	POUND, ROGER A	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 510.30	
6498	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MTG-9/13/22	\$ 225.00	
6498	SAFETY COMPLIANCE COMPANY	OFFICE SAFETY MTG-9/13/22	\$ 200.00	
6499	SB VALLEY MUNICIPAL	BLF ELECTRICITY-06/30/22-07/31/22	\$ 45,958.00	
6499	SB VALLEY MUNICIPAL	BLF ELECTRICITY-08/01/22-08/29/22	\$ 58,022.40	
6500	VULCAN MATERIALS COMPANY	Temporary Asphalt	\$ 761.95	
6500	VULCAN MATERIALS COMPANY	Temporary Asphalt	\$ 701.25	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 249.50	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 249.50	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 249.50	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 90.00	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6501	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6502	DIAMOND ENVIRONMENTAL SERVICES LP	RESTROOM RENTAL-10272 CEDAR PL	\$ 129.95	
6502	DIAMOND ENVIRONMENTAL SERVICES LP	RESTROOM RENTAL-18451 VINEYARD	\$ 129.95	
6503	GETZ, BETTY	MEDICARE PART B REIMB-JUL-SEP 2022	\$ 510.30	
6504	HANNA, DIANA G	MEDICARE PART B JULY-SEPT 2022	\$ 510.30	
6505	HANNA, DONALD R	MEDICARE PART B JULY-SEPT 2022	\$ 510.30	
6506	HARTLEY, MARY JO	WATER SMART INNOVATIONS	\$ 93.82	
6506	HARTLEY, MARY JO	WATER PROFESSIONALS APPRECIATION WEEK	\$ 119.19	
6507	IE WORKS	MEMBERSHIP FEES	\$ 9,000.00	
6508	LANE, JAN	MEDICARE PART B JULY-SEPT 2022	\$ 510.30	
6509	MOORE, KELVIN	SB STATE OF THE COUNTY	\$ 50.00	
6510	POUND,PHYLLIS A	MEDICARE PART B REIMB-JUL-SEP 2022	\$ 510.30	
6511	RAMIREZ, YOLANDA	NEOGOV CONFERENCE LAS VEGAS	\$ 753.90	
6511	RAMIREZ, YOLANDA	HR GROUP MTG-YORBA LINDA	\$ 36.75	
6512	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MTG-09/27/22	\$ 225.00	
6513	SALLENGER, PAULETTE	MEDICARE PART B JULY-SEPT 2022	\$ 510.30	
6514	SANDER, REBECCA	MEDICARE PART B JULY-SEPT 2022	\$ 510.30	
6515	SHARP EXTERMINATOR INC	JANITORIAL SERVICES	\$ 185.00	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.02	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.48	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.48	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.02	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

October 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6516	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.60	
6516	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.62	
6516	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.53	
6516	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFIRST-WATER QLTY	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFIRST-WATER QLTY	\$ 6.53	
6516	UNIFIRST CORPORATION	UNIFIRST-WATER QLTY	\$ 5.62	
6516	UNIFIRST CORPORATION	UNIFIRST-WATER QLTY	\$ 5.60	
6516	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6516	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6516	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6516	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6516	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6516	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6516	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 134.08	
6516	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 151.32	
6516	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.72	
6516	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.22	
6516	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.61	
6516	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.71	
6516	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.71	
6516	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.61	
6516	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.22	
6516	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.72	
6516	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 62.92	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.69	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	
6516	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.39	
6516	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.98	
6516	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.69	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	



**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

October 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6516	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 35.58	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.26	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.97	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.63	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.26	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.63	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.97	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
6516	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
6516	UNIFIRST CORPORATION	JANITORIAL SERVICES	\$ 237.07	
6516	UNIFIRST CORPORATION	JANITORIAL SERVICES	\$ 237.07	
6516	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	
6516	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6516	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	
6516	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6516	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6516	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.39	
6516	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.98	
6516	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.50	
6520	WESTBROOK, LAURA	MEDICARE PART B JULY-SEPT 2022	\$ 510.30	
6521	ACWA/JOINT POWERS INSURANCE	AUTO/GENERAL LIABILITY PROGRAM FY-2022-2023	\$ 205,280.00	
6522	ALBERT A WEBB ASSOCIATES	18" Trans Main Crossing I15_Citrus to Lytle Creek		\$ 2,893.25
6523	BRENNTAG PACIFIC INC	Acetic Acid for FBR	\$ 27,532.24	
6524	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Maintenance Services	\$ 5,833.00	
6524	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Maintenance Services	\$ 7,231.67	
6524	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Maintenance Services	\$ 1,667.00	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 31.50	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 1,047.75	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 18.75	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 33.75	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 27.00	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 33.75	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 27.00	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 218.25	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 28.25	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 249.50	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 251.25	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 497.75	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6525	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6526	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 172.50	
6526	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 69.00	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

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6526	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 69.00	
6526	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 34.50	
6526	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 827.50	
6526	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 448.50	
6526	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 344.00	
6526	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 34.50	
6526	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 204.50	
6527	HALL, BARBARA A.	MEDICARE PART B REIMB JUL-SEPT 2022	\$ 510.30	
6528	HASA INC.	CHEMICALS-BLF	\$ 963.00	
6528	HASA INC.	CHEMICALS-WELL# 15	\$ 409.27	
6528	HASA INC.	CHEMICALS-WELL# 30	\$ 385.20	
6528	HASA INC.	CHEMICALS-WELL# 8	\$ 264.82	
6528	HASA INC.	CHEMICALS-WELL# 5	\$ 192.60	
6528	HASA INC.	CHEMICALS-WELL# 4	\$ 361.12	
6528	HASA INC.	CHEMICALS-WELL# 1	\$ 409.27	
6528	HASA INC.	CHEMICALS-WELL# 24	\$ 168.52	
6528	HASA INC.	CHEMICALS-WELL# 54	\$ 144.45	
6528	HASA INC.	CHEMICALS-WELL# 5	\$ 361.12	
6528	HASA INC.	CHEMICALS-WELL# 8	\$ 481.50	
6528	HASA INC.	CHEMICALS-WELL# 1	\$ 337.05	
6528	HASA INC.	CHEMICALS-WELL# 4	\$ 481.50	
6528	HASA INC.	CHEMICALS-WELL# 24	\$ 240.75	
6528	HASA INC.	CHEMICALS-WELL# 30	\$ 481.50	
6528	HASA INC.	CHEMICALS-WELL# 15	\$ 650.02	
6528	HASA INC.	CHEMICALS-WELL# 42	\$ 168.52	
6528	HASA INC.	CHEMICALS-WELL# 42	\$ 481.50	
6528	HASA INC.	CHEMICALS-ROEMER	\$ 5,401.02	
6529	INFOSEND INC	Postage/Printing for Customer Bills	\$ 4,744.35	
6529	INFOSEND INC	Postage/Printing for Customer Bills	\$ 3,167.01	
6529	INFOSEND INC	Postage/Printing for Customer Bills	\$ 13,953.14	
6529	INFOSEND INC	Postage/Printing for Customer Bills	\$ 9,426.47	
6530	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 314.00	
6530	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 78.00	
6530	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 3,501.00	
6530	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 1,658.50	
6530	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 57.00	
6530	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 924.50	
6530	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 4,800.50	
6530	LIEBERT CASSIDY WHITMORE	LEGAL FEES	\$ 2,105.50	
6531	LIZETT SANTORO	MEALS-ENG COMMITTEE MTG 10/12/22	\$ 102.41	
6532	MCMASTER-CARR SUPPLY COMPANY	FBR SUPPLIES	\$ 133.98	
6532	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 497.98	
6532	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 45.45	
6532	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 107.79	
6532	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 162.64	
6533	TOM DODSON & ASSOCIATES	Lytle Creek Environmental Services	\$ 2,518.45	
6533	TOM DODSON & ASSOCIATES	Bio Study for Pepper Railway crossing	\$ 1,050.00	
6534	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6534	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6534	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	
6534	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6534	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.48	
6534	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6534	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	

**WEST VALLEY WATER DISTRICT**

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6534	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.02	
6534	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 9.50	
6534	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 6.53	
6534	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.62	
6534	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	\$ 5.60	
6534	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6534	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6534	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6534	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6534	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.72	
6534	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.61	
6534	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.71	
6534	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.22	
6534	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.50	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 28.42	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.56	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.69	
6534	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6534	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.97	
6534	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.63	
6534	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
6534	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
6534	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.50	
6534	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.26	
6534	UNIFIRST CORPORATION	JANITORIAL SERVICES	\$ 237.07	
6534	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6534	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	
6534	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6534	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.50	
6534	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.39	
6534	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.98	
6536	ACWA /JPIA	COBRA - Mesa (Aug, Sep, and Oct)	\$ 2,045.46	
6536	ACWA /JPIA	DELTACARE DENTAL PPO	\$ (45.58)	
6536	ACWA /JPIA	HEALTH INSURANCE	\$ (943.99)	
6536	ACWA /JPIA	DELTACARE DENTAL HMO	\$ 686.52	
6536	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 7,726.16	
6536	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	\$ 173.74	
6536	ACWA /JPIA	HEALTH INSURANCE	\$ 119,348.85	
6536	ACWA /JPIA	VISION	\$ 1,546.14	
6536	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 725.06	
6536	ACWA /JPIA	HEALTH INSURANCE	\$ 9,017.67	
6536	ACWA /JPIA	VISION	\$ 105.90	
6536	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	\$ 4.76	
6536	ACWA /JPIA	VISION	\$ 42.36	
6536	ACWA /JPIA	EE Adjustments	\$ 4,933.48	
6536	ACWA /JPIA	Retiree - Health Benefits for October 2022	\$ 17,947.58	

