

MEETING OF THE BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Jointly with the
ADMINISTRATION & FINANCE COMMITTEE
18700 Ward Street, Conf. Room 101, Fountain Valley, CA 92708
March 12, 2025, 8:30 a.m.

Teleconference Sites:
25652 Paseo De La Paz, San Juan Capistrano, CA 92675
17420 Walnut Street, Fountain Valley, CA 92708
2800 Keller, #301, Tustin, CA 92782

This meeting will be held in person at 18700 Ward Street, Fountain Valley, California, 92708 (Conference Room 101). As a convenience for the public, the meeting may also be accessed by Zoom Webinar and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting and the Zoom component is not required, but rather is being offered as a convenience, if there are any technical issues during the meeting, this meeting will continue and will not be suspended.

Computer Audio: You can join the Zoom meeting by clicking on the following link:
<https://zoom.us/j/8828665300>

**Telephone Audio: (669) 900 9128 fees may apply
(877) 853 5247 Toll-free
Webinar ID: 882 866 5300#**

A&F Committee:
Director Crane, Chair
Director Thomas
Director Nederhood

Staff: H. De La Torre, C. Harris,
H. Chumpitazi, M. Baum-Haley,
K. Davanaugh, M. Goldsby

Ex Officio Member: President McVicker

MWDOC Committee meetings are noticed and held as joint meetings of the Committee and the entire Board of Directors and all members of the Board of Directors may attend and participate in the discussion. Each Committee has designated Committee members, and other members of the Board are designated alternate committee members. If less than a quorum of the full Board is in attendance, the Board meeting will be adjourned for lack of a quorum and the meeting will proceed as a meeting of the Committee with those Committee members and alternate members in attendance acting as the Committee.

ROLL CALL

PUBLIC COMMENTS - Public comments on agenda items and items under the jurisdiction of the Committee should be made at this time.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED - Determine there is a need to take immediate action on item(s) and that the need for action came to the attention of the District subsequent to the posting of the Agenda. (Requires a unanimous vote of the Committee).

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING -- Pursuant to Government Code section 54957.5, non-exempt public records that relate to open session agenda items and are distributed to a majority of the Board less than seventy-two (72) hours prior to the meeting will be available for public inspection in the lobby of the District's business office located at 18700 Ward Street, Fountain Valley, California 92708, during regular business hours. When practical, these public records will also be made available on the District's Internet Web site, accessible at <http://www.mwdoc.com>.

PROPOSED BOARD CONSENT CALENDAR ITEMS

1. TREASURER'S REPORT
 - a. Revenue/Cash Receipt Report – February 2025
 - b. Disbursement Approval Report for the month of March 2025

- c. Disbursement Ratification Report for the month of February 2025
- d. GM Approved Disbursement Report for the month of February 2025
- e. Consolidated Summary of Cash and Investment – January 2025
- f. OPEB and Pension Trust Fund statement

2. FINANCIAL REPORT

- a. Combined Financial Statements and Budget Comparative for the Period Ending January 31, 2025

ACTION ITEMS

- 3. APPROVE CHANGES TO RECORDS RETENTION SCHEDULE
- 4. AWARD CONTRACT FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) NEEDS ASSESSMENT
- 5. RECOMMENDATION ON WHETHER TO LEAVE AN INCREASE IN DIRECTOR COMPENSATION AS A PLACEHOLDER IN THE DRAFT FY 2025-26 BUDGET

DISCUSSION ITEMS

- 6. MWDOC FY 2025-26 2nd DRAFT BUDGET

INFORMATION ITEMS – (THE FOLLOWING ITEMS ARE FOR INFORMATIONAL PURPOSES ONLY – BACKGROUND INFORMATION IS INCLUDED IN THE PACKET. DISCUSSION IS NOT NECESSARY UNLESS REQUESTED BY A DIRECTOR.)

- 7. WATER ENERGY EDUCATION ALLIANCE (WEEA) BUSINESS RATIONALE & BUDGET NARRATIVE
- 8. DEPARTMENT ACTIVITIES REPORTS
 - a. Administration
 - b. Finance and Information Technology
- 9. MONTHLY WATER USAGE DATA AND WATER SUPPLY INFORMATION

OTHER ITEMS

- 10. REVIEW ISSUES REGARDING DISTRICT ORGANIZATION, PERSONNEL MATTERS, EMPLOYEE BENEFITS FINANCE AND INSURANCE

ADJOURNMENT

NOTE: At the discretion of the Committee, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated, and may be subject to action by the Committee. On those items designated for Board action, the Committee reviews the items and makes a recommendation for final action to the full Board of Directors; final action will be taken by the Board of Directors. Agendas for Committee and Board meetings may be obtained from the District Secretary. Members of the public are advised that the Board consideration process includes consideration of each agenda item by one or more Committees indicated on the Board Action Sheet. Attendance at Committee meetings and the Board meeting considering an item consequently is advised. Accommodations for the Disabled. Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Maribeth Goldsby, District Secretary, at (714) 963-3058, or writing to Municipal Water

District of Orange County at P.O. Box 20895, Fountain Valley, CA 92728. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Persons requesting a disability-related accommodation should make the request with adequate time before the meeting for the District to provide the requested accommodation.

**Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
February 2025**

Item 1a

WATER REVENUES

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
2/03/2025	City of Buena Park	December 2024 Water deliveries	\$ 24,101.95
2/03/2025	City of Fountain Valley	December 2024 Water deliveries	3,265.60
2/03/2025	Serrano Water District	December 2024 Water deliveries	9,924.59
2/05/2025	Laguna Beach County Water District	December 2024 Water deliveries	352,012.47
2/06/2025	City of Seal Beach	December 2024 Water deliveries	13,537.45
2/07/2025	City of Garden Grove	December 2024 Water deliveries	78,727.28
2/07/2025	City of San Clemente	December 2024 Water deliveries	746,158.06
2/10/2025	City of La Palma	December 2024 Water deliveries	765.22
2/10/2025	Santa Margarita Water District	December 2024 Water deliveries	17,679,664.53
2/10/2025	Santa Margarita Water District (ID9)	December 2024 Water deliveries	598,058.16
2/12/2025	City of Orange	December 2024 Water deliveries	1,376,481.09
2/12/2025	East Orange Co Water District	December 2024 Water deliveries	394,475.57
2/13/2025	El Toro Water District	December 2024 Water deliveries	1,639,077.66
2/13/2025	Yorba Linda Water District	December 2024 Water deliveries	1,560,121.89
2/14/2025	Golden State Water Company	December 2024 Water deliveries	592,825.98
2/14/2025	Irvine Ranch Water District	December 2024 Water deliveries	10,770,310.55
2/14/2025	Moulton Niguel Water District	December 2024 Water deliveries	4,738,037.28
2/14/2025	Orange County Water District	December 2024 Water deliveries	110,753.27
2/14/2025	South Coast Water District	December 2024 Water deliveries	2,146,182.03
2/25/2025	Serrano Water District	January 2025 Water deliveries	11,365.84
2/28/2025	City of Brea	January 2025 Water deliveries	7,232.33
2/28/2025	City of Huntington Beach	January 2025 Water deliveries	460,628.79

TOTAL WATER REVENUES \$ 43,313,707.59

**Municipal Water District of Orange County
REVENUE / CASH RECEIPT REPORT
February 2025**

MISCELLANEOUS REVENUES

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>Amount</u>
2/05/2025	Judy Pfister	February 2025 Retiree Health insurance	\$ 36.88
2/05/2025	Steve Hedges	February 2025 Retiree Health insurance	54.20
2/25/2025	Stan Sprague	February 2025 Retiree Health insurance	227.65
2/25/2025	Stan Sprague	March-April 2025 Retiree Health insurance	455.30
2/28/2025	Karl Seckel	March 2025 Retiree Health insurance	227.65
2/03/2025	Larry Dick	Reimbursement for unattended SCWC Quarterly Luncheon	125.00
2/10/2025	US Bank Custodial Account	State Bank of India Interest payment	5,734.96
2/19/2025	US Bank Custodial Account	Chase Bank and Societe Generale Interest payment	2,625.00
2/26/2025	US Bank Custodial Account	FHLB and Bank of America Interest payment	1,687.50
2/28/2025	US Bank Custodial Account	Leaders Credit Union Interest payment	794.52
2/28/2025	US Bank	Monthly Interest	196.39
2/13/2025	City of Westminster	November 2024 Turf Removal rebate program	104.00
2/14/2025	City of Tustin	December 2024 Spray to Drip rebate program	104.00
2/19/2025	City of Buena Park	December 2024 Spray to Drip rebate program	677.20
2/25/2025	Laguna Beach County Water District	November 2024 Clothes Washers rebate program	65.00
2/19/2025	Laguna Beach County Water District	December 2024 Clothes Washers rebate program	130.00
2/28/2025	El Toro Water District	December 2024 Clothes Washers rebate program	115.00
2/03/2025	City of Fountain Valley	December 2024 Turf Removal and Spray to Drip rebate program	312.00
2/10/2025	City of Orange	December 2024 Turf Removal and Spray to Drip rebate program	312.00
2/14/2025	City of San Clemente	December 2024 Turf Removal and Clothes Washers rebate program	229.00
2/07/2025	Irvine Ranch Water District	December 2024 Smartimer, Turf Removal, Spray to Drip, WSIP and Landscape Design rebate program	36,185.38
2/19/2025	City of Garden Grove	Water Loss Control Shared Services FY 2024-25	516.06
2/14/2025	City of Fullerton	Jul-Dec 2024 School Billing	1,830.36
2/19/2025	City of Santa Ana	Jul-Dec 2024 School Billing	14,114.88
2/10/2025	SOCWA	Hazard Mitigation Plan	11,800.00
2/10/2025	City of La Palma	Invoice #2 LCRR Service Line Inventories Project	37,560.50
TOTAL MISCELLANEOUS REVENUES			\$ 116,220.43
TOTAL REVENUES			\$ 43,429,928.02


Harvey De La Torre, General Manager


Hilary Chumpitazi, Treasurer

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of March 2025**

Vendor/ Invoice	Description	Amount to Pay
Core Expenditures:		
ACCO Engineered Systems Inc		
20660976	01/30/25 Service related to server room AC	808.00
Total		808.00
Ackerman Consulting-Richard C Ackerman		
1434	February 2025 Legal and regulatory specialized consulting services	3,500.00
Total		3,500.00
Alta FoodCraft		
12509089	February 2025 Coffee and tea supplies	106.16
Total		106.16
Best Best and Krieger LLP		
55401-JAN25	January 2025 Legal services	13,793.46
Total		13,793.46
ComputerWorks NFP Solutions		
6445	Accufund service support in excess of prepaid time purchased	277.50
Total		277.50
County of Orange		
R1407	November 5, 2024 General Election expense - Division 4	447,971.43
R1407	November 5, 2024 General Election expense - Division 6	418,485.24
Total		866,456.67
Green Thumb (Indoor Plant Care) LLC-Dedo Verde Interior		
20250224	March 2025 Indoor plant service	305.50
Total		305.50
Dopudja & Wells Consulting Inc		
2021	January 2025 Consulting services on MET Strategic Issues and Priorities	4,995.55
2022	January 2025 Senior Advisory Consulting Services for State and Federal Legislative and Policy Matters	1,819.80
2023	January 2025 Consulting for the Development of the Rate & Revenue Model for MET	4,521.73
Total		11,337.08
E Source Companies LLC		
24527	January 2025 AMI Technical Assistance Workgroup Meeting #3	4,757.41
Total		4,757.41
Elevated Health Inc		
March 2025	Pre-employment physical for new staff member	115.00
Total		115.00

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of March 2025**

Vendor/ Invoice	Description	Amount to Pay
ELESCO		
186470	01/31/25 Preventative maintenance on emergency power system	1,250.00
Total		1,250.00
Flume Inc		
2365	Services for Residential End Uses of Water Study and Dashboard Update	25,000.00
Total		25,000.00
GovConnection Inc		
76205768	Two PowerBI licenses for Water Use Efficiency	142.58
Total		142.58
Hashtag Pinpoint Corporation		
1943	February 2025 Social Media consultation and services	7,913.00
Total		7,913.00
Irvine Window Cleaning		
4181	Window cleaning service	400.00
Total		400.00
Jill Promotions		
12457	MWDOC branded lanyards	244.69
Total		244.69
Lawnscape Systems inc		
450946	February 2025 Landscape Maintenance for Atrium	495.00
Total		495.00
Lisa Meszaros		
30425	October 2024-January 2025 Retiree medical premium	918.80
Total		918.80
Natural Resource Results LLC		
5283	February 2025 Federal Advocacy Agreement services	8,000.00
Total		8,000.00
NDS		
846447	02/07/25 Board packet delivery service	134.72
846693	02/14/25 Board packet delivery service	134.72
846897	02/28/25 Board packet delivery service	134.72
Total		404.16
New Horizons Learning LLC		
496551	Microsoft Power BI - Data Analysis Practitioner course - Registration for K. Hostert	800.00
Total		800.00

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of March 2025**

Vendor/ Invoice	Description	Amount to Pay
ODP Business Solutions LLC		
411149143001	02/19/25 Office supplies	192.08
411185111001	02/14/25 Office supplies	45.20
410169563001	02/28/25 Office supplies	51.21
Total		288.49
Office Solutions		
I-02289588	02/10/25 Office supplies	67.76
I-02290784	02/14/25 Replacement arm for staff desk chair	36.76
I-02294702	02/28/25 Supplies for Water Policy Dinner	85.16
Total		189.68
Orange County Water District		
27212	January 2025 Postage, shared office & maintenance expense	10,311.16
Total		10,311.16
SMS Datacenter-Groupo SMS USA LLC		
42071	March 2025 IT support services	4,590.00
Total		4,590.00
Soto Resources-Joey C Soto		
GA-FEB-98	February 2025 Grant Research and Acquisition	3,250.00
Total		3,250.00
Southern Cal Water Coalition		
2006	SCWC Annual basic membership renewal	1,000.00
Total		1,000.00
Syrus Devers Advocacy LLC		
1097	February 2025 State Legislative Advocacy services	8,000.00
Total		8,000.00
USAFact Inc		
5023008	February 2025 Background check for new hire	23.92
Total		23.92
Water District Jobs		
1122502	02/07/25 Job post for Executive Assistant to the General Manager/Board Secretary	145.00
Total		145.00
Whittingham Public Affairs Advisors-WPAA		
2859	March 2025 Strategic guidance on local & regional issues	7,500.00
Total		7,500.00
Total Core Expenditures		982,323.26

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of March 2025**

Vendor/ Invoice	Description	Amount to Pay
Choice Expenditures:		
Bryton Printing Inc		
18399	Water Use Efficiency Spring 2025 bill inserts for member agencies	3,116.47
Total		3,116.47
Building Block Entertainment Inc		
3831-2	February 2025 Choice Elementary School Program K-2	11,820.00
Total		11,820.00
Droplet Technologies		
1220	Rebate Platform licensing fees and prepaid DocuSign digital signatures	28,100.00
Total		28,100.00
Mission RCD		
3478	February 2025 Field inspection and verification for Water Use Efficiency rebate programs	1,769.00
Total		1,769.00
Office Solutions		
I-02291051	02/14/25 Supplies for Water Loss Control Shared Services	38.95
Total		38.95
Orange County Dept of Education		
94UI1339	January 2025 Choice School Program for grades 3-5	18,417.84
94UI1339	January 2025 Choice School Program for grades 6-8	7,412.23
Total		25,830.07
Orange County Water District		
27212	January 2025 Postage for Water Use Efficiency Rebate programs	26.19
Total		26.19
Westerly Meter Service Co.-Lane M Matsuno		
17797	February 2025 Meter Accuracy Testing for Mesa Water District	1,800.00
17801	February 2025 Meter Accuracy Testing for South Coast Water District	1,770.00
17802	February 2025 Meter Accuracy Testing for La Palma	1,470.00
Total		5,040.00
Total Choice Expenditures		75,740.68