**WEST VALLEY WATER DISTRICT**

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6536	ACWA /JPIA	Retiree - Health Benefits for October 2022	\$ 2,072.84	
6536	ACWA /JPIA	Retiree - Health Benefits for October 2022	\$ 635.40	
6537	ARROWHEAD UNITED WAY	Gina Bertoline	\$ 5.00	
6537	ARROWHEAD UNITED WAY	Gina Bertoline	\$ 5.00	
6538	ASHWORTH, MARIADA L	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 510.30	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 36.75	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 36.75	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 706.75	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 48.50	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 44.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 56.75	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 56.75	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 39.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 56.75	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 44.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 54.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 69.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 69.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 167.50	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL#6	\$ 258.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 258.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 203.50	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 71.00	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6539	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6540	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-CUSTOMER SERVICE	\$ 961.82	
6540	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-ACCTG GUSTAVO	\$ 208.99	
6541	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 242.20	
6541	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 250.54	
6541	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 197.31	
6542	LEASE PLAN USA INC	Mechanic Repairs for Fleet	\$ 5,103.45	
6543	LONG, MARVALINE	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 510.30	
6544	MCMaster-CARR SUPPLY COMPANY	METER BOLTS	\$ 256.84	
6545	PICAZO'S FLOWER DESIGNS INC	PLANTS MAINTENANCE-JUNE 2022	\$ 424.00	
6545	PICAZO'S FLOWER DESIGNS INC	PLANTS MAINTENANCE-JULY 2022	\$ 424.00	
6545	PICAZO'S FLOWER DESIGNS INC	PLANTS MAINTENANCE-AUG 2022	\$ 424.00	
6545	PICAZO'S FLOWER DESIGNS INC	PLANTS MAINTENANCE-SEPT 2022	\$ 424.00	
6546	PRUITT, BARBARA J	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 510.30	
6547	RED WING BUSINESS ADVANTAGE ACCOUNT	SAFETY BOOTS-LUIS GOMEZ	\$ 225.00	
6548	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MTG-10/11/22	\$ 225.00	
6548	SAFETY COMPLIANCE COMPANY	OFFICE SAFETY MTG-10/11/22	\$ 200.00	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-JULY 2022	\$ 2,200.00	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-AUG 2022	\$ 2,200.00	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-SEPT 2022	\$ 2,200.00	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-JULY 2022	\$ 26,794.07	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-AUG 2022	\$ 26,794.07	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-SEPT 2022	\$ 26,794.07	

**WEST VALLEY WATER DISTRICT**

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6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-JULY 2022	\$ 90,204.38	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-AUG 2022	\$ 51,670.46	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-SEPT 2022	\$ 44,793.34	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-JULY 2022	\$ 6,900.35	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-AUG 2022	\$ 6,900.35	
6549	SB VALLEY MUNICIPAL	BASELINE FEEDER-SEPT 2022	\$ 6,900.35	
6550	SMILE AMERICA ABDI FOUNDATION	TURKEY DRIVE IN SPONSOR	\$ 2,500.00	
6551	SPIK, LINDA M	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 1,020.60	
6552	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6552	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6552	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	
6552	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6552	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6552	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.02	
6552	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.48	
6552	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	
6552	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.50	
6552	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.53	
6552	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.62	
6552	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.60	
6552	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6552	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6552	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6552	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6552	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 151.32	
6552	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.50	
6552	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.72	
6552	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.22	
6552	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.61	
6552	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.71	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.56	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.69	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6552	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6552	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.63	
6552	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.97	
6552	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.50	
6552	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
6552	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.26	
6552	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
6552	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 237.07	
6552	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	
6552	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6552	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6552	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.50	
6552	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.98	
6552	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.39	

**WEST VALLEY WATER DISTRICT**

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6554	VULCAN MATERIALS COMPANY	Cold Mix Temp Asphalt	\$ 541.75	
6554	VULCAN MATERIALS COMPANY	Temporary Asphalt	\$ 1,339.72	
6555	THE HAWKINS COMPANY	HR RECRUITMENT	\$ 10,000.00	
82866	ACOM SOLUTIONS INC	CONTRACTS/LICENSES	\$ 578.00	
82867	AMAZON.COM SALES INC	ENGINEERING SUPPLIES	\$ 280.76	
82868	ASBCSD	SPECIAL DISTRICT MEETING 8/15/22	\$ 42.00	
82868	ASBCSD	SPECIAL DISTRICT MEETING 8/15/22	\$ 42.00	
82868	ASBCSD	SPECIAL DISTRICT MEETING 8/15/22	\$ 42.00	
82868	ASBCSD	SPECIAL DISTRICT MEETING 8/15/22	\$ 42.00	
82868	ASBCSD	SPECIAL DISTRICT MEETING 8/15/22	\$ 42.00	
82868	ASBCSD	SPECIAL DISTRICT MEETING 8/15/22	\$ 42.00	
82869	AT&T	ROEMER FIRE SVC	\$ 148.39	
82870	AUTOMATED GATE SERVICES INC	Repairs to Roemer Gate 09/14/22	\$ 520.00	
82871	BURRTEC WASTE INDUSTRIES INC	DISPOSAL FEE-ROEMER	\$ 262.86	
82871	BURRTEC WASTE INDUSTRIES INC	DISPOSAL FEES	\$ 911.94	
82872	CEMEX INC	MAINTENANCE SHOP SUPPLIES	\$ 340.00	
82873	CHARTER COMMUNICATIONS	TELEPHONE / INTERNET	\$ 690.00	
82873	CHARTER COMMUNICATIONS	TELEPHONE / CABLE	\$ 239.94	
82873	CHARTER COMMUNICATIONS	TELEPHONE / INTERNET	\$ 1,389.46	
82873	CHARTER COMMUNICATIONS	TELEPHONE / CABLE	\$ 146.02	
82874	CITY OF RIALTO	UTILITY USER TAX-SEPT 2022	\$ 46,895.61	
82874	CITY OF RIALTO	UTILITY USER TAX-SEPT 2022	\$ (179.81)	
82875	CITY OF RIALTO-ALARM PROGRAM	FALSE ALARM FEE	\$ 26.90	
82876	CLIFTON LARSON ALLEN	Treasurer Services-AUGUST 2022	\$ 2,625.00	
82877	D & H WATER SYSTEMS, INC.	ARSENIC SUPPLIES	\$ 337.31	
82877	D & H WATER SYSTEMS, INC.	ROEMER SUPPLIES	\$ 337.31	
82878	DAC (DIGITAL ASSURANCE CERT LLC)	ANNUAL FEE	\$ 2,500.00	
82879	FAST SERVICE	CUST SVCS-SEPT 2022	\$ 195.00	
82880	GRAINGER INC	PRODUCTION SUPPLIES	\$ 463.86	
82880	GRAINGER INC	PRODUCTION SUPPLIES	\$ 297.08	
82880	GRAINGER INC	PRODUCTION SUPPLIES	\$ 303.59	
82881	IFLOW ENERGY SOLUTIONS INC	Large Meter Order 07/14/22	\$ 11,485.07	
82882	INDUSTRIAL TEST SYSTEMS INC	ARSENIC SUPPLIES	\$ 360.79	
82883	INLAND EMPIRE UTILITIES AGENCY	SERVICES-AUG 2022	\$ 98,946.49	
82884	INTERSTATE BATTERY OF SAN BERNARDINO	PRODUCTION SUPPLIES	\$ 270.01	
82884	INTERSTATE BATTERY OF SAN BERNARDINO	PRODUCTION SUPPLIES	\$ 276.08	
82885	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 29.08	
82885	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 11.39	
82885	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 22.61	
82885	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 29.21	
82885	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 31.76	
82885	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 26.89	
82885	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 48.06	
82885	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 62.40	
82885	JOHNSON'S HARDWARE INC	WATER QLTY SUPPLIES	\$ 235.84	
82885	JOHNSON'S HARDWARE INC	ROEMER SUPPLIES	\$ 29.28	
82885	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 62.43	
82885	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ (9.48)	
82885	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 80.73	
82886	MUNITEMPS STAFFING	Staffing Services for Board Secretary	\$ 6,320.00	
82886	MUNITEMPS STAFFING	Staffing Services for Board Secretary	\$ 6,320.00	
82886	MUNITEMPS STAFFING	Staffing Services for Board Secretary	\$ 5,688.00	
82887	NANCY ALBITRE	BOARD MEETING MEALS-9/15/22	\$ 220.87	
82888	NAVARRO, ANGELA	WATER ED SEMINAR-MILEAGE	\$ 59.88	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

October 2022

<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
82889	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	\$ 101.46	
82889	O'REILLY AUTO PARTS	VEHICLES MAINTENANCE	\$ 213.53	
82890	PACK N MAIL	CUST SVCS-SEPT 2022	\$ 183.00	
82891	RIALTO PRINT COMPANY	SHOP SUPPLIES	\$ 484.88	
82891	RIALTO PRINT COMPANY	SHOP SUPPLIES	\$ 468.71	
82892	RIALTO WATER SERVICES	FBR WELLHEAD TRTMT DISCHARGE	\$ 67.17	
82892	RIALTO WATER SERVICES	WATER SVC-HQ	\$ 120.58	
82893	ROBERT W KASCH	PRODUCTION SUPPLIES	\$ 431.00	
82894	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION SUPPLIES	\$ 23.82	
82894	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION SUPPLIES	\$ 55.91	
82895	SCHAACK, JOE	RIALTO POLICE REPORT	\$ 27.15	
82896	SO CALIFORNIA EDISON	ELECTRICITY-ROEMER	\$ 74,956.38	
82897	SOUTH COAST AQMD	EMMISSIONS FEES	\$ 151.85	
82898	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	\$ 4,737.31	
82898	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	\$ 4,737.31	
82898	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	\$ 4,737.32	
82898	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	\$ 4,737.31	
82899	USA BLUEBOOK	ROEMER SUPPLIES	\$ 348.04	
82899	USA BLUEBOOK	ROEMER SUPPLIES	\$ 253.61	
82900	VERIZON WIRELESS PHONES	CELL PHONES/ IPADS	\$ 4,541.61	
82900	VERIZON WIRELESS PHONES	CELL PHONES/ IPADS	\$ 1,480.51	
82901	Anguiano, Mandy	CUSTOMER REFUND	\$ 26.61	
82902	Dung Dinh & Carlos Valdez Espinoza	CUSTOMER REFUND	\$ 54.62	
82903	LLC, Breckenridge Property Fund 2016,	CUSTOMER REFUND	\$ 80.01	
82904	RICHMOND AMERICAN HOMES	CUSTOMER REFUND	\$ 38.33	
82905	D.R. HORTON	CUSTOMER REFUND	\$ 16.06	
82906	D.R. HORTON	CUSTOMER REFUND	\$ 19.21	
82907	D.R. HORTON	CUSTOMER REFUND	\$ 1.03	
82908	ROSALES, ALONDRA LINSAI ALCALA	CUSTOMER REFUND	\$ 45.72	
82909	Trust, Opendoor Property I	CUSTOMER REFUND	\$ 50.67	
82910	KIM, STUMP,	CUSTOMER REFUND	\$ 45.35	
82911	RICHMOND AMERICAN HOMES	CUSTOMER REFUND	\$ 180.73	
82912	RICHMOND AMERICAN HOMES	CUSTOMER REFUND	\$ 42.23	
82913	RICHMOND AMERICAN HOMES	CUSTOMER REFUND	\$ 22.15	
82914	D.R. HORTON	CUSTOMER REFUND	\$ 18.11	
82915	D.R. HORTON	CUSTOMER REFUND	\$ 13.70	
82916	MARTIN, LANDY/ANDREW	CUSTOMER REFUND	\$ 70.53	
82917	MIKE ROQUET CONST	CUSTOMER REFUND	\$ 1,800.00	
82918	AMAZON.COM SALES INC	WATER QLTY SUPPLIES	\$ 273.70	
82918	AMAZON.COM SALES INC	SHOP SUPPLIES	\$ 268.81	
82918	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 381.18	
82918	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 107.73	
82919	BERTHA PEREZ	LEADERSHIPTRAINING PROGRAM	\$ 132.07	
82919	BERTHA PEREZ	AWWA WATER EDUCATION SEMINAR	\$ 55.38	
82920	BHI PLUMBING, HEATING AND AIR CONDI	Emergency Repairs to Bld C Restroom	\$ 1,050.00	
82921	CINTAS CORPORATION	JANITORIAL SERVICES	\$ 181.10	
82921	CINTAS CORPORATION	JANITORIAL SERVICES	\$ 181.10	
82922	CITY OF RIALTO	FY2022-2023 SPECIAL TAX BILL	\$ 40.62	
82922	CITY OF RIALTO	FY2022-2023 SPECIAL TAX BILL	\$ 4.09	
82923	CITY OF SAN BERNARDINO	LYTLE CREEK STREAMFLOW-SEPT 2022	\$ 22,516.94	
82924	COLTON PUBLIC UTILITIES	WELL 18A ELECTRIC	\$ 381.70	
82925	EBIX, INC.	SUBSCRIPTION-HOPE HEALTH NEWSLETTERS	\$ 376.00	
82926	FERGUSON, LETA	MEDICARE PART B JULY-SEPT 2022	\$ 255.15	
82927	FERGUSON, THOMAS E	MEDICARE PART B JULY-SEPT 2022	\$ 170.10	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
82928	FISH WINDOW CLEANING	JANITORIAL SERVICES	\$ 275.00	
82930	GUERRA, DANIEL	WES AWWA SEMINAR	\$ 64.42	
82931	MIKE ROQUET CONSTRUCTION, INC.	Street Paving Patching and Repairs	\$ 1,575.00	
82932	MONTELONGO, ERNEST	MEDICARE PART B JULY-SEPT 2022	\$ 510.30	
82933	MONTELONGO, TERESA E	MEDICARE PART B JULY-SEPT 2022	\$ 510.30	
82934	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA, A	HR SERVICES-DOT JH	\$ 110.00	
82935	O'REILLY AUTO PARTS	VEHICLES MAINTENANCE	\$ 171.82	
82935	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	\$ 109.42	
82936	RAY, CLIFFORD	LANDSCAPE WORKSHOP LUNCH	\$ 139.44	
82937	ROSARIO QUEVEDO	EASEMENT PURCHASE AGREEMENT-ROEMER EXP	\$ 4,300.00	
82938	SO CALIFORNIA EDISON	S END SHOP	\$ 47.30	
82939	SOUTH COAST AQMD	ANNUAL RENEWAL FEES	\$ 4,161.35	
82940	THE GAS COMPANY	GAS BILL-ROEMER	\$ 15.78	
82941	TYLER TECHNOLOGIES INC	INSITE TRANSACTION FEES 7/1/22-9/30/22	\$ 33,185.05	
82942	UNDERGROUND SERVICE ALERT	USA TICKET FEES	\$ 169.42	
82942	UNDERGROUND SERVICE ALERT	USA Dig Alert Monthly Charges	\$ 636.50	
82943	YO FIRE	Saddles for Inventory	\$ 506.43	
82944	INC., EQUITY PREMIUM INVESTMENTS	CUSTOMER REFUND	\$ 67.61	
82945	Trust, Opendoor Property I	CUSTOMER REFUND	\$ 11.29	
82946	ISLAS, FABIAN DIAZ & JASMINE	CUSTOMER REFUND	\$ 69.71	
82947	VALMONTE, ELMA	CUSTOMER REFUND	\$ 34.39	
82948	PENA, ALEJANDRA	CUSTOMER REFUND	\$ 8.01	
82949	MORALES, LAURA	CUSTOMER REFUND	\$ 12.08	
82950	1836 SIERRA LAKES PARTNERS LLC	BOD APPROVED REIMBURSEMENT-W22025		\$ 77,258.08
82951	4IMPRINT, INC	Public Affairs Supplies	\$ 53.87	
82951	4IMPRINT, INC	Public Affairs Supplies	\$ 16.16	
82951	4IMPRINT, INC	Public Affairs Supplies	\$ 1,726.84	
82951	4IMPRINT, INC	Public Affairs Supplies	\$ 2,652.33	
82952	AIRGAS USA LLC	PRODUCTION SUPPLIES	\$ 55.68	
82953	ALBRIGHT, YEE & SCHMIT, APC	LEGAL FEES	\$ 5,776.50	
82953	ALBRIGHT, YEE & SCHMIT, APC	LEGAL FEES	\$ 3,587.50	
82954	ALL PRO ENTERPRISES INC.	Bathroom Paper Goods Blanket FY 22-23	\$ 727.93	
82955	AMAZON.COM SALES INC	ROEMER SUPPLIES	\$ 52.34	
82955	AMAZON.COM SALES INC	VEHICLE MAINTENANCE SUPPLIES	\$ 254.73	
82955	AMAZON.COM SALES INC	ENGINEERING SUPPLIES	\$ 32.02	
82955	AMAZON.COM SALES INC	ENGINEERING SUPPLIES	\$ 42.89	
82955	AMAZON.COM SALES INC	COMPUTER SUPPLIES	\$ 140.06	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 91.53	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 107.71	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 140.02	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 64.54	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 50.32	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 42.67	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 1,093.61	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 267.81	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 646.46	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 150.78	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 38.78	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 16.11	
82955	AMAZON.COM SALES INC	Computer Supplies September 2022	\$ 15.94	
82956	AT&T	TELEMETRY LINE	\$ 68.96	
82957	AT&T INTERNET	INTERNET SERVICE	\$ 101.65	
82958	BABCOCK LABORATORIES, INC.	FBR SUPPLIES	\$ 187.50	
82959	BHI PLUMBING, HEATING AND AIR CONDI	Emergency Repair To Restroom at Roemer	\$ 560.00	