**Municipal Water District of Orange County
Disbursement Approval Report
For the month of March 2025**

Vendor/ Invoice	Description	Amount to Pay
Other Funds Expenditures:		
Herndon Solutions Group LLC		
INV-0000009663	January 2025 services to assist with the American Infrastructure Act compliance	43,470.00
INV-0000009834	January 2025 services to assist with the American Infrastructure Act compliance	35,880.00
INV-0000009835	January 2025 services to assist with the American Infrastructure Act compliance	28,980.00
INV-0000009836	January 2025 services to assist with the American Infrastructure Act compliance	28,980.00
INV-0000009837	January 2025 services to assist with the American Infrastructure Act compliance	28,980.00
INV-0000009838	January 2025 services to assist with the American Infrastructure Act compliance	28,980.00
Total		<u>195,270.00</u>
Mission RCD		
3478	February 2025 Field inspection and verification for Water Use Efficiency rebate programs	7,257.00
Total		<u>7,257.00</u>
Santa Margarita Plumbing & Air		
16167-41968	January 2025 services for the Pressure Regulating Valve Replacement Program	2,975.06
Total		<u>2,975.06</u>
Total Other Funds Expenditures		<u>205,502.06</u>
Total Expenditures		<u>1,263,566.00</u>

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of February 2025**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Core Disbursements:				
Joseph Berg				
2/28/2025	EFT	12725	January 2025 Business expense	<u>426.95</u>
Total				426.95
Cristal Castro				
2/28/2025	EFT	11025	January 2025 Business expense	<u>84.84</u>
Total				84.84
Corodata Records Management Inc				
2/28/2025	EFT	RS7066904	January 2025 Records Storage Fees	<u>130.90</u>
Total				130.90
Harvey De La Torre				
2/28/2025	EFT	11525	January 2025 Business expense	<u>20.00</u>
Total				20.00
Larry Dick				
2/28/2025	EFT	12725	January 2025 Business expense	<u>75.60</u>
Total				75.60
Sam Fetter				
2/28/2025	EFT	13125	January 2025 Business expense	<u>228.77</u>
Total				228.77
Lina Gunawan				
2/28/2025	EFT	120524	December 2024 Business expense	<u>40.20</u>
Total				40.20
Alexander Heide				
2/28/2025	EFT	120624	December 2024 Business expense	<u>716.19</u>
Total				716.19
Al Nederhood				
2/28/2025	EFT	12225	January 2025 Business expense	<u>157.50</u>
Total				157.50
Jasmine Orozco				
2/28/2025	EFT	12125	January 2025 Business expense	<u>50.12</u>
Total				50.12
Therese Plaganas				
2/28/2025	EFT	122224	December 2024 Business expense	<u>64.64</u>
Total				64.64
Megan Schneider				
2/28/2025	EFT	10225	January 2025 Business expense	<u>52.34</u>
Total				52.34
Karl Seckel				
2/28/2025	EFT	11625	January 2025 Business expense	<u>67.20</u>
Total				67.20

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of February 2025**

<u>Name/ Date</u>	<u>Check/ EFT</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Spectrum Business				
2/06/2025	143771	188955001012125	February 2025 Telephone and Internet expense	850.52
Total				<u>850.52</u>
Verizon Wireless				
2/06/2025	143772	6104345801	January 2025 4G Mobile broadband unlimited service and purchase of new hotspots	117.20
Total				<u>117.20</u>
Sarah Wilson				
2/28/2025	EFT	11625	January 2025 Business expense	49.69
Total				<u>49.69</u>
US Bank				
2/28/2025	143828	2978/4192/8910/1189-JAN25	12/24/24-01/22/25 Cal Card Charges	20,427.70
Total				<u>20,427.70</u>
Total Core Disbursements				<u>23,560.36</u>
 Choice Disbursements:				
Rachel Davis				
2/28/2025	EFT	10625	January 2025 Business expense	250.00
Total				<u>250.00</u>
US Bank Voyager Fleet Systems				
2/14/2025	EFT	8694349932504	12/25/24-01/24/25 Fuel for Water Loss Control Shared Services Vehicles	429.71
Total				<u>429.71</u>
Total Choice Disbursements				<u>679.71</u>
 Other Funds Disbursements:				
AT&T				
2/14/2025	143773	22946492	January 2025 Telephone expense for WEROC N. EOC	40.40
Total				<u>40.40</u>
Mesa Water District				
2/14/2025	EFT	11681	December 2024 Credit for Local Resources program	6,004.25
Total				<u>6,004.25</u>
Metropolitan Water District				
2/28/2025	EFT0282025	11715	December 2024 Water deliveries	44,589,818.60
Total				<u>44,589,818.60</u>
Santiago Aqueduct Commission				
2/28/2025	143824	122024	December 2024 SAC Pipeline Operation Surcharge	2,703.22
Total				<u>2,703.22</u>
Santa Margarita Water District				
2/28/2025	EFT	122024	December 2024 SCP Operation Surcharge	28,827.82
Total				<u>28,827.82</u>

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of February 2025**

Name/ Date	Check/ EFT	Invoice	Description	Amount
TICIC Sub LLC				
2/28/2025	143827	WSP4988-92-B	Second WSIP Payment for installation of WaterCompass water monitoring and leak detection at Irvine Company office buildings - Phase 1	11,469.85
Total				11,469.85
Spray to Drip Rebate				
2/19/2025	143815	S2D7-C-IRWD-4463-23492	Parker Hannifin Corp	1,824.00
2/19/2025	143814	S2D7-C-SM-42600-23472	Mesa Vista North HOA	7,265.50
2/19/2025	143818	S2D7-C-SM-42794-23624	Western National Property Management	4,721.50
2/19/2025	143819	S2D7-R-GSWC-54624-23550	D. Wijnker	2,121.00
2/19/2025	143817	S2D7-R-IRWD-44732-23663	K. Vu	494.00
2/19/2025	143811	S2D7-R-IRWD-54554-23507	C. Lin	2,500.00
2/19/2025	143810	S2D7-R-IRWD-54562-23515	M. Gee	466.50
2/19/2025	143816	S2D7-R-IRWD-54620-23551	K. Ryder	300.00
2/19/2025	143808	S2D7-R-IRWD-54729-23633	J. Cook	1,660.00
2/19/2025	143807	S2D7-R-LH-54358-23392	P. Chen	3,029.00
2/19/2025	143812	S2D7-R-O-54474-23463	L. Ling	2,044.00
2/19/2025	143809	S2D7-R-SOCO-54734-23639	M. Friedlander	968.00
2/19/2025	143806	S2D7-R-SOCO-54760-23672	V. Aird	318.00
2/19/2025	143813	S2D7-R-TUST-54757-23669	M. Lu	4,938.00
Total				32,649.50
Turf Rebate				
2/18/2025	143801	TR15-R-IRWD-44732-43363	K. Vu	1,976.00
2/18/2025	143791	TR17-C-HB-44331-51610	Huntington Landmark Association	52,274.00
2/18/2025	143793	TR17-C-MNT-4463-52851-CNS	Laguna Heights Community Assoc	12,320.64
2/18/2025	143785	TR17-C-MNT-48768-53109-CNS	Davenport L H Partners LP	38,632.00
2/18/2025	143786	TR17-C-MNT-48768-53110-CNS	Davenport L H Partners LP	10,328.00
2/18/2025	143796	TR17-C-SM-42600-53045	Mesa Vista North HOA	42,993.00
2/18/2025	143802	TR17-C-SM-42794-53365	Western National Property Management	28,209.00
2/18/2025	143803	TR17-R-ETWD-54481-53041	K. Whitesell	5,180.00
2/18/2025	143804	TR17-R-GSWC-54624-53244	D. Wijnker	6,318.00
2/18/2025	143794	TR17-R-HB-53137-51604	L. Maxson	1,835.00
2/18/2025	143797	TR17-R-IRWD-54237-52726	R. Peterson	3,945.00
2/18/2025	143792	TR17-R-IRWD-54473-53035	B. Kim	5,090.00
2/18/2025	143790	TR17-R-IRWD-54493-53062	R. Glass	1,275.00
2/18/2025	143789	TR17-R-IRWD-54562-53150	M. Gee	4,850.00
2/18/2025	143805	TR17-R-IRWD-54592-53188	B. Witzenman	1,631.86
2/18/2025	143783	TR17-R-IRWD-54614-53231	D. Caveney	1,355.00
2/18/2025	143799	TR17-R-IRWD-54620-53240	K. Ryder	1,300.00
2/18/2025	143784	TR17-R-LH-54358-52878	P. Chen	8,706.00
2/18/2025	143787	TR17-R-MNT-54703-53343-NS	B. Ferguson	3,305.00
2/18/2025	143800	TR17-R-O-54694-53329	A. Staudenmayer	4,668.00
2/18/2025	143798	TR17-R-SC-54449-52996	D. Rofsky	3,064.00
2/18/2025	143788	TR17-R-SOCO-54734-53381	M. Friedlander	3,904.00
2/18/2025	143782	TR17-R-TUST-54518-53091	A. Beck	6,613.00
2/18/2025	143795	TR17-R-YLWD-54371-52892	F. Memole	2,076.00
Total				251,848.50
US Bank				
2/28/2025	143828	3115-JAN25	12/24/24-01/22/25 Cal Card Charges - WEROC	5,298.86
Total				5,298.86

**Municipal Water District of Orange County
Disbursement Ratification Report
For the Month of February 2025**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Verizon Wireless				
2/06/2025	143772	6104345801	January 2025 4G Mobile broadband unlimited service and purchase of new hotspots	267.77
Total				<u>267.77</u>
Total Other Funds Disbursements				<u>44,928,928.77</u>
Total Disbursements				<u><u>44,953,168.84</u></u>



 Harvey De La Torre, General Manager



 Hilary Chumpitazi, Treasurer

Cal Card Charges
Statement Date: January 22, 2025
Payment Date: February 28, 2025

Date	Description	Amount
General Manager Card:		
12/27/2024	Orange County Water Association (OCWA) annual membership renewal	250.00
12/27/2024	American Water Works Association 2025 membership renewal	2,136.00
12/31/2024	Grant Writing USA from 01/06/25-01/07/25 in Anaheim, CA - Registration for A. Renteria Solis	100.00
1/03/2025	Doodle Poll Pro annual subscription	83.40
1/07/2025	Commercial Water Auditor Training 01/28/25-01/30/25 in Ontario, CA - Accommodations for S. Fetter	946.30
1/08/2025	ISDOC Quarterly Luncheon in Fountain Valley, CA on 01/29/25 - Registration for H. Baez	17.99
1/08/2025	ACWA DC 2025 Conference in Washington D.C. from 02/25/25-02/27/25 - Registration for H. Baez & M. Baum-Haley, R. Davis, J. Berg	3,800.00
1/08/2025	ACWA DC 2025 Conference in Washington D.C. from 02/25/25-02/27/25 - Registration for R. Crane	950.00
1/08/2025	ACWA DC 2025 Conference in Washington D.C. from 02/25/25-02/27/25 - Airfare for R. Crane	702.96
1/08/2025	ACWA DC 2025 Conference in Washington D.C. from 02/25/25-02/27/25 - Airfare for H. Baez, M. Baum-Haley & R. Davis	2,125.89
1/10/2025	Southern California Water Coalition Quarterly Luncheon in Inglewood, CA on 01/24/25 - Registration for H. Baez & L. Dick	250.00
1/21/2025	Meals for H. De La Torre's meetings	233.73
1/21/2025	2025 CMUA Capitol Day in Sacramento on 02/03/25 - Registration for H. Baez	525.00
Total:		12,121.27
WEROC Card:		
12/26/2024	Supplies for the WEROC Mobile EOC	3,284.12
12/31/2024	Starlink unlimited roaming minutes for the period of 12/31/24-1/31/25 for the WEROC Mobile EOC	165.00
1/01/2025	Supplies for care and maintenance and operating equipment for the WEROC Mobile EOC	584.74
1/02/2025	California Emergency Services Association (CESA) - 2025 membership renewal V. Osborn	75.00
1/02/2025	California Emergency Services Association (CESA) - 2025 membership renewal J. Schunk and G. Landeros	130.00
1/15/2025	California Emergency Services Association (CESA) - May 2025 Conference registration for V. Osborn	724.00
1/17/2025	2025 AWWA membership renewal for V. Osborn	336.00
Total:		5,298.86
Public Affairs Card:		
1/02/2025	WEEA business plan lunch meeting	48.25
1/03/2025	January 2025 Monthly Public Storage Unit for Public Affairs	706.00
1/13/2025	Supplies for 2025 Scouts BSA Clinics	109.75
1/21/2025	Inadvertent charge - Credited back on next statement	109.07
12/30/2025	CA Assoc of Public Information Officials (CAPIO) - 2025 membership renewal for T. Baca	275.00
12/30/2025	January 2025 Open AI monthly subscription, language processing tool	20.00
Total:		1,268.07

Cal Card Charges
Statement Date: January 22, 2025
Payment Date: February 28, 2025

Date	Description	Amount
Assistant General Manager Card:		
1/14/2025	Meals for MET Directors Meeting from 01/13/25-01/14/25	338.16
Total:		<u>338.16</u>
Administration Card:		
12/23/2024	Charge for evaluation of Microsoft Dynamics ERP system	6.00
12/25/2024	11/25/24-12/24/24 Monthly web hosting and database charges	152.99
12/26/2024	Ethernet cables for server rack and HDMI cables	92.29
12/30/2024	Certified disposal service of 19 surplus hard drives	76.00
12/31/2024	Portable ventilator fan for server room	142.68
1/02/2025	Society of Human Resource Managers - Annual membership renewal for C. Harris	264.00
1/05/2025	Ethernet cables and server rack shelf for IT	38.24
1/07/2025	Lunch for staff on 01/06/25	284.65
1/08/2025	Breakfast for Supervisor training held on 01/07/25	335.59
1/08/2025	Lunch for Supervisor training held on 01/07/25	621.50
1/08/2025	Self-adhesive cable labels for cords	10.43
1/08/2025	10 pack of 5ft ethernet patch cable and 10 pack of thumb drives for IT	52.10
1/09/2025	Policy template library to enhance and develop IT policies and procedures	49.00
1/09/2025	Office supplies	287.35
1/09/2025	Data Creative, LLC - Data Analysis Practitioner registration for S. Hung	720.00
1/09/2025	December 2024 Monthly service fee to transfer logs to the Security Information and Event Management (SIEM) tool	22.34
1/14/2025	1099 MISC recipient e-file and mail services	710.64
1/14/2025	1099 NEC recipient e-file and mail services	102.06
1/14/2025	All Staff Meeting lunch on 01/16/25	1,009.75
1/15/2025	UPS box purchase to send Water Loss Control Equipment for repair	8.41
1/15/2025	Employee five-year anniversary gift card	50.00
1/16/2025	2024 W2 Federal e-file	38.28
1/17/2025	Black toner for HR printer	276.17
1/17/2025	Monthly cloud storage fee to archive Laserfiche documents for compliance/immutability	38.73
1/17/2025	MWDOC office carpet & chair cleaning	1,100.00
1/17/2025	January 2025 Wireless Internet Backup	45.00
1/17/2025	Computer microphones for PA and IT	19.54
1/17/2025	Office supplies	19.58
1/17/2025	Binder dividers for policy guide project	7.23
1/19/2025	UPS delivery fee for Water Loss Control Shared Services equipment to be repaired	86.86
1/19/2025	01/19/25-02/19/25 Monthly fax service charge	10.00
1/21/2025	Office supplies	22.79
Total:		<u>6,700.20</u>

**Municipal Water District of Orange County
GM Approved Disbursement Report ⁽¹⁾
For the Month of February 2025**

Name/ Date	Check/ EFT	Invoice	Description	Amount
Core Disbursements:				
Blue Ribbon Trophy				
2/04/2025	143770	46244-2	Remaining 50% balance due for custom walnut tile plaques	2,540.92
Total				2,540.92
Total Core Disbursements				2,540.92
 Other Funds Disbursements:				
Engineered Packing Solutions				
2/05/2025	EFT	0047969-IN	Custom engineered plotter case for the WEROC Mobile EOC Plotter	1,106 . 04
Total				1,106.04
Total Other Funds Disbursements				1,106.04
Total Disbursements				3,646.96



Harvey De La Torre, General Manager



Hilary Chumpitazi, Treasurer

⁽¹⁾ For disbursements that did not make the cut-off of previous month's Disbursement Approval report. Disbursements are approved by GM for payment and need A & F Committee ratification.