## WEST VALLEY WATER DISTRICT

## CASH DISBURSEMENT REPORT

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
82960	CALGON CARBON CORPORATION	Replacing GAC Carbon on 5 vessels		\$ 414,000.00
82961	CARPENTER ROTHANS & DUMONT LLP	LEGAL FEES-AUG 2022	\$ 5,420.00	
82962	CHINO BASIN WATERMASTER	POOL SPECIAL ASSESSMENT	\$ 1,468.75	
82963	CINTAS CORPORATION	JANITORIAL SERVICES	\$ 114.65	
82964	CITY OF SAN BERNARDINO	BLF WATER-09/13/22-10/11/22	\$ 46.13	
82965	CORE & MAIN LP	SHOP SUPPLIES	\$ 395.19	
82966	D & H WATER SYSTEMS, INC.	ROEMER SUPPLIES	\$ 337.31	
82967	FEDEX	SHIPPING FEES	\$ 27.46	
82968	GARDA CL WEST INC	ARMORED TRANSPORT-OCT 2022	\$ 320.11	
82969	GRAINGER INC	PRODUCTION SUPPLIES	\$ 168.11	
82969	GRAINGER INC	PRODUCTION SUPPLIES	\$ 146.48	
82969	GRAINGER INC	ROEMER SUPPLIES	\$ 323.00	
82970	HOME DEPOT	ROEMER SUPPLIES	\$ 278.52	
82971	HUNT ORTMANN PALFFY NIEVES DARLING & MAH II	LEGAL FEES-W19041		\$ 2,044.00
82972	INLAND DESERT SECURITY	ANSWERING SERVICE-SEPT 2022	\$ 644.45	
82972	INLAND DESERT SECURITY	ANSWERING SERVICE-OCT 2022	\$ 643.95	
82973	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 30.14	
82974	MARK WILEY	Proposal for State Mandated Water loss Audit	\$ 1,500.00	
82975	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	\$ 75.82	
82976	PG MECHANICAL	EMERGENCY REPAIR TO NEW HOLLAND & PM work	\$ 1,426.90	
82976	PG MECHANICAL	Emergency Repair to CASE BAckhoe and PM Service	\$ 1,246.00	
82976	PG MECHANICAL	BACKHOE REPAIR	\$ 350.00	
82977	QUADIENT FINANCE USA INC	POSTAGE MACHINE LEASE PMT	\$ 712.65	
82978	RIALTO WATER SERVICES	WELL#16 WATER	\$ 30.42	
82979	RIVERSIDE COUNTY TREASURER-TAX COLLECTOR	2022-2023 PROPERTY TAX BILL	\$ 0.03	
82979	RIVERSIDE COUNTY TREASURER-TAX COLLECTOR	2022-2023 PROPERTY TAX BILL	\$ 0.03	
82980	ROBERT W KASCH	ADMIN VEHICLE SIGNS	\$ 226.28	
82981	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION SUPPLIES	\$ 118.70	
82982	SC COMMERCIAL LLC	Gasoline for Fleet	\$ 16,789.82	
82983	SCOTT EQUIPMENT INC.	New Holland Alternator Repair/Part	\$ 107.10	
82983	SCOTT EQUIPMENT INC.	New Holland Alternator Repair/Part	\$ 754.25	
82984	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	\$ 131,445.92	
82984	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	\$ 65,737.13	
82984	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	\$ 19,123.12	
82984	SO CALIFORNIA EDISON	ELECTRICITY-19920 COUNTRY CLUB/WELL#17	\$ 17,312.77	
82984	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	\$ 27,618.56	
82984	SO CALIFORNIA EDISON	ELECTRICITY-19920 COUNTRY CLUB/WELL#17	\$ 355.31	
82984	SO CALIFORNIA EDISON	ELECTRICITY-WEL#6	\$ 17,523.49	
82984	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	\$ 18,669.76	
82984	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	\$ 19,489.01	
82984	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	\$ 288.84	
82984	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	\$ 4,987.65	
82984	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	\$ 5,957.34	
82985	THE GAS COMPANY	HQ GAS BILL	\$ 17.34	
82986	USA BLUEBOOK	WATER QLTY SUPPLIES	\$ 168.45	
82986	USA BLUEBOOK	ROEMER SUPPLIES	\$ 394.05	
82986	USA BLUEBOOK	ROEMER SUPPLIES	\$ 449.82	
82987	VERIZON CONNECT NWF INC	CONTRACTS/LICENSES	\$ 679.98	
82988	YO FIRE	MAINTENANCE SUPPLIES	\$ 48.49	
82989	NELSON, THOMAS/ CATHERINE	CUSTOMER REFUND	\$ 124.14	
82990	GONSALVES, PAMELA	CUSTOMER REFUND	\$ 400.00	
82991	INC, OPENDOOR LABS	CUSTOMER REFUND	\$ 3.33	
82992	LADAWON, NATTAPONG	CUSTOMER REFUND	\$ 49.00	
82993	KHEIR, RUDY	CUSTOMER REFUND	\$ 7.98	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
82994	Skolnick, David & Cheryl	CUSTOMER REFUND	\$ 42.51	
82995	LACEY, CANDICE & SEAN	CUSTOMER REFUND	\$ 52.55	
82996	RICHMOND AMERICAN HOMES	CUSTOMER REFUND	\$ 24.00	
82997	D.R. HORTON	CUSTOMER REFUND	\$ 2.68	
82998	VENEGAS, CHRISTOPHER	CUSTOMER REFUND	\$ 26.88	
82999	HANSEN,STACEY	CUSTOMER REFUND	\$ 100.36	
83000	BATES, CAITLIN	CUSTOMER REFUND	\$ 58.92	
83001	1836 SIERRA LAKES PARTNERS LLC	DEPOSITS REFUND-CONTINGENCY/METER/VALVE		\$ 8,100.00
83001	1836 SIERRA LAKES PARTNERS LLC	DEPOSITS REFUND-CONTINGENCY/METER/VALVE		\$ 1,080.00
83001	1836 SIERRA LAKES PARTNERS LLC	DEPOSITS REFUND-CONTINGENCY/METER/VALVE		\$ 16,641.50
83001	1836 SIERRA LAKES PARTNERS LLC	DEPOSITS REFUND-CONTINGENCY/METER/VALVE		\$ (7,729.40)
83002	ALL PRO ENTERPRISES INC.	Janitorial Services for District	\$ 280.00	
83002	ALL PRO ENTERPRISES INC.	Janitorial Services for District	\$ 3,591.92	
83003	AMAZON.COM SALES INC	SHOP SUPPLIES	\$ 188.03	
83003	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 24.00	
83003	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 467.28	
83003	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 124.93	
83003	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 69.50	
83003	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 333.67	
83004	BATHGATE, JAMES	CUSTOMER REFUND	\$ 421.70	
83004	BATHGATE, JAMES	CUSTOMER REFUND	\$ 141.86	
83005	CEMEX INC	MAINTENANCE SUPPLIES	\$ 150.96	
83005	CEMEX INC	MAINTENANCE SHOP SUPPLIES	\$ 170.08	
83006	CHR SERVICES	FIRST AID/CPR TRAINING-10/13/22	\$ 1,170.00	
83007	CINTAS CORPORATION	JANITORIAL SERVICES	\$ 181.10	
83008	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 786.67	
83008	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 263.77	
83008	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 786.56	
83008	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 263.71	
83009	CONTROL TEMP INC	Repairs to HVAC in Accounting Area	\$ 995.00	
83010	CORE & MAIN LP	5" Clamps	\$ 655.08	
83010	CORE & MAIN LP	5" Clamps	\$ 475.94	
83011	CUSTOM WATER, INC	Water Bottles - event items	\$ 2,606.56	
83012	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	\$ 2.14	
83013	FERGUSON ENTERPRISES INC # 677	SDR and C900 Pipes for Maintenance	\$ 509.87	
83013	FERGUSON ENTERPRISES INC # 677	SDR and C900 Pipes for Maintenance	\$ 667.19	
83013	FERGUSON ENTERPRISES INC # 677	SDR and C900 Pipes for Maintenance	\$ 1,016.94	
83014	FMB TRUCK OUTFITTERS, INC.	VEHICLE MAINTENANCE	\$ 359.56	
83015	FRANCHISE TAX BOARD	GARNISHMENT	\$ 50.00	
83015	FRANCHISE TAX BOARD	GARNISHMENT	\$ 50.00	
83016	GRAINGER INC	METER BOLTS	\$ 180.48	
83017	HAAKER EQUIPMENT COMPANY	EQUIPMENT MAINTENANCE	\$ 394.97	
83018	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 107.73	
83018	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 84.66	
83018	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 457.70	
83018	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 26.59	
83018	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 300.62	
83018	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 75.39	
83018	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 107.73	
83018	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 322.17	
83018	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 32.26	
83018	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 15.07	
83019	HUNT ORTMANN PALFFY NIEVES DARLING & MAH II LEGAL FEES-SEPT 2022			\$ 4,818.00
83020	I.U.O.E., LOCAL UNION NO. 12	I.U.O.E LOCAL 12 UNION DUES	\$ 352.00	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

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<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
83020	I.U.O.E., LOCAL UNION NO. 12	I.U.O.E LOCAL 12 UNION DUES	\$ 352.00	
83021	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 12.91	
83022	JUSTIN JERRY	TURF REPLACEMENT	\$ 2,045.00	
83023	LAW OFFICES OF JULIA SYLVA - A LAW CORPORATIO	LEGAL FEES	\$ 3,220.00	
83024	LEGAL SHIELD	LEGALSHIELD	\$ 243.19	
83024	LEGAL SHIELD	LEGALSHIELD	\$ 243.16	
83025	MIKE ROQUET CONSTRUCTION, INC.	Street Paving Patching and Repairs	\$ 9,449.66	
83025	MIKE ROQUET CONSTRUCTION, INC.	Street Paving Patching and Repairs	\$ 9,854.78	
83025	MIKE ROQUET CONSTRUCTION, INC.	Street Paving Patching and Repairs	\$ 6,566.60	
83025	MIKE ROQUET CONSTRUCTION, INC.	Street Paving Patching and Repairs	\$ 10,980.22	
83026	MONTE VISTA WATER DISTRICT	WEWAC MEMBERSHIP	\$ 1,500.00	
83027	OLDCASTLE INFRASTRUCTURE INC	Meter Box Order 09/14/22	\$ 8,841.09	
83027	OLDCASTLE INFRASTRUCTURE INC	Meter Box Order 09/14/22	\$ 1,388.00	
83028	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	\$ 151.88	
83029	PACE, JOYCE E	MEDICARE PART B REIMB-JULY-SEPT 2022	\$ 510.30	
83030	R&S OVERHEAD DOORS OF INLAND EMPIRE INC	Repair to Door jamb and Door on Weld Shop/truckb	\$ 3,493.38	
83031	RAY, CLIFFORD	LUNCH FOR WORKSHOP-10/22/22	\$ 171.93	
83032	RIALTO WATER SERVICES	ROEMER SEWER SERVICE	\$ 67.17	
83033	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	\$ 20.00	
83034	SB COUNTY FIRE PROTECTION DISTRICT	PERMIT FEES-ROEMER	\$ 909.00	
83035	STATE WATER RESOURCES CONTROL BOARD	T2 CERTIFICATION-ALBERT A. HERRERA	\$ 60.00	
83036	TERRYBERRY	HR SERVICE AWARDS	\$ 508.33	
83036	TERRYBERRY	HR SERVICE AWARDS	\$ 279.98	
83036	TERRYBERRY	HR SERVICE AWARDS	\$ 303.81	
83037	THE STANDARD	AD&D	\$ (14.70)	
83037	THE STANDARD	LIFE INSURANCE	\$ (108.50)	
83037	THE STANDARD	AD&D	\$ 302.21	
83037	THE STANDARD	DEPENDENT LIFE	\$ 91.02	
83037	THE STANDARD	LIFE INSURANCE	\$ 2,228.46	
83037	THE STANDARD	LONG TERM DISABILITY	\$ 2,037.40	
83037	THE STANDARD	AD&D	\$ 31.50	
83037	THE STANDARD	DEPENDENT LIFE	\$ 6.15	
83037	THE STANDARD	LIFE INSURANCE	\$ 232.50	
83037	THE STANDARD	LONG TERM DISABILITY	\$ 22.73	
83037	THE STANDARD	EMPLOYEE AFTER-TAX	\$ 690.27	
83037	THE STANDARD	EMPLOYEE AFTER-TAX	\$ 690.18	
83037	THE STANDARD	EE Adjustments - Pending Future Credits	\$ 167.37	
83038	TRES ES INC	State Lobbyist Services	\$ 7,500.00	
83039	YO FIRE	MAINTENANCE SUPPLIES	\$ 353.42	
83039	YO FIRE	MAINTENANCE SUPPLIES	\$ 474.10	
SUBTOTALS			\$ 1,812,726.17	\$ 521,518.43
<b>GRAND TOTAL</b>			<b>\$ 2,334,244.60</b>	

# Exhibit B

**WEST VALLEY WATER DISTRICT  
PAYROLL GROSS WAGES  
FISCAL YEAR 2022 - 2023**

<b>Report Month</b>	<b>Description</b>	<b>From</b>	<b>To</b>	<b>Gross Wages Paid</b>
July 2022	Monthly Pay Period #7	06/01/22	06/30/22	7,113.22
July 2022	Pay Period #14	06/24/22	07/08/22	322,603.34
July 2022	Pay Period #15	07/08/22	07/22/22	295,540.63
Total for July 2022				625,257.19
August 2022	Monthly Pay Period #8	07/01/22	07/31/22	7,113.22
August 2022	Pay Period #16	07/22/22	08/05/22	302,888.25
August 2022	Pay Period #17	08/05/22	08/19/22	291,827.03
Total for August 2022				601,828.50
September 2022	Monthly Pay Period #9	08/01/22	08/30/22	7,487.60
September 2022	Pay Period #18	08/19/22	09/02/22	295,994.15
September 2022	Pay Period #19	09/02/22	09/16/22	281,560.23
Total for September 2022				585,041.98
October 2022	Monthly Pay Period #10	09/01/22	09/30/22	8,236.36
October 2022	Pay Period #20	09/16/22	09/30/22	290,932.18
October 2022	Pay Period #21	09/30/22	10/14/22	283,102.95
Total for October 2022				582,271.49

**WEST VALLEY WATER DISTRICT  
EFT AND PAYROLL ITEMS  
OCTOBER 2022**

Date	Item	Check No. or EFT	Amount
10/06/22	Monthly Pay Period #10	none	0.00
10/06/22	Pay Period #20	8875	167.34
10/20/22	Pay Period #21	8876	153.74
	<b>Total Checks</b>		<b><u>321.08</u></b>
10/06/22	Monthly Pay Period #10 Direct Deposits	EFT	7,359.06
10/06/22	Federal Tax Withheld Social Security & Medicare	EFT	1,467.45
10/06/22	State Tax Withheld and State Disability Insurance	EFT	63.65
10/06/22	Pay Period #20 Direct Deposits	EFT	194,229.64
10/06/22	Federal Tax Withheld Social Security & Medicare	EFT	72,875.78
10/06/22	State Tax Withheld and State Disability Insurance	EFT	16,017.82
10/06/22	Lincoln Deferred Compensation Withheld	EFT	14,851.53
10/06/22	Lincoln - Employer Match Benefit	EFT	3,525.00
10/06/22	Nationwide Deferred Compensation Withheld	EFT	2,692.00
10/06/22	Nationwide - Employer Match Benefit	EFT	625.00
10/06/22	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	27,950.73
10/06/22	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	15,735.61
10/06/22	California State Disbursement / EDD	EFT	1,050.46
10/20/22	Pay Period #21 Direct Deposits	EFT	189,479.33
10/20/22	Federal Tax Withheld Social Security & Medicare	EFT	69,715.12
10/20/22	State Tax Withheld and State Disability Insurance	EFT	15,347.04
10/20/22	Lincoln Deferred Compensation Withheld	EFT	14,775.39
10/20/22	Lincoln - Employer Match Benefit	EFT	3,525.00
10/20/22	Nationwide Deferred Compensation Withheld	EFT	2,692.00
10/20/22	Nationwide - Employer Match Benefit	EFT	625.00
10/20/22	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	27,958.79
10/20/22	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	15,453.59
10/20/22	California State Disbursement / EDD	EFT	1,050.46
	<b>Total EFT</b>		<b><u>699,065.45</u></b>
	<b>Grand Total Payroll Cash</b>		<b><u>699,386.53</u></b>



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** December 1, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** FUNDS TRANSFER - OCTOBER 2022

---

**BACKGROUND:**

In February 2020, Resolution No. 2020-8 was adopted authorizing the General Manager, Board President/Directors, and Chief Financial Officer as authorized signers to access LAIF. Due to the limited access, the CFO is unable to transfer funds from the District's general J.P. Morgan Chase account to investment accounts. This limitation restricts the District from maximizing interest earnings because the CFO cannot imitate these transfers without Board approval. To maximize interest earnings, the CFO should be authorized to transfer funds between accounts as needed.

At the August 20, 2020, Board of Directors meeting, the WVWD Board of Directors approved and authorized the Chief Financial Officer to transfer funds in/out of the District's Chase account to/from the District's investment accounts to take advantage of potential interest earnings. At this meeting, the WVWD Board also requested that the CFO provide a detailed report to the Board of all transfers on a monthly basis and include this report in the monthly financial reports presented to the Board. October's Funds Transfer Report is attached as **Exhibit A**.