Municipal Water District of Orange County Consolidated Summary of Cash and Investment

January 31, 2025

District investments and cash balances are held in various funds designated for certain purposes as follows:

Fund	Book Value	% of Portfolio
Restricted Reserves		
WEROC Operating Fund	\$ 543,984	2.91%
Pension 115 Trust	1,999,765	10.71%
Total Restricted Reserves	\$2,543,749	13.62%
Designated Reserves		
Operating Reserves	\$4,058,262	21.73%
Election Reserve	1,709,967	9.16%
OPEB Reserve	297,147	1.59%
Total Designated Reserves	\$6,065,376	32.48%
General Operations Fund	\$10,503,998	56.26%
Water Purchase Payments Fund	877,554	4.70%
Conservation Fund	(1,337,355)	(7.16%)
Trustee Activities - AMP	18,581	0.10%
Total Other Funds	\$10,062,778	53.90%
Total	\$18,671,903	100.00%

The funds are invested as follows:

Term of Investment	% of Portfolio	Book Value	Market Value
Cash	0.75%	\$ 140,293	\$ 140,293
Pension 115 Trust	10.71%	1,999,765	1,999,765
Short-term investment			
• LAIF	48.39%	9,035,371	9,035,371
• OCTP	23.54%	4,396,500	4,396,500
Long-term investment			
• US Government Issues	1.34%	249,974	241,183
• Corporate Bond	6.43%	1,200,000	1,169,592
• Certificates of Deposit	8.84%	1,650,000	1,635,633
Total	100.00%	\$18,671,903	\$18,618,337

The average number of days to maturity/call as of January 31, 2025, equaled 132 and the average yield to maturity is 3.983%. During the month of January 2025, the District's average daily balance was \$23,467,991.78. Funds were invested in US Bank, Pension 115 Trust, Negotiable Certificate of Deposits, Corporate Bonds, US Government Issues, Local Agency Investment Funds (LAIF) and Orange County Treasurer's Pool (OCTP).

The (\$53,566) difference between the book value and the market value on January 31, 2025, represents the exchange difference if all investments had been liquidated on that date. Since it is the District's practice to "buy and hold" investments until maturity, the market values are a point of reference, not an indication of actual loss or gain. There are no current plans or cash flow requirements identified in the near future that would require the sale of these securities prior to maturity.


 Harvey De La Torre
 General Manager


 Hilary Chompitazi
 Treasurer

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18700 Ward Street
Fountain Valley, California 92708

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Bob McVicker, P.E., D.WRE
President

Jeffery M. Thomas
Vice President

Randall Crane, Ph.D.
Director

Larry D. Dick
Director

Al Nederhood
Director

Karl W. Seckel, P.E.
Director

Megan Yoo Schneider, P.E.
Director

Harvey F. De La Torre
General Manager

MEMBER AGENCIES

- City of Brea
- City of Buena Park
- East Orange County Water District
- El Toro Water District
- Emerald Bay Service District
- City of Fountain Valley
- City of Garden Grove
- Golden State Water Co.
- City of Huntington Beach
- Irvine Ranch Water District
- Laguna Beach County Water District
- City of La Habra
- City of La Palma
- Mesa Water District
- Moulton Niguel Water District
- City of Newport Beach
- City of Orange
- Orange County Water District
- City of San Clemente
- Santa Margarita Water District
- City of Seal Beach
- Serrano Water District
- South Coast Water District
- Trabuco Canyon Water District
- City of Tustin
- City of Westminster
- Yorba Linda Water District



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Portfolio Management - Portfolio Summary
January 31, 2025

1/31/2025	Par Value	Market Value	Book Value	% of Portfolio	Days to Mat/Call	YTM @ Cost
Negotiable Certificate Of Deposit	1,650,000.00	1,635,633.00	1,650,000.00	9.98	1,209	3.679
Corporate Bond	1,200,000.00	1,169,592.00	1,200,000.00	7.26	142	1.518
US Government Issues	250,000.00	241,182.50	249,973.83	1.51	26	0.860
Local Agency Investment Funds	9,035,371.00	9,035,371.00	9,035,371.00	54.66	1	4.366
Orange County Treasurer's Pool	4,396,499.95	4,396,499.95	4,396,499.95	26.59	1	4.161
Total Intests	16,531,870.95	16,478,278.45	16,531,844.78	100.00	132	3.983
Cash						
Cash	140,293.17	140,293.17	140,293.17		1	0.00
Pension 115 Trust	1,999,764.90	1,999,764.90	1,999,764.90		1	0.00
Total Cash and Investments	18,671,929.02	18,618,336.52	18,671,902.85		132	3.983

Total Earnings	Month Ending January	Fiscal Year to Date
Current Year	78,762.29	628,412.22
Average Daily Balance	23,467,991.78	
Effective Rate of Return	3.983%	

We certify that this report reflects the cash and investments of the Municipal Water District of Orange County and is in conformity with the Government Code requirements and the District Investment Policy and Guidelines in effect at the time of investment. The Investment Program herein shown provides sufficient cash flow liquidity to meet the next six month's estimated expenditure. The source for the market values are from U.S. Bank. Per Resolution 2059 there are no compliance exceptions to report.

Harvey De Ka Torre
Harvey De Ka Torre, General Manager
Date: 3/05/2025

Hilary Chumplitazi
Hilary Chumplitazi, Treasurer
Date: 03/06/2025

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Long-Term Portfolio Details - Investments
January 31, 2025

Issuer	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Negotiable Certificate Of Deposit									
American Express Bank	02589ADE9	7/20/2022	200,000.00	195,718.00	200,000.00	3.350	3.350	900	7/20/2027
Discover Bank	2546736R2	7/26/2023	250,000.00	252,110.00	250,000.00	4.500	4.500	1,270	7/24/2028
Leaders Credit Union	52171MAN5	8/30/2024	250,000.00	247,425.00	250,000.00	4.000	4.000	1,672	8/30/2029
Magyar Bank	55977RCD3	7/30/2024	250,000.00	248,450.00	250,000.00	4.100	4.100	1,641	7/30/2029
Sallie Mae Bank	7954507A7	7/14/2021	200,000.00	190,860.00	200,000.00	1.000	1.000	529	7/14/2026
State Bank of India	8562852Q3	8/10/2023	250,000.00	254,842.50	250,000.00	4.550	4.550	1,287	8/10/2028
Toyota Financial SGS Bank	89235MPD7	9/27/2022	250,000.00	246,227.50	250,000.00	3.650	3.650	964	9/22/2027
Sub Total			1,650,000.00	1,635,633.00	1,650,000.00	3.679	3.679	1,209	
US Government Issues									
FHLB	3130ALGR9	3/1/2021	250,000.00	241,182.50	249,973.83	0.850	0.860	26	2/26/2026
Sub Total			250,000.00	241,182.50	249,973.83	0.850	0.860	26	
Corporate Bond									
Bank of America Corp	06048WK41	12/7/2020	250,000.00	242,567.50	250,000.00	1.000	0.800	298	11/25/2025
Citigroup Global Markets	17328WFZ6	9/16/2020	250,000.00	243,060.00	250,000.00	1.000	1.000	44	9/16/2025
JP Morgan Chase	48128GV56	8/18/2020	250,000.00	243,247.50	250,000.00	0.800	0.800	199	8/18/2025
Morgan Stanley Fin LLC	61766YKH3	6/29/2022	200,000.00	197,072.00	200,000.00	4.500	4.500	149	6/29/2027
Societe Generale	83369MD25	8/19/2020	250,000.00	243,645.00	250,000.00	1.300	1.088	19	8/19/2025
Sub Total			1,200,000.00	1,169,592.00	1,200,000.00	1.604	1.518	142	
Total Investments			3,100,000.00	3,046,407.50	3,099,973.83	2.648	2.615	700	
Total Earnings									
Current Year				Month Ending January	Fiscal Year To Date				
				6,938.64	47,559.08				

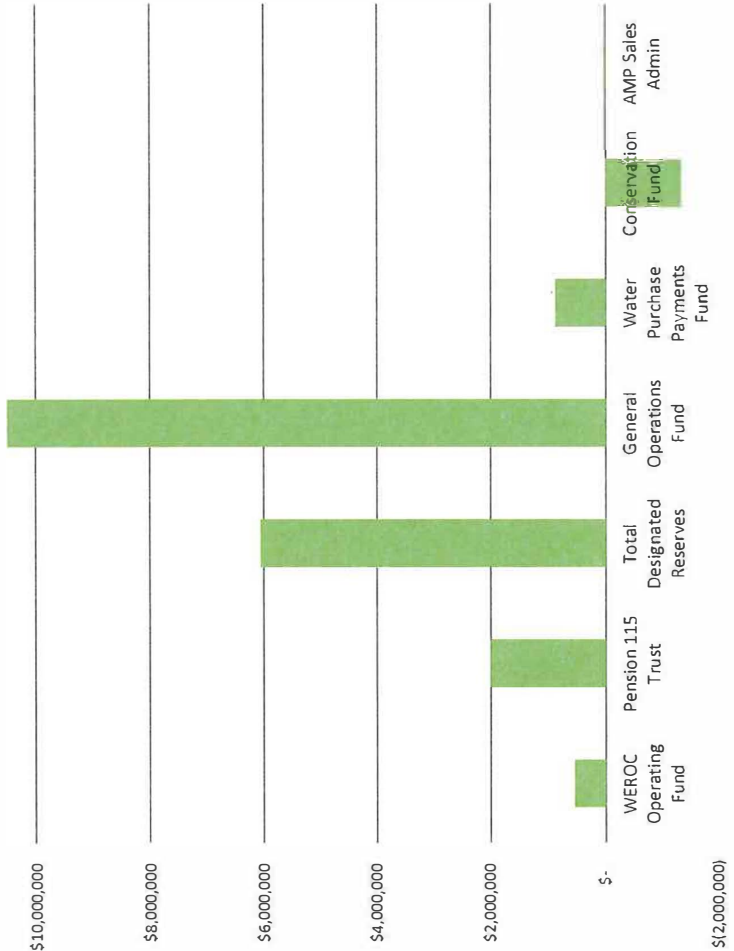
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Details - Cash and Investments
January 31, 2025

Investments	CUSIP/Ticker	Settlement Date	Par Value	Market Value	Book Value	Coupon Rate	YTM @ Cost	Days To Call/Maturity	Maturity Date
Local Agency Investment Funds									
LAIF LGIP	LAIF	6/30/2010	9,035,371.00	9,035,371.00	9,035,371.00	4.366	4.366	1	N/A
Sub Total			9,035,371.00	9,035,371.00	9,035,371.00	4.366	4.366	1	
Orange County Treasurer's Pool									
County of Orange LGIP	OCIP	6/29/2005	4,396,499.95	4,396,499.95	4,396,499.95	4.161	4.161	1	N/A
Sub Total			4,396,499.95	4,396,499.95	4,396,499.95	4.161	4.161	1	
Total Investments			13,431,870.95	13,431,870.95	13,431,870.95	4.299	4.299		
Cash									
Petty Cash Cash	CASH	7/1/2010	500.00	500.00	500.00	0.000	0.000	1	N/A
US Bank Cash	CASHUSBANK	7/25/2018	139,793.17	139,793.17	139,793.17	0.000	0.000	1	N/A
Pension 115 Trust	PENSION115TRUST	7/31/2018	1,999,764.90	1,999,764.90	1,999,764.90	0.000	0.000	1	N/A
Total Cash			2,140,058.07	2,140,058.07	2,140,058.07	0.000	0.000	1	
Total Cash and Investments			15,571,929.02	15,571,929.02	15,571,929.02	4.299	4.299	1	

Total Earnings	Month Ending January	Fiscal Year To Date
Current Year	71,823.65	580,853.14

Municipal Water District of Orange County Cash and Investments at January 31, 2025

ALLOCATION	AMOUNT	%
MWDOC		
Restricted Reserves		
WEROC Operating Fund	\$ 543,984	2.91%
Pension 115 Trust	1,999,765	10.71%
Total Restricted Reserves	\$ 2,543,749	13.62%
Designated Reserves		
Operating Reserve	\$ 4,058,262	21.73%
Election Reserve	1,709,967	9.16%
OPEB Reserve	297,147	1.59%
Total Designated Reserves	\$ 6,065,376	32.48%
General Operations Fund	\$ 10,503,998	56.26%
Water Purchase Payments Fund	877,554	4.70%
Conservation Fund	(1,337,355)	-7.16%
Total Other Funds	\$ 10,044,197	53.80%
TOTAL MWDOC	\$ 18,653,322	99.90%
TRUSTEE ACTIVITIES		
AMP Sales Admin	\$ 18,581	0.10%
TOTAL TRUSTEE ACTIVITIES	\$ 18,581	0.10%
TOTAL CASH & INVESTMENTS	\$ 18,671,903	100.00%



MUNICIPAL WATER DIST OF ORANGE COUNTY
 PARS Post-Employment Benefits Trust

Account Report for the Period
 1/1/2025 to 1/31/2025

Hilary Chumpitazi
 Accounting Manager
 Municipal Water Dist of Orange County
 18700 Ward Street
 Fountain Valley, CA 92708

Account Summary

Source	Balance as of 1/1/2025	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 1/31/2025
OPEB	\$2,968,235.46	\$0.00	\$53,849.02	\$1,470.72	\$0.00	\$0.00	\$3,020,613.76
PENSION	\$2,277,933.25	\$0.00	\$41,325.72	\$1,128.70	\$0.00	\$0.00	\$2,318,130.27
Totals	\$5,246,168.71	\$0.00	\$95,174.74	\$2,599.42	\$0.00	\$0.00	\$5,338,744.03

Investment Selection

Source	
OPEB	Moderate - Strategic Blend
PENSION	Moderate - Strategic Blend

Investment Objective

Source	
OPEB	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.
PENSION	The dual goals of the Moderate Strategy are growth of principal and income. It is expected that dividend and interest income will comprise a significant portion of total return, although growth through capital appreciation is equally important. The portfolio will be allocated between equity and fixed income investments.

Investment Return

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
OPEB	1.81%	2.32%	11.60%	3.98%	5.92%	6.19%	10/26/2011
PENSION	1.81%	2.32%	11.61%	4.00%	5.90%	-	7/31/2018

Information as provided by US Bank, Trustee for PARS: Not FDIC Insured: No Bank Guarantee: May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.

Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.

Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

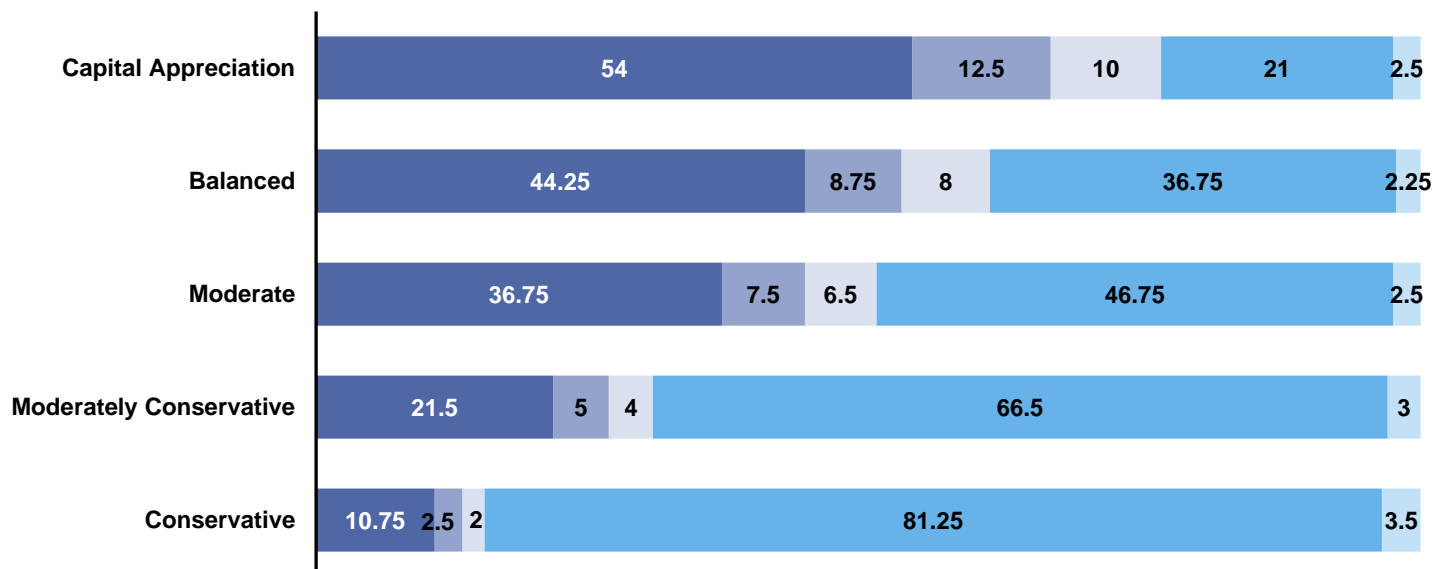
PARS OPEB and Pension Trust Program

Strategy	Asset Class	Strategic Range	Policy	Tactical	Gross Annualized Total Rate of Return						
					Portfolio	4Q24*	YTD	1-Yr	3-Yr	5-Yr	ITD
Conservative	Equity	5-20%	15%	15%	Strategic Blend	-2.41	4.54	4.54	-0.11	2.08	3.07
	Fixed Income	60-95%	80%	81%	Benchmark	-1.58	4.77	4.77	0.34	2.17	2.97
	Cash	0-20%	5%	4%	Index	-2.20	4.25	4.25	-0.40	1.75	3.00
					Benchmark	-1.58	4.77	4.77	0.34	2.17	3.13
Moderately Conservative	Equity	20-40%	30%	30%	Strategic Blend	-2.07	6.61	6.61	0.95	3.68	4.31
	Fixed Income	50-80%	65%	67%	Benchmark	-1.54	6.79	6.79	1.07	3.66	4.43
	Cash	0-20%	5%	3%	Index	-1.78	6.67	6.67	0.67	3.35	4.07
					Benchmark	-1.54	6.79	6.79	1.07	3.66	4.40
Moderate	Equity	40-60%	50%	51%	Strategic Blend	-1.48	9.48	9.48	2.17	5.57	6.89
	Fixed Income	40-60%	45%	47%	Benchmark	-1.05	10.03	10.03	2.53	5.88	7.22
	Cash	0-20%	5%	2%	Index	-1.08	9.99	9.99	2.15	5.50	6.17
					Benchmark	-1.05	10.03	10.03	2.53	5.88	6.60
Balanced	Equity	50-70%	60%	61%	Strategic Blend	-1.24	11.04	11.04	2.85	6.57	7.61
	Fixed Income	30-50%	35%	37%	Benchmark	-0.86	11.61	11.61	3.17	6.92	7.99
	Cash	0-20%	5%	2%	Index	-0.78	11.86	11.86	2.90	6.57	7.28
					Benchmark	-0.86	11.61	11.61	3.17	6.92	7.61
Capital Appreciation	Equity	65-85%	75%	77%	Strategic Blend	-1.11	13.04	13.04	3.72	7.90	7.49
	Fixed Income	10-30%	20%	21%	Benchmark	-0.70	13.82	13.82	4.13	8.39	8.54
	Cash	0-20%	5%	2%	Index	-0.37	13.75	13.75	4.19	8.05	8.70
					Benchmark	-0.70	13.82	13.82	4.13	8.39	9.37

*Returns for periods under one year are not annualized. Returns are gross of investment management fees and net of fund embedded fees. Please see important disclosures on the following page and your U.S. Bank fee schedule for investment management fees applied to your specific portfolio, as net of fee performance will differ.

Strategy	Portfolio	Gross Calendar Year Returns								
		2024	2023	2022	2021	2020	2019	2018	2017	
Conservative	Strategic Blend	4.54	8.99	-12.51	2.12	8.91	10.47	-1.52	7.06	
	Index	4.25	7.77	-12.06	1.97	8.27	10.34	0.44	N/A	
	Blended Benchmark	4.77	7.82	-10.59	2.24	7.81	10.12	-0.60	5.25	
Moderately Conservative	Strategic Blend	6.61	11.32	-13.32	5.27	10.64	13.64	-2.83	9.44	
	Index	6.67	9.84	-12.92	5.19	9.84	13.44	-2.58	7.96	
	Blended Benchmark	6.79	10.29	-12.35	5.50	9.89	13.55	-1.87	8.13	
Moderate	Strategic Blend	9.48	14.07	-14.61	9.29	12.52	17.70	-4.01	13.38	
	Index	9.99	12.72	-14.02	10.16	11.32	17.51	-4.04	11.31	
	Blended Benchmark	10.03	13.56	-13.74	10.21	12.02	17.66	-3.37	11.66	
Balanced	Strategic Blend	11.04	15.14	-14.89	11.36	13.46	18.61	-4.50	15.22	
	Index	11.86	14.52	-14.95	12.53	12.12	19.62	-5.00	13.38	
	Blended Benchmark	11.61	15.19	-14.58	12.54	13.07	19.78	-4.18	13.54	
Capital Appreciation	Strategic Blend	13.04	17.63	-16.09	14.34	14.62	22.10	-7.94	N/A	
	Index	13.75	16.57	-14.70	16.05	12.17	20.68	-6.45	15.62	
	Blended Benchmark	13.82	17.60	-15.64	15.93	14.37	22.81	-5.53	16.57	

■ Domestic Equity ■ International Equity ■ Other Growth (REITs) ■ Fixed Income ■ Cash



Strategic Blend -

Holdings: Portfolios are invested in a strategic mix of actively managed and passive index-based investment vehicles.

- Baird Aggregate Bond Fund
- Cohen & Steers Institutional Realty Fund
- Columbia Contrarian Core Fund
- Columbia Small Cap Growth Fund
- Dodge Cox Income Fund
- Emerald Growth Fund
- Fidelity International Index Fund
- First American Government Obligations Fund
- Goldman Sachs GQG International Opportunities Fund
- Hartford Schroders Emerging Markets Equity Fund
- iShares Core U.S. Aggregate ETF
- Lazard Global Infrastructure Fund
- NYLI CBRE Global Infrastructure Fund
- NYLI MacKay High Yield Corporate Bond Fund
- MFS International Growth Fund
- PGIM Total Return Bond Fund
- Putnam Core Equity Fund
- Schwab US Large CAP ETF
- Undiscovered Managers Behavioral Fund

Index - Holdings:

Portfolios are invested in passive index-based investment vehicles.

- Fidelity Total Stock Market Index Fund
- First American Government Obligations Fund
- iShares Core MSCI Total International Stock ETF
- iShares Core US Aggregate Bond ETF
- iShares Global Infrastructure ETF
- iShares 5-10 Year Investment Grade Corporate ETF
- SPDR High Yield Bond ETF
- Vanguard Real Estate ETF

For illustrative purposes only and subject to change at PFMAM's discretion. Individual portfolio allocations and holdings will vary based on many factors, including each portfolio's specific investment policy and market conditions.

Benchmark Definitions

		Conservative	Moderately Conservative	Moderate	Balanced	Capital Appreciation
10/1/2012 - Current:	S&P 500	7.50%	15.50%	26.50%	32.00%	39.50%
	Russell Mid Cap	1.50%	3.00%	5.00%	6.00%	16.00%
	Russell 2000	2.50%	4.50%	7.50%	9.00%	10.50%
	Wilshire REIT	0.50%	1.00%	1.75%	2.00%	10.25%
	MSCI EM Free (Net USD)	1.00%	2.00%	3.25%	4.00%	7.50%
	MSCI EAFE (Net USD)	2.00%	4.00%	6.00%	7.00%	5.25%
	Bloomberg US Aggregate Bond	52.25%	49.25%	33.50%	27.00%	5.00%
	ICE BofA 1-3 Yr US Corp/Govt	25.75%	14.00%	10.00%	6.75%	3.00%
	ICE BofA US High Yield Master II	2.00%	1.75%	1.50%	1.25%	2.00%
FTSE 1 Month T-Bill	5.00%	5.00%	5.00%	5.00%	1.00%	

About the Adviser: PFM Asset Management (PFMAM)

PFM Asset Management is the division of U.S. Bancorp Asset Management, Inc. that provides investment services to the public sector. We have more than 40 years of experience working with public sector clients. Our solutions include local government investment pools (LGIPs), fixed income strategies, outsourced chief investment officer (OCIO), and other specialized solutions.

Inception Date Information

<i>Conservative Strategic Blend</i>	07/01/2016
<i>Conservative Index</i>	02/01/2017
<i>Moderately Conservative Strategic Blend</i>	07/01/2015
<i>Moderately Conservative Index</i>	08/01/2015
<i>Moderate Strategic Blend</i>	02/01/2016
<i>Moderate Index</i>	09/01/2016
<i>Balanced Strategic Blend</i>	10/01/2015
<i>Balanced Index</i>	12/01/2015
<i>Capital Appreciation Strategic Blend</i>	10/1/2017
<i>Capital Appreciation Index</i>	04/01/2016

Gross returns are time weighted and are calculated based on trade-date accounting. Actual returns for each agency's participation within the portfolio may vary from returns shown based on each agency's own cash flows as well as the specific portfolio in which they are invested. The advisor to the PARS portfolios is U.S. Bank N.A., and PFM Asset Management, a division of U.S. Bancorp Asset Management, Inc., serves as sub-advisor to U.S. Bank N.A. to manage these portfolios. Prior to January 1st, 2024, HighMark Capital Management, Inc. ("HighMark") acted as sub-advisor to the PARS portfolios. HighMark, including clients and investment personnel, was consolidated into its affiliate, PFM Asset Management (PFMAM) on January 1st, 2024.

PFM Asset Management serves clients in the public sector and is a division of U.S. Bancorp Asset Management, Inc., which is the legal entity providing investment advisory services. U.S. Bancorp Asset Management, Inc. is a registered investment adviser, a direct subsidiary of U.S. Bank N.A. and an indirect subsidiary of U.S. Bancorp. U.S. Bank N.A. is not responsible for and does not guarantee the products, services, or performance of U.S. Bancorp Asset Management, Inc.

U.S. Bank N.A. pays PFMAM up to 67% of the annual management fee for assets sub-advised by PFMAM under its sub-advisory agreement with U.S. Bank N.A. Refer to your U.S. Bank N.A. fee schedule for investment management fees applied to your specific portfolio. U.S. Bank N.A. compensates PFMAM for these services from its own fees.

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE



MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
COMBINED FINANCIAL STATEMENTS
AND
BUDGET COMPARATIVE
JULY 1, 2024 THRU JANUARY 31, 2025

**Municipal Water District of Orange County
Combined Balance Sheet
As of January 31, 2025**

	<u>Amount</u>
<u>ASSETS</u>	
Cash in Bank	140,293.17
Investments	18,531,609.68
Accounts Receivable	55,953,640.10
Accounts Receivable - Other	7,392.64
Accrued Interest Receivable	118,856.78
Water Inventory	622,976.00
Prepays/Deposits	377,129.25
Leasehold Improvements	7,010,782.88
Furniture, Fixtures & Equipment	724,085.38
Less: Accumulated Depreciation	<u>(4,139,960.99)</u>
TOTAL ASSETS	<u>79,346,804.89</u>
<u>LIABILITIES AND FUND BALANCES</u>	
<u>LIABILITIES</u>	
Accounts Payable	56,790,782.93
Accounts Payable - Other	7.79
Accrued Salaries and Benefits Payable	784,666.39
Other Liabilities	282,419.47
Unearned Revenue	<u>959,009.13</u>
TOTAL LIABILITIES	<u>58,816,885.71</u>
<u>FUND BALANCES</u>	
<u>Restricted Fund Balances</u>	
WEROC Reserve	396,676.84
Pension 115 Trust	<u>1,999,764.90</u>
Total Restricted Fund Balances	<u>2,396,441.74</u>
<u>Unrestricted Fund Balances</u>	
<u>Designated Reserves</u>	
General Operations	4,058,262.00
Election Expense	1,709,967.00
OPEB	<u>297,147.00</u>
Total Designated Reserves	<u>6,065,376.00</u>
General Fund	6,763,838.02
General Fund Capital	<u>246,408.19</u>
Total Unrestricted Fund Balances	<u>13,075,622.21</u>
<u>Excess Revenue over Expenditure</u>	
Operating Fund	5,579,556.57
Other Funds	<u>(521,701.34)</u>
TOTAL FUND BALANCES	<u>20,529,919.18</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>79,346,804.89</u>

**Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
July 1, 2024 thru January 31, 2025**

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Encumbrance</u>	<u>Budget Remaining</u>
<u>REVENUES</u>						
Retail Connection Charge	0.00	9,580,818.25	9,580,818.00	100.00%	0.00	(0.25)
Ground Water Customer Charge	0.00	405,463.00	405,463.00	100.00%	0.00	0.00
Water Rate Revenues	0.00	9,986,281.25	9,986,281.00	100.00%	0.00	(0.25)
Interest Revenue	83,677.68	660,974.44	738,960.00	89.45%	0.00	77,985.56
Subtotal	83,677.68	10,647,255.69	10,725,241.00	99.27%	0.00	77,985.31
Choice Programs	7,092.00	1,046,473.00	1,548,573.00	67.58%	0.00	502,100.00
MWD Revenue - Shared Services	0.00	49,300.00	0.00	0.00%	0.00	(49,300.00)
Miscellaneous Income	0.00	814.67	3,000.00	27.16%	0.00	2,185.33
Revenue - Other	196.64	1,191.95	0.00	0.00%	0.00	(1,191.95)
School Contracts	7,471.38	425,416.32	496,062.00	85.76%	0.00	70,645.68
Delinquent Payment Penalty	54.89	54.89	0.00	0.00%	0.00	(54.89)
Transfer-In from Reserve	0.00	0.00	129,169.00	0.00%	0.00	129,169.00
Subtotal	14,814.91	1,523,250.83	2,176,804.00	69.98%	0.00	653,553.17
TOTAL REVENUES	98,492.59	12,170,506.52	12,902,045.00	94.33%	0.00	731,538.48

Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
General Fund
July 1, 2024 thru January 31, 2025