**FISCAL IMPACT:**

Potential interest earnings on funds invested/transferred.

**STAFF RECOMMENDATION:**

Approve the October 2022 Funds Transfer Report.

Respectfully Submitted,

*Van Jew*

---

Van Jew, Acting General Manager

VJ:jv

**ATTACHMENT(S):**

1. Exhibit A - 2022 October Funds Transfer Report

**MEETING HISTORY:**

11/23/22      Finance Committee      REFERRED TO BOARD



# Exhibit A

**Fund Transfer Detail October 2022**

Date	Beginning Balances	Amount
10/19/2022	Chase Gen Checking	6,439,375.63
10/19/2022	US Bank-Chandler	22,861,312.85
10/19/2022	LAIF	74,930,977.79

Date	Transfers	Amount
10/19/2022	Chase Gen Checking → US Bank-Chandler	5,500,000.00
10/19/2022	LAIF → Chase Gen Checking	800,000.00

Date	**Ending Balances (After Transfers)	Amount
10/19/2022	Chase Gen Checking	1,797,587.00
10/19/2022	US Bank-Chandler	28,318,375.12
10/19/2022	LAIF	74,360,558.58

*\*\*Ending balances may include other credits/deposits besides transfer amounts.*

**RESOLUTION NO. 2022-30**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE WEST VALLEY WATER DISTRICT**  
**PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION**  
**OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM ON**  
**MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS**  
**OF THE LEGISLATIVE BODIES OF WEST VALLEY WATER DISTRICT FOR THE**  
**PERIOD DECEMBER 14, 2022, THROUGH JANUARY 14, 2023,**  
**PURSUANT TO BROWN ACT PROVISIONS**

**WHEREAS**, West Valley Water District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of the West Valley Water District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Gov't Code § 54950 et seq.), so that any member of the public may attend, participate, and watch the district's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54950(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the district's boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or the state of emergency continues to impact some members' ability to meet safely in person; and

**WHEREAS**, such conditions now exist in the district, specifically, a state of emergency has been proclaimed due to an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19); and

**WHEREAS**, the Board of Directors has determined that the state of emergency continues to directly impact the ability of some of the members to meet safely in person; and

**WHEREAS**, the Board of Directors does hereby find that the current state of emergency with respect to COVID-19, local official recommendations to promote social distancing, and conditions causing some risk to the health and safety of attendees, and will continue to cause, conditions of peril to the safety of some of persons with the district that are likely to be beyond the control of services, personnel, equipment, and facilities of the district, and desires to proclaim a

local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of West Valley Water District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953;

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE WEST VALLEY WATER DISTRICT** as follows:

**Section 1. Recitals** The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

**Section 2. Proclamation of Local Emergency.** The Board hereby proclaims that a local emergency now exists throughout the district and declares that meeting in person could impact some members' ability to meet in person and would present imminent risk to the health and safety of some of the attendees.

**Section 3. Ratification of Governor's Proclamation of a State of Emergency.** The Board hereby ratifies the Governor of the State of California's Proclamation of a State of Emergency, effective as of its issuance date of March 4, 2020.

**Section 4. Remote Teleconference Meetings.** The General Manager and legislative bodies of the West Valley Water District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

**Section 5. Effective Date of Resolution.** This Resolution shall take effect on December 14, 2022 and shall be effective until the earlier of (a) January 14, 2023, or (b) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the West Valley Water District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

**ADOPTED, this 1<sup>st</sup> day of December, 2022.**

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

\_\_\_\_\_  
Nancy Albitre  
Acting Board Secretary



**TAFOYA LAW  
GROUP, APC**

316 W. 2nd St. • Suite 200  
Los Angeles, CA 90012  
Office 213.617.0600

**Statement No.:** 22-1006  
**Date:** June 2022  
**Billing Period:** June 1, 2022-June 30, 2022

*Bill to:* West Valley Water District  
855 West Base Line Road  
Rialto, California 92376

***PROFESSIONAL SERVICES***

<b>Total Fees for June 2022:</b>	<b>\$ 23,460.00</b>
<b>Total Costs for June 2022:</b>	<b>\$ <u>          -</u></b>
<b>Total for June 2022:</b>	<b>\$ 23,460.00</b>

*UT  
uhaha*



**TAFOYA LAW  
GROUP, APC**

316 W. 2nd St. • Suite 200  
Los Angeles, CA 90012  
Office 213.617.0600

**Statement No.:** 22-1007  
**Date:** July 2022  
**Billing Period:** July 1, 2022-July 31, 2022

*Bill to:* West Valley Water District  
855 West Base Line Road  
Rialto, California 92376

***PROFESSIONAL SERVICES***

<b>Total Fees for July 2022:</b>	\$	20,079.00
<b>Total Costs for July 2022:</b>	\$	<u>-</u>
<b>Total for July 2022:</b>	\$	20,079.00

V5  
uhaha



**TAFOYA LAW  
GROUP, APC**

316 W. 2nd St. • Suite 200  
Los Angeles, CA 90012  
Office 213.617.0600

**Statement No.:** 22-1009  
**Date:** September 2022  
**Billing Period:** September 1, 2022-September 30, 2022

*Bill to:* West Valley Water District  
855 West Base Line Road  
Rialto, California 92376

***PROFESSIONAL SERVICES***

<b>Total Fees for September 2022:</b>	<b>\$ 24,210.00</b>
<b>Total Costs for September 2022:</b>	<b>\$ <u>          -</u></b>
<b>Total for September 2022:</b>	<b>\$ 24,210.00</b>

VS  
11/27/22



**TAFOYA LAW  
GROUP, APC**

316 W. 2nd St. • Suite 200  
Los Angeles, CA 90012  
Office 213.617.0600

**Statement No.:** 22-1010  
**Date:** October 2022  
**Billing Period:** October 1, 2022-October 31, 2022

*Bill to:* West Valley Water District  
855 West Base Line Road  
Rialto, California 92376

***PROFESSIONAL SERVICES***

<b>Total Fees for October 2022:</b>	<b>\$ 23,494.50</b>
<b>Total Costs for October 2022:</b>	<b>\$ <u>          -</u></b>
<b>Total for October 2022:</b>	<b>\$ 23,494.50</b>

*VV  
11/2/22*



HUNT ORTMANN PALFFY NIEVES  
DARLING & MAH, INC.  
301 N. LAKE AVE  
7TH FLOOR  
PASADENA, CA 91101  
(626) 440-5200

WEST VALLEY WATER DISTRICT  
Attn: Accounts Payable  
P.O. BOX 190  
RIALTO, CA 92377

November 14, 2022

Account # 7473.002  
Invoice # 96334

In Reference to: Contracts

FOR PROFESSIONAL SERVICES RENDERED THROUGH 10/31/2022 SUMMARY OF FEES AND COSTS:

Total Fees:	\$8,030.00
Total Costs:	\$0.00
<b><u>Total Balance Due</u></b>	<b><u>\$8,030.00</u></b>



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** December 1, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** APPROVAL OF DOCUMENT DESTRUCTION PER RECORDS,  
 RETENTION AND DESTRUCTION POLICY

---

**DISCUSSION:**

Resolution No. 581, a resolution of the Board of Directors sets the Records Retention and Destruction Policy for the West Valley Water District (“District”). The policy, shown in **Exhibit A** as well as the Records Retention Guidelines shown in **Exhibit B**, describes the length of time the retention of specific records and the process for destruction of records.

Prior to the destruction of records, an item has historically been brought before the Board of Directors for consideration. The most recent document destruction was approved by the Board on September 3, 2020. The documents that were destroyed are listed on the Record Retention Guidelines.

Records contained in this request are listed on the Record Retention Guidelines with the exception of retaining specified Legal, Engineering, and Operations documents. As storage space is at a premium and destruction was done approximately two years ago, staff identified approximately 300 of boxes for destruction.

**FISCAL IMPACT:**

The District will use Paper Cuts, Inc on a per-service call basis. The cost for the destruction of approximately 300 boxes for this project will run \$3.00 per box or \$900.00 plus a \$10.00 invoice fee. This is included in the Fiscal Year 2022-2023 Budget.

**STAFF RECOMMENDATION:**

Authorize the destruction of the documents listed on the Records Retention Guidelines, per Resolution No. 581 - The Records Retention and Destruction Policy.

Respectfully Submitted,

*Van Jew*

---

Van Jew, Acting General Manager

VJ;jv

**ATTACHMENT(S):**

1. Exhibit A - Records Retention and Destruction Policy
2. Exhibit B - Records Retention Guidelines

**MEETING HISTORY:**

11/23/22 Finance Committee REFERRED TO BOARD

# Exhibit A

## RESOLUTION NO. 581

A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE WEST SAN BERNARDINO COUNTY WATER DISTRICT  
ADOPTING THE RECORDS RETENTION  
AND DESTRUCTION POLICY

WHEREAS, Government Code Section 60200 et seq. provides a procedure for records retention and destruction;

WHEREAS, pursuant to Government Code Section 60200 et. seq., the retention of certain original and duplicate records is not required after a certain period of time and upon certain conditions.

WHEREAS, in order to foster the efficient use of District employee time and the use of space in District facilities, a Records Retention and Destruction Policy ("Policy") has been prepared.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the West San Bernardino County Water District assembled this 17th day of December, 1992, that:

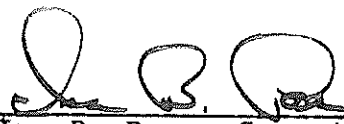
Section 1. The records identified on said Policy, which is attached hereto as Exhibit "A" and incorporated herein by this reference, are hereby authorized to be retained, destroyed and disposed of as provided in said Policy, without further action by the Board of Directors of the West San Bernardino County Water District;

Section 2. Said Exhibit "A" may be amended from time to time as need in order to provide the procedure for the disposition of additional records or to clarify or amend procedures set forth in the Policy.

ADOPTED, SIGNED, APPROVED THIS 17TH DAY OF DECEMBER, 1992.

  
Oliver P. Roemer, President

ATTEST:

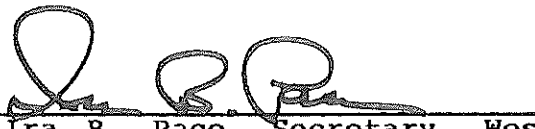
  
Ira B. Pace, Secretary

CERTIFICATION

STATE OF CALIFORNIA )  
 ) ss  
COUNTY OF SAN BERNARDINO )

I, IRA B. PACE, Secretary of the Board of Directors of THE WEST SAN BERNARDINO COUNTY WATER DISTRICT, DO HEREBY CERTIFY that the foregoing Resolution No.581 was duly adopted by the Board of Directors of said District at a regular meeting thereof, held the 17th day of December, 1992, a full quorum present and acting through, by the following vote to wit:

AYES: DIRECTORS: ROEMER, SMITH, ROTOLO, FERGUSSON, CASH  
NOES: DIRECTORS: NONE  
ABSENT: DIRECTORS: NONE

By:   
Ira B. Pace, Secretary, West San Bernardino County Water District, and the Board of Directors thereof.

RECORDS RETENTION AND DESTRUCTION POLICY  
OF THE  
WEST SAN BERNARDINO COUNTY WATER DISTRICT

I. Authority of District and District Personnel.

The West San Bernardino County Water District has adopted this Records Retention and Destruction Policy ("Policy") pursuant to Government Code section 60200 et seq. for the purpose of establishing guidelines for when the District may destroy records, papers, or documents and the procedure for their disposition.

This Policy shall be followed by the applicable officers, employees, and other District personnel in making decisions regarding the retention, destruction and disposition of records. If the applicable District personnel determine that there is a question regarding the disposition of a particular record or type of record that cannot be readily answered by reference to this Policy, said question shall be brought to the attention of the General Manager who shall have the authority to interpret the Policy and to make a final decision as to the record in question. If the General Manager prefers, said question regarding the disposition of any particular record or type of record may be presented to the Board of Directors of the District which shall have the authority to make the final decision regarding interpretation of the Policy and disposition of the record in question.

II. Statutory Procedures.

Government Code section 60200 et seq. sets forth certain rules regarding the retention, destruction and disposition of records. Said procedures operate as the minimum requirements in regard to destruction and disposition of records. (All references below are to sections of the Government Code.)

A. Duplicates/Copies of Records (§60200).

The District may authorize, at any time, the destruction of any duplicate record as long as the original or a permanent photographic record of the document is kept in the files of the District.

B. Original Records and Copies Thereof  
Destruction After Two Years (§60201).

The District may authorize the destruction of any record which is more than two years old and which was prepared or received in any manner other than pursuant to a State statute which may have different disposition requirements. Said records need not be photographed,

reproduced, or microfilmed prior to destruction. In addition, a copy of the record need not be retained.

C. Prior to Completion of Two-Year Period  
Destruction of Original (§60203).

The District may authorize the destruction of the original of any record, which is not expressly required by law to be filed and preserved, prior to the completion of the two-year period set forth in section 60201 if all of the following conditions are met:

(1) The record is photographed, microphotographed or reproduced by any other medium which does not permit additions, deletions or changes to the original document or reproduced on film or any other authorized medium which complies with the minimum standards of the National Institute of Standards and Technology.

(2) The device used to reproduce the record on film or any other medium is one which accurately reproduces the original thereof in all details and which does not permit additions, deletions, or changes to the original document images.

(3) The photographs, microphotographs or other reproductions on film or any other medium are placed in conveniently accessible files and provision is made for preserving, examining and using the files.

For the purposes of section 60203, every reproduction shall be deemed to be an original record and a transcript, or certified copy of any reproduction shall be deemed to be a transcript or certified copy, as the case may be, of the original.

III. Specific Procedures.

As mentioned above, section 60200 et seq. of the Government Code sets forth the minimum requirements in regard to destruction and disposition of records. This Policy sets forth specific procedures for the retention, destruction and disposition of particular records or types of records in order to address the particular needs of the District which shall take precedence over the minimum requirements set forth above in Government Code section 60200 et seq.

A. Real Property Records. Real property records, such as documents of title, should be kept until the real property is transferred or otherwise no longer owned by the District.



B. Contracts. Contracts shall be retained for the term of the contract (for as long as it takes for all parties to the contract to fully perform their obligations), plus 5 years.

C. Lawsuits. All records pertaining to a lawsuit shall be retained until dismissal/judgment/final disposition of the case plus 3 years.

D. Accounting/Financial Records. Any accounting record, except journals and ledgers, which are more than 5 years old and which were prepared or received in any matter other than pursuant to State statute which may have different disposition requirements, may be destroyed provided that:

(1) There is no continuing need for said record such as long-term transactions, special projects and pending litigation.

(2) There exists in a permanent file, an audit report(s) covering the inclusive period of said record, and said audit report(s) were prepared pursuant to procedures outlined in Government Code section 26909 and other State or Federal audit requirements and said audit or audits contains the expressions of an unqualified opinion.

5. Construction Records. The District may authorize the destruction of any unaccepted bid or proposal, which is more than 2 years old, for the construction or installation of any public work. In regard to construction contracts and other documents for bids/contracts that were accepted, such records may be destroyed after 7 years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus 7 years. As-built plans for any public facility or work shall be retained as long as said facility is in existence.

6. Payroll and Personnel Records. All payroll and personnel records shall be retained indefinitely. Originals may be destroyed after 7 years of retention, provided said records have been reproduced and qualify for destruction under Government Code section 60203.

7. Records Concerning Long-Term Debt.

(a) Records or proceedings for the authorization of long-term debt including, but not limited to, bonds, warrants and loans after issuance or execution shall be

retained for the life of the debt obligation plus 5 years and thereafter may be destroyed if reproduced as provided for in Government Code section 60203.

(b) Terms and conditions of bonds, warrants, and other long-term agreements shall be retained for the life of the debt obligation plus 5 years and thereafter may be destroyed if reproduced as provided for in Government Code section 60203.

(c) Paid bonds, warrant certificates and other similar bond documents shall be retained for the life of the debt obligation plus 5 years and thereafter may be destroyed.

8. Minutes.

Minutes of the meetings of the Board of Directors shall be retained indefinitely in their original form for at least 5 years. However, said minutes may be destroyed after 5 years if they are reproduced as provided for in Government Code section 60203.

## **LEGEND**

### **Records Retention**

**AC = Active**

**AD = Adoption**

**AU = Audit**

**CL = Closed/Completion**

**CU = Current Year**

**D.O.B. = Date of Birth**

**E = Election**

**L = Life**

**P = Permanent**

**S = Supersede**

**T = Termination**

## CITATIONS

**B&P – Business and Professions**

**H&S – Health & Safety**

**CAC – California Administrative Code**

**HUD – Housing and Urban  
Development**

**CCP – Code of Civil Procedure**

**OSHA – Occupational Safety &  
Health Act**

**CCR – Code of California Regulations**

**PC – Penal Code**

**CEQA – California Environmental  
Quality Act**

**POST – Police Officers Standards  
Training**

**CFR – Code of Federal Regulations**

**UFC – Uniform Fire Code**

**EC – Election Code**

**USC – United States Code**

**FMLA – Family & Medical Leave Act,  
1993**

**WIC – Welfare & Institutions Code**

**GC – Government Code**

## Exhibit A

**WEST VALLEY WATER DISTRICT**  
**ACCOUNTING DEPARTMENT**  
**RECORD RETENTION GUIDELINES**

RECORD TYPE	RETENTION	CITATION	DESCRIPTOR / Record Dates
<b>ADMINISTRATION</b>			
Budget Operating (copies)	S	GC34090	Departmental Reference 1985 - 2006
Accounting/Cash Reconciliations	CU + 2	GC34090	Junk meter card, job cost ledger, cash month end, month end, hydrant deposit, customer deposit 1991 - 2006
<b>DEVELOPMENT</b>			
Liens & Releases, Supporting, Recorded	CL + 2 P	GC34090	Utilities. Lien letters, tax liens and write offs 1997 - 2006
<b>FIXED ASSETS</b>			
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Reflects purchase date, cost, account number Work Reports 1997 - 2006
<b>FINANCE</b>			
Accounts Payable	AU + 4	GC34090	Includes voided checks 1954 - 2006
Accounts Receivable	AU + 4	GC34090	Miscellaneous accounts receivable billings, supporting documents and collection information 1989 - 2006
Assessment Districts	P	GC34090	Collection information General information, ledgers, payment information and supporting documents 1997 - 2006
Bank Reconciliations	AU + 5	GC34090 26 CFR 16001-1	Statements, summaries for receipts, disbursements & reconciliations. 1962 - 2006
Journal Entries	P	GC34090	Journal entries and supporting documents 1998 - 2006
Checks	AU + 5	GC34090 CCP 337	Includes payroll, canceled & voided checks 1962 - 2006
Ledger, General	P	GC34090 CCP 337	General Ledger and Trial Balance 1945 - 2006