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Encumbrance</u>	<u>Budget Remaining</u>
<u>EXPENSES</u>						
Salaries & Wages	463,020.00	3,083,052.29	5,422,706.00	56.85%	0.00	2,339,653.71
Salaries & Wages - Grant Recovery	0.00	(65,088.03)	(65,000.00)	(100.14)%	0.00	88.03
Director's Compensation	20,628.09	143,086.91	275,041.00	52.02%	0.00	131,954.09
MWD Representation	12,769.77	73,671.75	157,166.00	46.88%	0.00	83,494.25
Employee Benefits	147,966.21	929,003.33	1,578,059.00	58.87%	0.00	649,055.67
Employee Benefits - Grant Recovery	0.00	(11,444.83)	0.00	0.00%	0.00	11,444.83
CalPers Unfunded Liability Contribution	0.00	207,000.00	207,000.00	100.00%	0.00	0.00
Director's Benefits	10,469.77	65,964.87	149,557.00	44.11%	0.00	83,592.13
Health Insurance for Retirees	5,309.90	43,402.17	81,349.00	53.35%	0.00	37,946.83
Training Expense	3,789.94	33,492.97	41,200.00	81.29%	0.00	7,707.03
Tuition Reimbursement	0.00	6,044.59	6,000.00	100.74%	0.00	(44.59)
Temporary Help Expense	0.00	0.00	5,000.00	0.00%	0.00	5,000.00
Personnel Expenses	663,953.68	4,508,186.02	7,858,078.00	57.37%	0.00	3,349,891.98
Engineering Expense	10,067.28	47,948.53	293,000.00	16.36%	110,198.91	134,852.56
Legal Expense	14,693.46	119,508.81	260,000.00	45.96%	140,491.19	0.00
Audit Expense	7,500.00	27,000.00	36,500.00	73.97%	4,500.00	5,000.00
Professional Services	111,541.18	689,599.10	1,765,464.00	39.06%	1,062,611.15	13,253.75
Professional Fees	143,801.92	884,056.44	2,354,964.00	37.54%	1,317,801.25	153,106.31
Conference - Staff	4,467.99	17,879.99	40,002.00	44.70%	0.00	22,122.01
Conference - Directors	950.00	4,944.54	16,955.00	29.16%	0.00	12,010.46
Travel & Accom. - Staff	2,167.22	22,021.99	89,580.00	24.58%	0.00	67,558.01
Travel & Accom. - Directors	835.94	8,950.99	39,925.00	22.42%	0.00	30,974.01
Travel & Conference	8,421.15	53,797.51	186,462.00	28.85%	0.00	132,664.49
Membership/Sponsorship	12,359.23	190,645.20	243,688.00	78.23%	0.00	53,042.80
CDR Support	16,947.36	50,842.08	67,789.00	75.00%	16,947.35	(0.43)
Dues & Memberships	29,306.59	241,487.28	311,477.00	77.53%	16,947.35	53,042.37
Business Expense	366.72	2,833.64	5,000.00	56.67%	0.00	2,166.36
Office Maintenance	12,785.44	91,803.40	348,680.00	26.33%	75,138.61	181,737.99
Building Repair & Maintenance	4,562.33	25,873.05	30,200.00	85.67%	8,824.40	(4,497.45)
Storage Rental & Equipment Lease	130.90	628.56	1,200.00	52.38%	378.98	192.46
Office Supplies	1,603.59	13,352.50	30,000.00	44.51%	1,906.15	14,741.35
Supplies - Water Loss Control	201.28	1,170.81	4,800.00	24.39%	0.00	3,629.19
Postage/Mail Delivery	588.81	3,534.08	10,100.00	34.99%	574.65	5,991.27
Subscriptions & Books	83.40	6,063.81	10,000.00	60.64%	0.00	3,936.19
Reproduction Expense	1,504.04	43,623.59	109,000.00	40.02%	4,958.48	60,417.93
Maintenance - Computers	478.34	4,586.82	17,500.00	26.21%	0.00	12,913.18
Software Purchase	7,372.74	72,759.88	84,540.00	86.07%	1,700.28	10,079.84
Software Support	277.50	5,466.39	4,648.00	117.61%	0.00	(818.39)
Computers and Equipment	0.00	17,263.51	29,250.00	59.02%	0.00	11,986.49
Automotive Expense	580.72	4,808.54	11,900.00	40.41%	0.00	7,091.46
Vehicle Expense	429.71	5,125.01	12,000.00	42.71%	0.00	6,874.99
Toll Road Charges	19.01	438.69	800.00	54.84%	0.00	361.31
Insurance Expense	19,071.57	125,289.39	198,000.00	63.28%	0.00	72,710.61
Utilities - Telephone	4,078.90	26,967.94	45,526.00	59.24%	566.98	17,991.08
Bank Fees	0.00	0.00	2,400.00	0.00%	0.00	2,400.00
Miscellaneous Expense	6,730.28	72,680.42	157,070.00	46.27%	3,680.00	80,709.58
MWDOC's Contrb. to WEROC	25,067.33	175,471.35	300,808.00	58.33%	0.00	125,336.65
Depreciation Expense	6,474.60	45,321.82	0.00	0.00%	0.00	(45,321.82)
Other Expenses	92,407.21	745,063.20	1,413,422.00	52.71%	97,728.53	570,630.27
Election Expense	0.00	0.00	725,642.00	0.00%	0.00	725,642.00
Capital Acquisition	0.00	44,220.36	52,000.00	85.04%	0.00	7,779.64
Building Expense	0.00	114,139.14	0.00	0.00%	13,118.53	(127,257.67)
TOTAL EXPENSES	937,890.55	6,590,949.95	12,902,045.00	51.08%	1,445,595.66	4,865,499.39
NET INCOME (LOSS)	(839,397.96)	5,579,556.57	0.00	0.00%	(1,445,595.66)	(4,133,960.91)

**Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Fund
July 1, 2024 thru January 31, 2025**

	<u>Month to Date</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>Budget Remaining</u>
<u>WATER REVENUES</u>					
Water Sales	10,266,484.00	122,402,327.10	187,429,409.00	65.31%	65,027,081.90
Readiness to Serve Charge	1,442,245.04	9,106,300.61	16,263,519.00	55.99%	7,157,218.39
Capacity Charge CCF	364,325.00	2,247,605.00	4,069,230.00	55.23%	1,821,625.00
SCP/SAC Pipeline Surcharge	25,696.44	247,432.08	459,000.00	53.91%	211,567.92
TOTAL WATER REVENUES	12,098,750.48	134,003,664.79	208,221,158.00	64.36%	74,217,493.21
<u>WATER PURCHASES</u>					
Water Sales	10,266,484.00	122,402,327.10	187,429,409.00	65.31%	65,027,081.90
Readiness to Serve Charge	1,442,245.04	9,106,300.61	16,263,519.00	55.99%	7,157,218.39
Capacity Charge CCF	364,325.00	2,247,605.00	4,069,230.00	55.23%	1,821,625.00
SCP/SAC Pipeline Surcharge	25,696.44	247,432.08	459,000.00	53.91%	211,567.92
TOTAL WATER PURCHASES	12,098,750.48	134,003,664.79	208,221,158.00	64.36%	74,217,493.21
EXCESS OF REVENUE OVER EXPENDITURE	0.00	0.00	0.00	0.00%	0.00

**Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Use Efficiency
July 1, 2024 thru January 31, 2025**

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
Spray To Drip Conversion(3423)			
Revenues	350,294.10	1,585,000.00	22.10%
Expenses	523,199.75	1,585,000.00	33.01%
Excess of Revenues over Expenditures	(172,905.65)	0.00	
Member Agency Administered Pass-Thru (3425)			
Revenues	(300.00)	25,000.00	(1.20)%
Expenses	(300.00)	25,000.00	(1.20)%
Excess of Revenues over Expenditures	0.00	0.00	
ULFT Rebate Program(3410)			
Revenues	154.60	1,500.00	10.31%
Expenses	154.60	1,500.00	10.31%
Excess of Revenues over Expenditures	0.00	0.00	
HECW Rebate Program(3411)			
Revenues	30,563.62	50,000.00	61.13%
Expenses	26,049.25	50,000.00	52.10%
Excess of Revenues over Expenditures	4,514.37	0.00	
CII Rebate Program(3416)			
Revenues	0.00	1,000.00	0.00%
Expenses	0.00	1,000.00	0.00%
Excess of Revenues over Expenditures	0.00	0.00	
Turf Removal Program(3418)			
Revenues	2,387,370.40	8,143,000.00	29.32%
Expenses	2,412,901.57	8,143,000.00	29.63%
Excess of Revenues over Expenditures	(25,531.17)	0.00	
Comprehensive Landscape (CLWUE)(3427)			
Revenues	145,775.03	382,900.00	38.07%
Expenses	184,820.75	382,900.00	48.27%
Excess of Revenues over Expenditures	(39,045.72)	0.00	
Recycled Water Program(3433)			
Revenues	269.75	40,000.00	0.67%
Expenses	269.75	40,000.00	0.67%
Excess of Revenues over Expenditures	0.00	0.00	
WSIP - Industrial Program(3432)			
Revenues	10,200.00	22,000.00	46.36%
Expenses	10,200.00	22,000.00	46.36%
Excess of Revenues over Expenditures	0.00	0.00	
Land Design Program(3431)			
Revenues	9,349.00	120,000.00	7.79%
Expenses	9,349.00	120,000.00	7.79%
Excess of Revenues over Expenditures	0.00	0.00	

**Municipal Water District of Orange County
Revenues and Expenditures Budget Comparative Report
Water Use Efficiency
July 1, 2024 thru January 31, 2025**

	<u>Year to Date Actual</u>	<u>Annual Budget</u>	<u>% Used</u>
Dedicated Irrigation Meters Measurement Project (DIMM)(3439)			
Revenues	0.00	448,000.00	0.00%
Expenses	44,174.43	448,000.00	9.86%
Excess of Revenues over Expenditures	(44,174.43)	0.00	
Total WUE Projects			
Revenues	2,933,676.50	10,818,400.00	27.12%
Expenses	3,210,819.10	10,818,400.00	29.68%
Excess of Revenues over Expenditures	(277,142.60)	0.00	
WEROC			
Revenues	476,279.10	601,616.00	79.17%
Expenses	710,774.56	601,616.00	118.14%
Excess of Revenues over Expenditures	(234,495.46)	0.00	



ACTION ITEM
March 19, 2025

TO: Board of Directors

FROM: **Administration & Finance Committee**
(Directors Crane, Thomas, Nederhood)

Harvey De La Torre, General Manager

SUBJECT: APPROVE CHANGES TO RECORDS RETENTION SCHEDULE

STAFF RECOMMENDATION

It is recommended that the Board of Directors review and approve the changes to the Records Retention Schedule and authorize staff to incorporate these changes into the Administrative Code.

COMMITTEE RECOMMENDATION

To be determined.

SUMMARY

During the annual review of the District’s Records Retention Schedule (Schedule), the District’s consultant, Dianne Gladwell (Gladwell Governmental Services), identified areas on the retention schedule that need revision; namely records relating to COVID-19 Notifications to Employees (the State repealed this law), and Workplace Violence (hazard identification, evaluation, correction, incident logs, investigations, etc.) was added(due to a new law) with the retention at five years. The remainder of the Retention Schedule remains unchanged. A red-lined document is attached for review (legal counsel has approved these changes).

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- | | |
|--|---|
| <input checked="" type="checkbox"/> Clarifying MWDOC’s mission and role; defining functions and actions. | <input type="checkbox"/> Work with member agencies to develop water supply and demand objectives. |
| <input type="checkbox"/> Balance support for Metropolitan’s regional mission and Orange County values and interests. | <input type="checkbox"/> Solicit input and feedback from member agencies. |
| <input type="checkbox"/> Strengthen communications and coordination of messaging. | <input type="checkbox"/> Invest in workforce development and succession planning. |

List of Attachments/Links:
Attachment 1: Redlined version of Records Retention Schedule

Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budgeted amount: N/A	Core: <input type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount:	Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No		

**RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Administration	ADM01	Drafts, non-District records, and transitory documents not retained in the ordinary course of business/District records where the content does NOT relate in a substantive way to the conduct of the public's business.	Preliminary drafts, calendars, checklists, e-mail messages unrelated to District business, invitations for non-District events, logs, mailing lists, meeting room registrations, staff video conference chats, notes and recordings, supply inventories, telephone messages, text messages unrelated to District business, transmittal letters, undeliverable envelopes, visitors logs, voice mails, etc., where the content does NOT relate in a substantive way to the conduct of the public's business.	CA GC 60201, AC 11102; City of San Jose v. Superior Court (Smith), S218066. Supreme Court of California 2017	AR	No			
Cathy	Administration	ADM02	Successful Proposals Relating to Real Property	Records related to bid invitations, RFP's, successful proposals and bids, drawings and specifications issued by the District for competitive bid, relating to real property. Successful bid is awarded a contract. This file does not include the original contract or insurance information.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)	X	X	
Cathy	Administration	ADM03	Successful Proposals Not Relating to Real Property	Records related to construction and service bid invitations, RFP's, successful proposals and bids, drawings and specifications issued by the District for competitive bid. Successful bid is awarded a contract. This file does not include the original contract or insurance information.	CA GC 60201, CA CCP 337, AC 11100	CL+10	Yes (Finals Only)	X	X	
Cathy	Administration	ADM04	Unsuccessful Proposals	Records related to Requests for Proposals issued for competitive bids received and not selected for services.	CA GC 60201, AC 11100	CL+2	No			
Cathy	Administration	ADM05	Business Plan Records	Reports describing long-range planning, District services, and goals of the District. Includes strategic plans and financial planning records	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Cathy	Administration	ADM06	Historical Records	Records related to the history of the District. Includes photos, anniversary celebrations, facility dedications, and awards.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Cathy	Administration	ADM07	Permits & Licenses	Records related to permits and licenses necessary for the operation of the facilities and District. Includes operating permits, NPDES permits, and Department of Health and Safety permits.	CA GC 60201, 40 CFR 122.41, AC 11100	PE	Yes (Finals Only)	X		
Cathy	Administration	ADM08	Administrative Policies and Procedures	Records providing documentation on the implementation of management and administrative policies. Includes MWDOC's Rules and Administrative Code.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Cathy	Administration	ADM09	Safety	Records regarding District Safety Policy & training. Includes employee safety training, special skills of staff, OSHA inspections or citations.	8 CCR 3203, CA GC 60201, 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33, AC 11100	5	No	X		
Cathy	Administration	ADM10	Emergency & Security	Records providing instructions in the event of a disaster, including evacuation information, Emergency & Disaster Plans, Emergency Response Inspection Requirements, Security Policies, Continuity of Operations Plan and related correspondence.	CA GC 60201, AC 11100	SU+3	No	X		
Cathy	Administration	ADM11	Materials Safety Data Sheets / Safety Data Sheets	Records related to the use of hazardous substances.	AC 11103, 8 CCR 3204(d)(1)(A) et seq, (B)(2 and 3), AC 11100	PE	Yes (Finals Only)	X		
Cathy	Administration	ADM12	Public Records Requests	Requests for records under the Public Records Act, includes MWDOC response	CA GC 60201, AC 11100	CL+2	Yes (Finals Only)			
				Records related to the management of District records: (a) Documentation of the transfer of records to an offsite records center (b) Destruction Certificates that certify (confirm) the destruction of official records that have been approved for destruction, and attests that destruction was accomplished in accordance with policies and procedures (c) Records Retention Schedule: a legal document listing record series maintained by the District, with associated retention periods, characteristics, the responsible department, and legal citations						
	Administration	ADM13	Records Management Files		CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	

**RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Administration	ADM14	District Insurance Records	Records related to insurance policies purchased by the District, includes the policies and any amendments. Excludes invoices, premium payment information, and general correspondence pertaining to insurance.	CA GC 60201 CCP 337, AC 11100	PE	Yes (Finals Only)	x		
Cathy	Administration	ADM15	Public Notices	Records announcing Requests for Proposals or Requests for Quotes including proofs of publication.	CA GC 60201, AC 11100	2	No			
Cathy	Administration	ADM16	General Correspondence, if the content relates in a SUBSTANTIVE way to the conduct of the public's business	Records related to internal and external general communications. Includes memos and letters kept in chronological order as a convenience file ONLY if the content relates in a substantive way to the conduct of the public's business.	CA GC 60201, 60203, AC 11100; City of San Jose v. Superior Court (Smith), S218066, Supreme Court of California, 2017	3	No (only project related is in LF)		x	
Cathy	Administration	ADM17	Reference Files (Not District Records)	Documents used for reference and research, such as books, technical journals, reference materials, reports, studies, magazines, periodicals, and presentations.		AR	No	insurance		
Cathy	Administration	ADM18	Equipment Maintenance & Warranty Information	Records related to the maintenance, & warranty information for equipment & furniture purchased by the District. Does not include purchase or repair invoices (see Finance section).	CA GC 60201 AC 11100	SA	No			
Cathy	Administration	ADM20	MWDOC Member Agencies	Correspondence to and from Member Agencies relating to issues directly impacting MWDOC business and information from Member Agency Manager's Meetings.	CA GC 60201 AC 11100	7	Yes (Finals Only)			
Cathy	Administration	ADM21	Other Agencies	Correspondence to and from other agencies relating to MWDOC business.	CA GC 60201 AC 11100	5	No			
Cathy	Administration	ADM22	Outside Agency Event Information (Not District Records)	Records related to events sponsored by other agencies attended by MWDOC Directors & Staff. Includes conference & seminar information and travel records. Does not include attendance records, expense reports, or payment records.		AR	No			
Cathy	Administration	ADM23	Copies	Photocopies or duplicates of any record	CA GC 60200, AC 11102	AR	No			
Cathy	Human Resources	HR01	Employee Benefit Plans & Programs	Records related to all employee benefits plans and programs, including health and life insurance policies & information, tuition reimbursement, eligibility, illness & Injury Prevention Plan (IIPP), and retirement plans. Does not include employee enrollment or other individual forms.	29 CFR 1627.3, CA GC 12946, 12960, 60201 29 USC 1027; AC 11100	CL+6	No			
Cathy	Human Resources	HR03	Salary Schedules	Records related to District Salary Schedules as established by the Board.	CA GC 60201(d)(12), 29 CFR 1627.3, AC 11100	SU+7	No	X		
Cathy	Human Resources	HR04	Medical Files	Records related to the medical history of employees, pre-employment physicals, required physicals or drug testing, doctor releases/notes for workers' compensation or other medical absences.	8 CCR 3204, 8 CCR 5144, 8 CCR 15400.2, 29 CFR 1910.1020(d)(1)(i); GC 12946, 12960, 60201, AC 11100	TE+30	No	X		X
Cathy	Human Resources	HR05	Personnel Manual	Records related to Personnel Policies of the District.	CA GC 12946, 12960 60201, AC 11100	SU+4	No			
Cathy	Human Resources	HR06	Personnel Administration records	Records related to the overall administration of personnel activities. Includes studies, surveys, and reports.	CA GC 60201, AC 11100	4	No			
Cathy	Human Resources	HR07	Personnel Files	Records related to individual employees. Includes employment applications, training records, performance evaluations, driving records, awards or certificates, salary information, insurance enrollment, beneficiary designations and other forms, and separation documents.	CA GC 3105, 12946, 12960, 60201, 29 CFR 1602.14, 1602.31 & 1627.3, 29 USC 1113, AC 11100	TE+7	No	X		X
Cathy	Human Resources	HR08	Deferred Compensation Statements, Pension Plan Statements	Employer Statements	GC 60201; AC 11100	7	No			X

**RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Cathy	Human Resources	HR09	Drug & Alcohol Tests	Employee Results (Positive & Negative)	29 CFR 1627.3(b)(1)(v), GC 12946, 12960, 60201; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71, AC 11100	5	No			X
Cathy	Human Resources	HR10	Employee Training Records (District-Sponsored)	Course Material and Sign In Sheets for employee training	8 CCR 3203 et seq., 29 CFR 1602.31, CA LC 6429(c); CA GC 12946, 12960, 60201, 53235.2(b), AC 11100	5	No			X
Cathy	Human Resources	HR11	I-9s		INA 274A(b)(3); INS Rule 274a.1(b)(2); 29 CFR 1627.3(b)(1), CA GC 12946, 12960, 60201; INA 274A(b)(3), AC 11100	TE+3	No			X
Cathy	Human Resources	HR12	Organizational Chart	Records related to District organizational structure.	CA GC 60201(d)(1), AC 11100	PE	No			
Cathy	Human Resources	HR13	Retiree Benefits	Records regarding benefits offered to retirees	CA GC 60201(d)(12), 29 CFR 1627.3, AC 11100	DEATH+5	No			
Cathy	Human Resources	HR14	Background Checks	Records related to background checks for newly hired employees.	CA GC 60201, AC 11100	TE+7	No			X
Cathy	Human Resources	HR16	Risk Management / Workers Compensation Claims	Records related to Worker's Compensation Claims, Disability Claims, and Incident/Accident Reports.	8 CCR 10102; 8 CCR 15400.2.8 CCR 3204(d)(1) et seq., 29 CFR 1910.1020, CA GC 12946, 12960, 60201, CA CCP 337, AC 11100	TE+30	No			X
Cathy	Human Resources	HR17	Employee Complaints	Records related to employee complaints, includes MWDOC response and disciplinary action.	CA GC 12946, 12960, 60201, 29 CFR 1602.31, AC 11100	TE+5	No			X
Cathy	Human Resources	HR18	Recruitment Records	Records regarding the advertisement of available positions. Includes job descriptions, job postings, advertising, interviews, resumes, applications, testing questions and results.	29 CFR 1602.32, 29 CFR 1627.3. 2 CCR 11013(c) CA GC 12946, 12960, 60201, AC 11100	CL+4	No			X
Cathy	Human Resources	HR19- HR20	COVID-19-Notifications-to-Employees-Workplace Violence	Hazard identification, evaluation, correction, incident logs, investigations, training, etc	LC 6401.9(f), GC 60201 CL+3-5		No			X
Finance	Finance	FIN01	General Ledger	Financial records related to the general ledger posting. The Financial Database can re-create reports upon demand.	CA GC 60201, AC 11101	AU	No			
Finance	Finance	FIN02	Interim Financial Reports	Records describing the financial status of the District. Includes financial, fiscal, and monthly reports, worksheets, printouts, and statements on the financial position and condition of the District. The Financial Database can re-create reports upon demand.	CA GC 60201, AC 11102	AU+7	No			
Finance	Finance	FIN03	Audit Records	Records related to reviewing the District's activities to ensure compliance with policies, procedures, and standards.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN04	Annual Financial Report & Auditor Report	Records describing the financial status of the District, including the Annual Financial Report and the Final Audit Report.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Finance	Finance	FIN05	Draft MWDOC Budget	Records related to internal financial planning and management. Includes final budget vs. cost reports, summaries, worksheets, and goals and objectives.	CA GC 60201, AC 11102	AU	No			

**RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche? (Finals Only)	V	H	C
Finance	Finance	FIN06	Final MWDOC Budget	Records related to the Final MWDOC Annual Budget and milestones for the final approved budget. Final budget is approved by the Board.	CA GC 60201, AC 11100	PE	Yes		X	
Finance	Finance	FIN07	Accounts Payable / 1099, 1096, DE542 (California Report of Independent Contractors)	Records related to payment of financial obligations (money owed by the District). Includes vendor invoices, bills, check requests, statements including credits/refunds, disbursement reports, completed purchase orders & purchase requisitions, travel & expense reports, membership renewal payments, and petty cash.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN08	Accounts Receivable	Records related to accounting for money owed to the District. Includes cash receipts, check copies, uncollectible debts, MWDOC invoices and bankruptcies. Excludes Water Billing.	CA GC 60201, AC 11100	AU+7	No	X		
Finance	Finance	FIN09	Payroll Records	Records related to payment of labor costs. Includes employee timesheets, completed request for leave forms, salary, wage, and deferred compensation; deduction, garnishment, and retirement contribution.	29 CFR 516.5; 29 CFR 516.6, CA GC 60201(d)(12), 60203 IRS Reg 31.6001-1(e)(2), R&T 19530; LC 1174(d); 8 CCR 11040.7(7)(C), AC 11100	AU+7	No	X		X
Finance	Finance	FIN10	Payroll Tax Records	Records related to Annual & Quarterly payroll tax filings, includes W-2 forms.	CA GC 60201, 29 CFR 516.5, 516.6, AC 11100	AU+7	No			X
Finance	Finance	FIN11	Banking Record	Records related to bank transactions. Includes deposits of funds, cancelled checks, check registers, bank advices, wire transfers, bank statements, and reconciliations.	AC 11100, CA GC 60201, 26 CFR 31.6001-1	AU+7	No			
Finance	Finance	FIN12	Cash & Investment Record	Records related to portfolio investments. Includes cash flow statement, transaction records, and investment pool statements.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN13	Water Billing	Records related to the processing of the monthly water billing. Includes Metropolitan invoices, invoices issued, and reconciliation reports.	CA GC 60201, AC 11100	AU+7	No	X		
Finance	Finance	FIN14	Fixed Asset Record	Records related to the acquisition, depreciation, and accruals of fixed assets. Includes purchase and sale or disposition information.	CA GC 60201, AC 11100	SA+7	No			
Finance	Finance	FIN15	Grant Records / Conservation Grants	Records related to accepted/approved federal or state grants, includes financial records.	CA GC 60201, GC 8546.7; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133 AC 11100	CL+5	No			
Finance	Finance	FIN16	Old Business	Records related to previously closed finance-related issues not included in other record categories. Includes the OC Bankruptcy.	CA GC 60201, AC 11100	AU+7	No			
Finance	Finance	FIN19	Payroll Report by Employee	Cumulative Report by Employee	CA GC 60201, AC 11100	PE	No		X	
Finance	Finance	FIN20	W-9s	Vendor W-9s Forms (Taxpayer ID Number and Certification)	CA GC 60201	CL+3	No		X	
Finance	Information Technology	IT01	Computer Systems Records	Records and manuals related to District hardware records, maintenance files, software application files, database programs and disaster recovery backups. Excludes data contained in any of the above programs.	CA GC 60201, AC 11102	AR	No			
Finance	Information Technology	IT02	Network Operating Manual	Records related to the operation of the District Information Technology.	CA GC 60201, AC 11102	AR	No			

**RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Charles	Engineering	ENG01	Engineering Projects	Records related to major projects or capital improvements for District services.	CA GC 60201, CA CCP 337 AC 11100	PE	Yes (Finals Only)			
Charles	Engineering	ENG02	Local Water Operations and Water Usage Databases	Records related to non-Metropolitan water operations. Includes water usage & production information and joint facility operations & maintenance allocations.	CA GC 60201, AC 11100	PE	N/A	X		
Charles	Engineering	ENG03	Drawings & Maps	Record Drawings / As-Builts & As-Bids, Records of graphic depictions (drawings, sketches) of facilities. Includes bid set drawings marked up by contractors during construction to show how facility or component is actually constructed, base maps for service areas, Director divisions, and atlases.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	X	X	
Charles	Engineering	ENG04	Facilities Maps	Record Drawings / As-Builts & As-Bids, Records related to planning of District facilities that are geographical in nature and show pipelines and other waterworks facilities.	CA GC 34090, AC 11100	PE	Yes (Finals Only)	X	X	
Charles	Engineering	ENG05	Research & Planning	Records related to planning of District projects and programs. Includes water reliability & drought issues, Water Demand Forecast, Five Year Water Projections, and water supply alternatives.	CA GC 60201, AC 11100	10+AR	No	X	X	
Charles	Engineering	ENG06	Service Connections & Plans & Specifications	Records related to service connections, local distribution systems, and Allen McColloch Pipeline (AMP). Does not include records regarding sale of AMP.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	X	X	
Charles	Engineering	ENG07	Rates, Fees and Charge Records	Records related to determining rates and fees charged by the District, includes annual water rates survey, tracking budget.	CA GC 60201, AC 11100	10+AR	No	X		
Charles	Engineering	ENG08	Engineering Plans, Reports & Studies	Reports & Studies conducted by the Engineering Department, Water Rate Survey, Master Plans, Fixed Treatment Charge Project Files, Conveyance of Local Water, etc.	CA GC 60201, AC 11100	PE	Yes (Finals Only)			
Charles	Engineering	ENG09	Plan Checks - Pipeline	Construction within the District's Easements / Rights of Way	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)	X		
Charles	Engineering	ENG10	Engineering Projects - Administration Files	Project Administration, Project Schedules, Certified Payrolls, Cost of Construction, Logs, Insurance Certificates from Contractors, Correspondence, Advertising, Labor Compliance, Temporary Encroachment Permits, etc.	CA GC 60201, CA CCP 337, AC 11100	CL+10	Yes (Finals Only)			
Charles	Engineering	ENG11	Connections & Interties - East Orange County, Doheny, etc.	Drawings and Specifications, etc.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)	X		
Charles	Metropolitan Water District of Southern California	MET01	Metropolitan Administrative Correspondence	Records related to Metropolitan issues of vital interest to MWDOC business that are not easily obtained or readily available through other means.	CA GC 60201, AC 11100	5+AR	(Selected Important Records)			
Charles	Metropolitan Water District of Southern California	MET02	Operations & Service Interruptions	Records related to Metropolitan water operations that are of vital interest to MWDOC business. Includes shutdown information & chlorination notifications & reports, treatment facilities, distribution system (including maps, capacity diagrams, & detailed schematics), water quality, and water reliability.	CA GC 60201, AC 11100	5+AR	No			
Charles	Metropolitan Water District of Southern California	MET03	Projects & Programs	Records related to Metropolitan projects and programs that are of vital interest to MWDOC business. Includes Capital Improvement Program, desalination projects, water supply projects, Interim Agricultural Water Program, Local Resources Program, power related projects, ground water Conjunctive Use Programs, and Community Partnering Program.	CA GC 60201, AC 11100	CL of Met Contract + 5	Yes (Finals Only)			
Charles	Metropolitan Water District of Southern California	MET04	Water Transfers & Wheeling	Records related to Water Transfers and Wheeling that are of vital interest to MWDOC business.	CA GC 60201, AC 11100	PE	Yes (Finals Only)			
Maribeth	Board of Directors	BOD01	Board of Directors Administrative Records	Records related to the Board of Directors. Includes general correspondence and reports, Informal Proclamations	CA GC 60201, AC 11100	2	No			

**RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Maribeth	Board of Directors	BOD02	Board and Internal Policies	Policy set by Board of Directors, Formal Proclamations	CA GC 60201, AC 11100	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD03	Ordinances and Resolutions	Records related to regulations for the District that are approved or adopted by the Board of Directors, and the normal expression of the will, opinion, and intent voted by the Board of Directors.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD04	Board & Committee Meetings, Agendas, Packets	Records related to information provided to the official Board of Directors for consideration and action at official proceedings. Includes agendas, and staff reports ("Agenda Packet")	CA GC 60201	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD05	Board & Committee Meeting Minutes	Records related to actions and decisions of the Board of Directors. Includes minutes, administrative orders, minute orders, and minute actions.	CA GC 60201, AC 11100	PE	Yes (Finals Only)	x	x	
Maribeth	Board of Directors	BOD06	Board & Committee Meeting Notes	Records include shorthand notebooks, stenotype records, and keys to audio tapes (Preliminary drafts)	CA GC 60201, AC 11102	EX	No			
Maribeth	Board of Directors	BOD07	Board & Committee Meeting audio recordings	Records include audio recordings of Board & Committee Meetings made for whatever purpose (e.g., minute preparation)	CA GC AC 11100, CA GC 54953.5(b)	30 days	No			
Maribeth	Board of Directors	BOD08	Election Records	Records related to the election process. Includes maps, directors' divisions, and election results.	CA GC 60201, CA EC 17100, AC 11100	PE	Yes (Finals Only)			
Maribeth	Board of Directors	BOD09	Oath of Office	Records of the Oaths of Office, Election Certificates, and related materials depicting the authenticity of the appointment of any of the Directors or Executive Officers of MWDOC.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		x	
Maribeth	Board of Directors	BOD10	Public Notices, Legal Advertising, Proof of Publication	Proof of publications, notices, Brown Act notices, mailing lists, etc.	CA GC 60201, AC 11100	2	No			
Maribeth	Improvement District No. 1	ID101	Improvement Bonds & COPS	Records related to interest-bearing certificates issued by the District to raise revenues. Includes certificates of participation (COPS).	CA GC 60201, CA CCP 336, 337.5, AC 11100	CL+10	No			
Maribeth	Improvement District No. 1	ID102	Property Tax Filing	Records related to the filing of Property Taxes with the County of Orange.	CA GC 60201, AC 11100	AU+7	No			
Maribeth	Legal	LGL01	Annexation Files	Records related to receiving or transferring land within District boundaries.	CA GC 60201	PE	Yes (Finals Only)		X	
Maribeth	Legal	LGL02	Formation Files	Records documenting the terms under which the District was formed, organized, re-organized or consolidated. Includes directives from LAFCO on boundaries or services.	CA GC 60201 AC 11100	PE	Yes (Finals Only)		X	
Maribeth	Legal	LGL03	Property Owned by the District	Records related to real property. Includes deeds, easements, and similar documents related to property which MWDOC holds or owns.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
Maribeth	Legal	LGL04	Legal Opinions	Records related to legal opinions on issues, problems, and policies impacting the organization.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	X
Maribeth	Legal	LGL05	Litigation Files	Records related to threatened or actual litigation or government investigations. Includes subpoenas, pleadings, discovery files, work product, exhibits, final judgments, and court documents.	CA GC 60201, CA CCP 337 AC 11100	CL+5	No			
Maribeth	Legal	LGL06	Subpoenas	Records related to subpoenas received by the District, where MWDOC is a third party. Includes the District's response.	CA GC 60201, AC 11100	CL+2	No			
Maribeth	Legal	LGL07	Fair Political Practices Commission Filings (Form 700s)	Records related to annual conflict of interest filings (Form 700) for Board members, employees, and consultants; assuming/leaving statements; and lobbyist registration.	CA GC 81009(e)(g), AC 11100	7	No			
Maribeth	Legal	LGL08	Contracts & Agreements, Relating to Real Property - Includes RFPs, Final Award / Successful Proposal	Records related to obligations defined in contracts and agreements relating to real property. Includes promissory agreements, contracts for services, purchases and sales, certificates of insurance from vendors, and change orders.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes (Finals Only)		X	

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MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
Maribeth	Legal	LGL09	Contracts & Agreements, Construction - Includes RFPs, Final Award / Successful Proposal	Records related to obligations defined in construction contracts and agreements. Includes promissory agreements, contracts for services, purchases and sales not relating to real property, certificates of insurance from vendors, and change orders.	CA GC 60201, CA CCP 337, AC 11100	PE	Yes - including addendums / amendments	X		
Maribeth	Legal	LGL10	Contracts & Agreements, General	Records related to obligations defined in contracts and agreements. Includes software licenses, promissory agreements, contracts for services, purchases, and sales, certificates of insurance from vendors, and change orders. Excludes construction contracts.	CA GC 60201, CA CCP 337, AC 11100	CL+10	Yes - including addendums / amendments	X		
Maribeth	Legal	LGL11	FPPC Campaign Statements (Forms 460, 470, 501, etc.) - Elected Officials		GC 81009(b)&(g), 60201	PE	No			
Maribeth	Legal	LGL12	FPPC Campaign Statements (Forms 460, 470, 501, etc.) - NOT Elected		GC 81009(b)&(g), 60201	5	No			
Maribeth	Legal	LGL13	FPPC Form 801 (Gift to Agency Report)		2 CCR 18944(c)(3)(G); CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL14	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)		CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL15	FPPC Form 803 (Behested Payment Report)		CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL16	FPPC Form 804 (Agency Report of New Positions)		FPPC Regulation 18734(c); CA GC 81009(e), 60201	PE	No			
Maribeth	Legal	LGL17	FPPC Form 805 (Agency Report of Consultants)		FPPC Regulation 18734(c); CA GC 81009(e), 60201	PE	No			
Maribeth	Legal	LGL18	FPPC Form 806 (Agency Report of Public Official Appointments)		2 CCR 18702.5(b)(3) CA GC 81009(e), 60201	7	No			
Maribeth	Legal	LGL19	Ethics Training Certificates / Harassment Prevention Training Certificates	Ethics Training Certificates / Harassment Prevention Training Certificates for Board Members and Others	GC 53235.2(b), GC 53237.2(b), AC 11100	5	No			
Maribeth	Legal	LGL20	Claims	Records related to Claims filed against, or by the District	CA GC 60201, CA CCP 337, AC 11100	CL+5	No			
Maribeth	Water Facilities Corporation	WFC01	Water Bonds & Certificates of Participation - Other Documents	Records related to interest-bearing certificates issued by the District to raise revenues. Includes interest & redemption vouchers and Certificates of Participation (COPS). Does not include Official Statement.	CA GC 60201 CA CCP 336, 337.5, AC 11103	CL+10	No			
Maribeth	Water Facilities Corporation	WFC02	Water Bonds & Certificates of Participation - Official Statement	Records including final official statement for Bond or COPS issuance.	CA GC 60201, CA CCP 336, 337.5, AC 11100	CL+10	No			
Maribeth	Water Facilities Corporation	WFC03	Allen McColloch Pipeline Sale to Metropolitan	Records related to the sale of the AMP to Metropolitan. Includes the Sales Proceed Agreement; RPOI distribution to the participants.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
PA	Governmental Affairs	GA01	Federal Legislation	Information regarding House and Senate Bills.		AR	No			
PA	Governmental Affairs	GA02	State Legislation	Information regarding Assembly & State Senate Bills and Ballot Initiatives.		AR	No			
PA	Governmental Affairs	GA03	Legislative Correspondence	Records of correspondence related to State & Federal Legislation, including support & oppose letters and floor alerts.	CA GC 60201, AC 11100	2	No			
PA	Governmental Affairs	GA04	Lobbyist Correspondence	Information regarding lobbyist activities & related correspondence. Does not include FPPC filings/Lobbyist registrations.	CA GC 60201, AC 11100	2	No			
PA	Public Affairs	PA01	Inspection Trips & Events	Records related to District sponsored trips/tours and other events. Includes venue information, invitations, agendas, and final attendee list. Does not include expense or cost reports or other financial information (see Finance section).	CA GC 60201, AC 11100	CL+5	No			

**RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
PA	Public Affairs	PA02	Public Relations Information	Records related to preparing public information, brochures describing District activities, and advertising materials that promote District events or programs. Includes samples of promotional items, newspaper clippings and photographs, artwork, videos, news releases and newsletters.	CA GC 60201, AC 11100	4+AR	No			
PA	Public Affairs	PA03	MWDOC Website / Microsites	Records relating to the creation & maintenance of the official MWDOC website.	CA GC 60201, AC 11102	AR	No			
PA	Public Affairs	PA04	Public Complaint Files	Records related to verbal and written public complaints. Including water quality complaints (odor, color, etc.) Includes documentation regarding MWDOC's response. Does not include government and/or legal claims.	CA GC 60201, 40 CFR 122.41(j)(2) & 40 CFR 141.33(b) 22 CCR 66470, AC 11100	CL+5	No			
PA	Public Affairs	PA05	Speeches & Presentations	Records related to the preparation of presentation materials by staff. Includes text of speeches, presentation materials, and computer presentation software files.	CA GC 60201, AC 11102	AR	No			
PA	Public Affairs	PA06	School Program	Includes information from Discovery Science Center, contests, school presentations, and information from other education related events.	CA GC 60201, AC 11100	5+AR	No			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER01	Program Organization & History	Records relating to the development and administrative functions of WEROC, including Steering Committee & Executive Committee Meeting information & minutes, and Indemnification Agreements.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER02	Emergency Response Plans	Records relating to the Standardized Emergency Management System, National Incident Management System, Hazard Mitigation Plan, and Vulnerability Assessments & Emergency Response Plans. Risk & Resiliency Assessment, Hazard Mitigation Plan.	CA GC 60201, AC 11100	SU+5	No	X		
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER03	Volunteer Information & Training Documentation	Records relating to WEROC volunteers & training. Includes contact information forms and training records.	CA GC 60201, AC 11100	TE+5	No			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER04	Facilities / Listing of Equipment / Asset Lists	Records related to the Emergency Operations Center. Includes information on maintenance and maps & equipment, including radio systems. Retained for the Useful Life of the Equipment.	CA GC 60201, AC 11100	EX+5	No	X		
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER05	WEROC Member Agencies	Records related to communications, Quarterly Meetings	CA GC 60201, AC 11100	10	No			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER06	County, State & Federal Emergency Services	Records related to Orange County Emergency Management Organization & Operational Area Executive Board, State of California Office of Emergency Services, Federal Emergency Management Agency, Water/Wastewater Agency Response Network, California Utility Emergency Association, and Infragard.	CA GC 60201, AC 11100	AR	No			

**RECORDS RETENTION SCHEDULE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY**

Responsible	Dept.	Code	Record Series	Definitions	Citations	Retention	Laserfiche?	V	H	C
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER08	Disaster Response	Records containing documentation for individual events that we have responded to, filed by incident. Includes activation records and communications. After action reports.	CA GC 60201, AC 11100	CL + 10	Yes (Finals Only)		X	
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER09	CalWARN	Agreements, communications related to CalWARN (MWDOC agreed to hold them verbally). If agency no longer exists, agreement can be destroyed.		T + AR	Yes (Finals Only)			
WEROC	Water Emergency Response Organization of Orange County (WEROC)	WER10	Grant Purchases	Agreements, Equipment lists, grant required documentation		CL + 10	Yes (Finals Only)			
WUE	Water Use Efficiency	WUE01	Conservation & Landscape Programs (Commercial & Residential)	Records related to conservation and landscape programs facilitated by the District to encourage efficient use of water. Includes exchange and rebate programs, turf removal, performance certification and training programs, and surveys.	CA GC 60201, AC 11100	Cl of Met Contract + 5	LF - old Droplet new		X	
WUE	Water Use Efficiency	WUE02	Water Use Efficiency Administrative Records	Records related to general WUE program correspondence, Choice Program, and workgroup meeting information.	CA GC 60201, AC 11100	5+AR	No		X	
WUE	Water Use Efficiency	WUE03	Conservation Research Activities	Records related to District research activities in the area of conservation and water use efficiency.	CA GC 60201, AC 11100	10+AR	No		X	
WUE	Water Use Efficiency	WUE04	Grants - Unsuccessful / Unfunded	Applications, research, Grant Information, etc.	CA GC 60201, AC 11100	2+AR	No			
WUE	Water Use Efficiency	WUE05	Grants - Successful / Funded	Applications, Grant Reports, Grant Information, etc.	CA GC 60201, AC 11100	5+AR	Agreement only			
WUE	Water Use Efficiency	WUE06	Water Use Efficiency Plans, Studies and Reports	R3 Studies, etc.	CA GC 60201, AC 11100	PE	Yes (Finals Only)		X	

Code	Event Name	Description
+	Plus	Some retention periods consist of two or more components; i.e. CL+6 means they should be kept until closed plus 6 years.
AR	After Review	Subject to review to determine if record has continued value.
AU	After Audit	Retain until audit has been performed.
CL	Closed; Completed	Retain until closed or project completion date.
CU	Current Year	A period of time starting after the end of the current calendar year – December 31.
EX	Expiration / end of usefulness	Retain until file has expired or is no longer useful or relevant.
M	Month	Additional retention period of 1 calendar month
PE	Permanent	Record retained Permanently
SA	Sale or Disposal	Retain until item is sold, disposed, demolished or removed from service.
ST	Settlement	Final Settlement or Resolution
SU	Superseded	Record is maintained until made obsolete by the creation or receipt of a newer version.
TE	Termination	Retain until termination or separation from the District

Code	Characteristic Name	Description
V	Vital	A record identified as essential for the continuation or survival of the organization if a disaster strikes. Such records are necessary to re-create the organization's legal and financial status and to determine the rights and obligations of employees, customers, stockholders, and citizens.
H	Historical	The value attributed to a record which preserves documentation on significant historical events including the organization's operations, origin, policies, authorities, functions, and organizations, as well as significant administrative decisions.
C	Confidential	A record requiring protection against unauthorized disclosure, modification, or destruction. A document with restricted access.



ACTION ITEM
March 19, 2025

TO: Board of Directors

FROM: **Administration & Finance Committee**
(Directors Crane, Thomas, Nederhood)

Harvey De La Torre, General Manager

Staff Contacts: Charles Busslinger, Director of Engineering
Vicki Osborn, Director of Emergency Management
Joe Berg, Director of Water Use Efficiency

SUBJECT: AWARD CONTRACT FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) NEEDS ASSESSMENT

STAFF RECOMMENDATION

It is recommended that the Board of Directors authorize the General Manager to enter into a professional services agreement with FLO Analytics to conduct a Geographic Information System (GIS) Needs Assessment in an amount not to exceed \$35,435 plus a 15% contingency (\$5,315) for a total cost not to exceed \$40,750.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

Geographic Information Systems (GIS) represent a critical resource for MWDOC's operations, enabling enhanced visualization and analysis of location-based (spatial) and time-based (temporal) data. MWDOC's 2024 Resources Needs Assessment identified GIS system and analyst support as one of the most significant resource needs to accomplish the Board's Strategic Priorities adopted in June 2023.

Currently, MWDOC's in-house GIS capabilities are primarily limited to Water Loss Control Shared Services, while Engineering and the Water Emergency Response of Orange County

Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	Budgeted amount:	Core: <input checked="" type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount: \$40,750 funds to be repurposed from existing FY 2024-25 budgeted funds.		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

(WEROC) departments have growing GIS needs that are not being adequately met through traditional external resources. A comprehensive GIS system would significantly enhance MWDOC's ability to:

- Support informed decision-making across departments
- Serve as a central data resource for member agencies
- Integrate with existing enterprise systems
- Improve coordination between MWDOC, MET, and member agencies
- Enhance emergency response capabilities and situational awareness

The proposed GIS Needs Assessment will establish an overall strategy for implementing an integrated GIS system, create a detailed implementation roadmap, and present recommendations in a prioritized list of action items, timeframes, and cost estimates. The goal is to develop a cohesive system and integrated system that supports MWDOC's overall organizational objectives along with department-specific needs.

Following a competitive procurement process, MWDOC staff formed a review panel consisting of representatives from all GIS-user departments. The panel reviewed 13 proposals from respondents to MWDOC's GIS Needs Assessment Request for Proposal (RFP) and came to consensus on FLO Analytics (FLO). Staff thereby recommends that the Board consider authorizing a contract award for the GIS needs assessment to FLO in an amount not to exceed \$35,435 plus a 15% contingency (\$5,315) for a total cost not to exceed \$40,750.

DETAILED REPORT

What is GIS?

Geographic Information Systems (GIS) is a technology used to create, manage, analyze, and map many types of data. It is a unique technology that allows for spatial and temporal data to be analyzed visually and effectively to produce actionable insights. GIS is a powerful problem-solving tool that guides decision-making and improves communication and is used by most government bodies and major corporations.