2/28/2008

page 1 of 2

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**WEST VALLEY WATER DISTRICT**  
**ACCOUNTING DEPARTMENT**  
**RECORD RETENTION GUIDELINES**

RECORD TYPE	RETENTION	CITATION	DESCRIPTOR / Record Dates
Employee Time Sheets	AU + 6	GC34090 29 CFR  516.2*	Signed by employee for audit & FEMA reports *20 CFR 516.6 (1); IRS Reg. 31.6001-1(e); R & T 19530; LC 1174(d)  1987 - 2006
Register	P	GC34090 GC37207	Labor costs by employee  1971 - 2006
Audits	P	GC34090	Audit report and working papers  1961 - 2006
Investment Transactions	P	GC34090 CCP 337 GC53607	Summary of transactions and earnings report Bond and investment information and supporting documents  1965 - 2006
<b>ACCOUNTING - CS</b> Billing records	AU + 2	GC34090	Customer name, service address, meter reading, usage, payments, applications/cancellations. Billing adjustment closing bills, nightly update adjustments, final billing  1991 - 2006
<b>NOT CATEGORIZED</b>	Permanent		Project files, supporting documents and activity reports  1986 - 2006
	Permanent		State Controller Report  1956 - 1983



**WEST VALLEY WATER DISTRICT**  
**ADMINISTRATION DEPARTMENT - Peggy Asche**  
**RECORD RETENTION GUIDELINES**

RECORD TYPE	RETENTION	CITATION	DESCRIPTOR
Travel Records	CU + 2	GC34090	Various Conferences and Seminars from March 1992 to December 2002
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from January 1996 to September 1997
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from June 1994 to December 1995
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from March 1992 to December 1993
Board Information			
Agenda and Copies of Minutes	CU + 2	GC34090	Original Agendas and Copies of Minutes from 1998 to 2002 - Want to keep these records to be scanned
Statement of Economic Interests	T + 7	GC81009 (e)	California Form 730 from 1999 - 2003
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from January 1991 to May 1992
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from September 1997 to July 1999
Board Information			
Reports	AU + 4	GC34090;OMB A-128	Expense Reports from 93 - 03
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from October 2002 to December 2002
Certificates of Election	T + 4	GC81009 (a)(d)	Election Certificates for Terminated Board Members from 1988 - 1997
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from January 2001 to September 2002
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from August 1999 to December 2000
Correspondence	CU + 2	GC34090 (d)	Various Correspondents from 1981 to 2000
Conflict of Interest	CU + 5		Conflict of Interest Forms from 1989 to 1990
Travel Records	CU + 2	GC34090	Various Conferences and Seminars from 1987 to 2003
Administration	P	GC34090	Various Administration Files - Agua Mansa Venture, Rialto Basin, Hunter's Ridge, Cresmore Heights, Sierra Corridor and Crawford Canyon - Keep Per Butch
Administration	P	GC34090	Lytle Creek Water Conservation Association - Minutes, Agendas and other Correspondents.
Administration	P	GC34090	West End Water Development, Treatment and Conservation JPA
Administration	P	GC34090	Chino Basin WaterMaster - Various Reports and Correspondents
Agenda Reports	CU + 2	GC34090 (d)	Board Packets from January 2003 to June 2004
Administration	P	GC34090	Lytle Creek Water & Improvement Company Old Documents 1952 - 1963
Reports/Special Projects	CU + 2	GC34090	Various Reports
Reports/Special Projects	CU + 2	GC34090	Various Reports
Reports/Special Projects	CU + 2	GC34090	Various Reports
Reports/Special Projects	CU + 2	GC34090	Various Reports

**WEST VALLEY WATER DISTRICT**  
**CUSTOMER SERVICE DEPARTMENT**  
**RECORD RETENTION GUIDELINES**

RECORD TYPE	RETENTION	CITATION	DESCRIPTOR
Applications	CL + 2	GC34090	Utility connection applications
Individual Customer Billing Records	AU + 2	GC34090	Customer name, service address, meter readings, usage, payments registers
Deposits, Receipts	AU + 4	GC34090; CCP 337	Checks, coins, currency receipted Deposit refunds reports
Utility Billing	CU + 2	GC34090	Registers for each cycle billed; meter cards supporting meter readings; hydrant billing & irrigation billing reports; delinquent lists; final notices; misc billing correspondence; adjustments
Meter cards/Sensus Reports	CU + 2	GC34090	Radix books & Sensus Books Sensus Route Summary
Taxes, Receivable	AU + 3	GC34090; CCP 338	Statements, summaries for receipts, disbursements & reconciliations
Tax Liens & Write-offs	P	GC34090; CCP 337	Board approved property liens & write-offs
Field Operations	CU + 2	GC34090	Includes work orders, service orders, inspection, repairs, cleaning, reports, complaints



**WEST VALLEY WATER DISTRICT  
ENGINEERING DEPARTMENT - Angela  
RECORD RETENTION GUIDELINES**

<b>RECORD TYPE</b>	<b>RETENTION</b>	<b>CITATION</b>	<b>DESCRIPTOR</b>
System Samples	P	40 CFR 141.33	Weekly bacteriological analysis/monthly reports from 1996 to 2005
Department of Health Services Correspondence	P	40 CFR 141.33	Weekly/monthly/annually correspondence from 1989-2000
Daily & Monthly Production Reports	P	40 CFR 141.33	Monthly/annually water production from 1990-1995
Department of Health Services Monthly Reports	P	40 CFR 141.33	Compliance related correspondence from 1996-2002
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	

# Exhibit B

**WEST VALLEY WATER DISTRICT**

**CUSTOMER SERVICE DEPARTMENT  
RECORD RETENTION GUIDELINES**

RECORD TYPE	RETENTION	CITATION	DESCRIPTOR / RECORD DATES
Applications	CL + 2	GC34090	Utility connection applications July 2012 - June 2017
Deposits, Receipts	AU + 4	GC34090; CCP 337	Checks, coins, currency receipted 2014 - June 2017 July
Individual Customer Billing Records	AU + 2	GC34090	Customer name, service address, meter readings, usage, payments registers 2014 - June 2017 July
Billing/RC	AU + 2	GC34090	Return Check Letters June 2013 -June 2020
Billing/SO	CU + 2	GC34090	Service Orders June 2016 - June 2020
Billing/CL	AU + 2	GC34090	Collection Letters June 2013 -June 2020

**WEST VALLEY WATER DISTRICT  
CUSTOMER SERVICE DEPARTMENT  
RECORD RETENTION GUIDELINES**

RECORD TYPE	RETENTION	CITATION	DESCRIPTOR / RECORD DATES
Billing/CB	AU +2	GC34090	Cancel Rebill/Adjustments June 2016 - June 2017
Construction Records	+ 2 years	GC 60201 (d) (11)	Unaccepted Bid or Proposal for the construction or installation of any building, structure, or other public work. January 2011 - October 2020
Inventory	AU + 4	GC34090; 26 CFR 301 65-1(F)	Work reports; purchase orders; field purchase orders;inventory reports Fiscal Year 2015 / 2016
Accounts Payable	AU + 4	GC34090	Invoices; check copies; supporting documents;encumbrance reports; accounts payable reports Fiscal Year 2015 / 2016
Checks	AU + 5	GC34090 CCP 337	Includes payroll, canceled & voided checks. Check copies and logs Fiscal Years 2012 thru 2014
Taxes, Receivable	AU + 3	CCP338	County of San Bernardino and Riverside statements,receipts and reconciliations Fiscal Years 2013 thru 2016

**WEST VALLEY WATER DISTRICT**

**CUSTOMER SERVICE DEPARTMENT  
RECORD RETENTION GUIDELINES**

<b>RECORD TYPE</b>	<b>RETENTION</b>	<b>CITATION</b>	<b>DESCRIPTOR / RECORD DATES</b>
Employee Time Sheets	AU + 6	GC34090 29 CFR 516.2*	Time cards Fiscal Year 2012 thru 2014
Deposits, Receipts	AU + 4	GC 34090; CCP 337	Checks, coins, currency. Misc Income, receipt copies filed by GL# Fiscal Years 2008 thru 2016