GIS is much more than a mapping tool. GIS applications cover four key components vital to MWDOC's role as a regional planner, including

- **Data management** - GIS is a foundational system of record allowing for the optimization of data storage and integration from business systems and other sources in such a way that organizes and magnifies data's usefulness (e.g. integration of documents in Laserfiche to include location and temporal information, support for automation of some billing processes, and improvements in data sharing between departments and agencies).
- **Spatial analysis** - GIS spatial analysis tools allow users to find hidden relationships, generate new insights, and gain the ability to analyze data in ways other methods of data storage do not provide.
- **Mapping and visualization** - GIS provides tools to understand real time data, and satellite imagery by way of powerful visual representations, such as digital maps and dashboards.

- **Communication** – Maps and dashboards communicate complex ideas quickly, build common understanding, support collaboration, and promote problem-solving.

Why Does MWDOC Need GIS?

As a regional planning agency, MWDOC recognizes the need to be a central resource for data for our member agencies. As administrator of several Shared Service Programs, MWDOC provides additional value through assistance in meeting regulatory compliance and specific projects/program goals (e.g. maximizing water savings, successful pipeline shutdown coordination, water quality issue monitoring and coordination, emergency response coordination, etc.) which can all benefit from improved processing and analysis of data through GIS. MWDOC Member Agencies vary greatly in staffing resources and capabilities as well as data formatting and hosting platforms. As a result, MWDOC needs a flexible and scalable GIS system architecture to support a wide range of data and data formats with the ability to serve a diverse customer base. Simply, MWDOC's GIS needs differ from traditional retail water agencies, operating from a GIS standpoint more like an association than a retail water agency, where data may often be externally sourced, integrated and analyzed, and then sent back out to stakeholders for various uses.

Current Limitations

MWDOC's current in-house GIS capabilities and uses are limited. Further, GIS support from traditional sources for MWDOC's GIS needs has become limited in meeting the evolving needs of MWDOC's Engineering and Water Emergency Response of Orange County (WEROC) GIS needs. At present, MWDOC departments can only employ GIS in limited forms and operate primarily in data silos, with cooperation occurring only as specific projects require (e.g. for projects under Water Loss Control Shared Services programs, WEROC emergency response, engineering hydraulic model support). Further, member agencies vary greatly in their staffing resources, capabilities, data formatting, and hosting platforms.

Departmental Need

The use of GIS has become increasingly important across several MWDOC departments. Below is a partial list of potential GIS applications by department.

- **Reliability Planning and Engineering** — GIS can effectively enhance the work of MWDOC Engineering by providing spatial and temporal tools for recurring projects and ongoing operations (e.g., water quality platform and dashboard, Shared Services programs, pipeline shutdown coordination), helping improve analysis, communication, and coordination between MWDOC, MET, and member agencies.
- **Water Loss Control** — While GIS is already the backbone of MWDOC's Water Loss Control Program, providing data, the reporting platform, and field assignment workflows, the current process could be improved and optimized with help from GIS architecture expertise.
- **Water Use Efficiency** — GIS capabilities will significantly enhance the work of MWDOC's Water Use Efficiency Programs, specifically in managing two broad

categories of data: rebate program data, and Conservation as a Way of Life Framework compliance data.

- **Water Emergency Response of Orange County (WEROC)** - GIS capabilities are increasingly critical to WEROC's function. GIS will provide WEROC with new tools and resources to better manage larger emergency incidents, enhance situational awareness, quickly and more effectively improve damage assessment, and identify appropriate stakeholders as incidents arise.

System Requirements

Given these needs, MWDOC requires a flexible and scalable GIS system architecture that can:

1. Support a wide range of data and data formats
2. Serve a diverse customer base
3. Assist member agencies in meeting regulatory compliance
4. Support specific project/program goals such as maximizing water savings, pipeline shutdown coordination, and emergency response.

GIS systems are complex. Proper design, implementation, and maintenance is essential to ensure alignment with organizational goals, adaptability to changing requirements, and maximum effectiveness. Conducting a GIS needs assessment is an important first step to MWDOC's GIS initiative.

How does MWDOC Benefit from GIS?

The use of GIS to support MWDOC's functions has become increasingly important along with the need to improve support for staff capabilities. MWDOC handles data from diverse member agencies and other organizations that vary in staffing resources and capabilities as well as data formatting and hosting platforms. MWDOC needs a GIS system that features the following elements:

- **Flexible and scalable GIS system** architecture to support a wide range of data and data formats, provide the ability to serve a diverse customer base, and allow for system scalability as needs expand and budgets allow.
- **Integrated and cohesive GIS system** to allow data sharing among the departments: one system that also supports each department's customized needs (e.g. WUE data is also a critical component for Reliability Planning and Engineering efforts to plan for future water supply needs, and critical infrastructure data is shared between WEROC and Engineering).
- **Ability to link data in various formats** (from maps to agreements) and to build dashboards and other means of visually communicating complex temporal and spatial data analysis results.

Expected Outcomes of the MWDOC GIS Needs Assessment

The GIS Needs Assessment will generate a roadmap that identifies the GIS infrastructure and components. Specifically:

- Identify the GIS infrastructure that is the right fit for MWDOC's anticipated use, performance needs, etc.
- Identify the GIS platform that is flexible and compatible with various data/data formats inputs (e.g. documents, databases, stand-alone tables, images, files, etc.) and output (maps, graphics, reports, etc.).
- Provide estimated time horizons (near-term, mid-term, long-term) for implementing solutions to the identified needs, along with associated estimated resources (costs, staffing, etc.) for each time horizon.
- Identify internal and external human resources/staffing needs (e.g., various users, field crew, data analyst, GIS specialist, administrator).
- Account for other considerations such as security, change management and change adoption strategy, scalability, and data technology impacts and trends.

Consultant Procurement and Selection

Consultant procurement was a competitive process. MWDOC released the Request for Proposal on January 28, 2025, to solicit proposals from qualified consultants, and proposal submission closed on February 24, 2025. MWDOC received 13 proposals from a wide range of consultants.

A review panel consisting of MWDOC staff from every GIS-user department was formed to review proposals and evaluate consultants. The review panel established review criteria to evaluate and score consultants based on, but not limited to, the following considerations:

- Proposal content and format is professional and responsive.
- Proposal demonstrates a clear understanding of the required scope of work.
- The work plan is thorough, sound, and demonstrates a clear path to complete the project on time and within budget.
- The overall project approach is well thought out.
- The firm and project team's experience demonstrates ability to deliver the project effectively.
- Fee will be considered after the qualifications of all firms have been evaluated.

After careful consideration of each company's experience and qualifications, the review panel conferred and reached a consensus on the selection of FLO Analytics.

FLO brings vast experience conducting GIS needs assessments at a variety of levels, from highly focused departmental-level assessments to full, organization-wide GIS strategic plans. Their approach shows an understanding of MWDOC's role as a regional planner, goals of being a regional data hub, and where MWDOC is on its GIS journey. Their approach proposes to capture the needs of organizations, departments, executives and managers, data creators,

and end users in a clear, easy-to-understand road map. FLO’s proposal can be found in Attachment 1.

Consultant Scope of Work

The selected GIS consultant will provide the following services under this agreement:

- Perform an assessment of MWDOC’s current GIS environment and compile and summarize MWDOC’s future GIS needs. This may be done through facilitating discussions, interviews, and brainstorming sessions with MWDOC staff and other stakeholders (as necessary).
- Review existing GIS processes and non-GIS databases for compatibility with GIS.
- Develop a roadmap that provides a set of recommendations and an associated range of cost estimates for MWDOC’s GIS implementation with appropriate time horizons e.g. near-term, mid-term, and long-term.
- Prepare and deliver a concise memorandum and a PowerPoint presentation documenting the goals, methodologies, and recommendations of the needs assessment in an Executive Summary and more detailed memorandum format for both MWDOC Board and MWDOC staff audiences. The deliverables must clearly articulate GIS needs and recommended investments and be presented in a format(s) targeting staff, executive management and Board of Directors audiences.

Project Timeline

The project spans 4 months (March to July) with the following key milestones:

Activities	Anticipated Dates
1. MWDOC’s Committee Recommendation	March 12, 2025
2. MWDOC’s Board Consideration of Contract Award	March 19, 2025
3. Contract Execution and Authorization to Proceed	March 25, 2025
4. Final Draft Deliverables	July 21, 2025
5. Final Deliverables	July 28, 2025

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Clarifying MWDOC’s mission and role; defining functions and actions. <input checked="" type="checkbox"/> Balance support for Metropolitan’s regional mission and Orange County values and interests. <input checked="" type="checkbox"/> Strengthen communications and coordination of messaging. | <ul style="list-style-type: none"> <input type="checkbox"/> Work with member agencies to develop water supply and demand objectives. <input type="checkbox"/> Solicit input and feedback from member agencies. <input checked="" type="checkbox"/> Invest in workforce development and succession planning. |
|---|--|

BOARD OPTIONS

Option #1: Staff recommends that the Board of Directors authorize the General Manager to enter into a professional services agreement with FLO Analytics to conduct a Geographic Information System (GIS) Needs Assessment in an amount not to exceed \$35,435 plus a 15% contingency (\$5,315) for a total not to exceed \$40,750.

Fiscal Impact: \$40,750

Option #2: Do not authorize the General Manager to enter into a professional service agreement to conduct a Geographic Information System (GIS) Needs Assessment at this time and provide direction to staff.

Fiscal Impact: None

List of Attachments/Links:
<p><i>Attachment 1:</i> FLO Analytics GIS Needs Assessment Proposal</p> <p><i>Attachment 2:</i> Slide Presentation</p>

Municipal Water District of Orange County

GIS Needs Assessment

RFP ENG. 2025-01



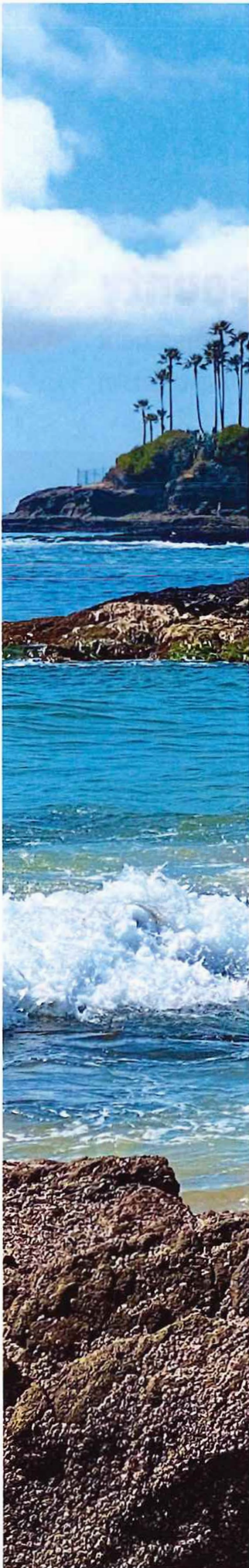


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A. Cover Letter

February 24, 2025

From: Grant Herbert
2815 2nd Ave Suite 540
Seattle, WA 98121
Desk: 206.556.2024
Cell: 503.568.3432
gherbert@flo-analytics.com

To: Sarina Sriboonlue
Municipal Water District of
Orange County
18700 Ward Street
Fountain Valley, CA 92708

Re: MWDOC RFP
ENG 2025-01:
GIS Needs Assessment

Dear Sarina Sriboonlue:

Thank you for considering our response to your request for a proposal for a GIS Needs Assessment. FLO Analytics (FLO) is enthusiastic about the opportunity to support the Municipal Water District of Orange County in its goal to develop its GIS program. Our understanding is that the District has specific goals around being a regional data hub and is focused on planning, education, and advocacy activities related to water use, water quality, conservation, and reliability.

We recognize that, to efficiently achieve its goals, the District needs a GIS consultant with a deep understanding of local government needs, expertise in conducting GIS needs assessments and developing GIS programs, and a commitment to delivering all services on time and on budget, with a draft assessment due no later than April 25, 2025. FLO is that GIS consultant.

FLO has:

- **Specialist staff** with experience working in local government and utilities, with deep GIS knowledge and an understanding of what it means to convey your messages to stakeholders and the public.
- **Expertise in conducting GIS needs assessments** and developing actionable plans and recommendations at a variety of levels.
- **Experience** with designing, developing, and supporting GIS Programs for local government, water, sewer and drainage districts, and public works departments.
- **Creativity** needed to identify cost-effective solutions and innovative approaches that are right-sized to the your needs and capabilities.
- **Experience communicating** complex concepts to stakeholders.
- **A commitment** to delivering on time, and on budget.

We have vast experience conducting GIS needs assessments at a variety of levels, from highly focused departmental level assessments all the way up to full, organization-wide GIS strategic plans. Our needs assessment process captures the needs of organizations, managers, data creators, and end users, and outlines the flow of information required to support them. Our recommendations identify solutions (e.g., workflows, software, or technologies) and their functional requirements, along with key tasks or projects required for implementation, all captured in a clear, easy-to-understand road map.

Our approach starts with interviews and questionnaires to understand your organization's goals from the executive to the departmental levels. We use this lens to review your current and desired uses of GIS and to dive into your existing systems, workflows, and data, to identify gaps and ways to address them. Well-versed in multiphase implementations, we incorporate quick wins and visible outcomes that help keep you on track, show progress, and deliver value as early as possible, helping you keep momentum and engagement in your organization.



We propose using three tasks to track and organize the work.

Task 1 is dedicated to project management and the initial kickoff meeting that will define the goals and expectations, the scope of activities covered, departments involved, and communication channels.

Task 2 is the assessment in which we send out the questionnaire, conduct interviews, review data and systems, and form our initial findings and recommendations. To meet the deadline the District will need to be proactive in making staff available, including external IT contractors if necessary. At the end of this task we will deliver the draft needs assessment for review. At this point we request your feedback on the scope and details of the recommendations and our findings, both to confirm that we have things correct and to ensure that they meet the goals and expectations set out initially.

Task 3 is dedicated to finalizing the document and preparing presentation materials, ensuring that we deliver the final document by the deadline noted and make a presentation to the District.

This letter also serves as acknowledgement of receipt of addenda, and that we have reviewed the MWDOC Standard Professional Services Agreement and are willing to accept the agreement terms and conditions.

Sincerely,

FLO Analytics

A handwritten signature in black ink, appearing to read "Grant Herbert".

Grant Herbert

Principal GIS Analyst

B. Experience and Qualifications



Who We Are and What We Do

FLO Analytics is an employee-owned firm specializing in planning, GIS, and data analytics services for a diverse national client base, including public, private, and nonprofit entities. Our mission is to empower organizations with data-driven solutions that enhance community well-being, optimize resources, and foster success through innovation and collaboration. As an Esri business partner, we have provided GIS-based solutions, data analytics, and expertise since 2012, and we serve our clients nationwide from offices in Seattle, Washington; Portland, Oregon; and Beverly, Massachusetts. We serve a wide range of market sectors: school districts, government entities (local, state, and federal), municipal associations, and nonprofits. FLO is a subsidiary of Maul Foster & Alongi, Inc., an employee-owned multidisciplinary consulting firm headquartered in Vancouver, Washington.

FLO is enthusiastic about the opportunity to support the Municipal Water District of Orange County in its goal to develop a GIS program. FLO is a GIS consultant with a deep understanding of local government needs, expertise in conducting GIS needs assessments and developing GIS programs, and a commitment to delivering all services on time and on budget.

The purpose of a GIS needs assessment is to develop a clear path towards achieving your goals and helping your organization develop an appropriate implementation strategy. It provides a logical road map for optimizing the use of GIS to support your operations. We have vast experience conducting GIS needs assessments at a variety of levels, from highly focused all the way up to a full GIS strategic plan. Our needs assessment process captures the needs of managers, data creators, and end users, and outlines the flow of information required to support them. Our recommendations identify solutions (e.g., workflows, software, or technologies) and their functional requirements, along with key tasks or projects required for implementation.

Specific Experience and Capabilities

Firm's Experience



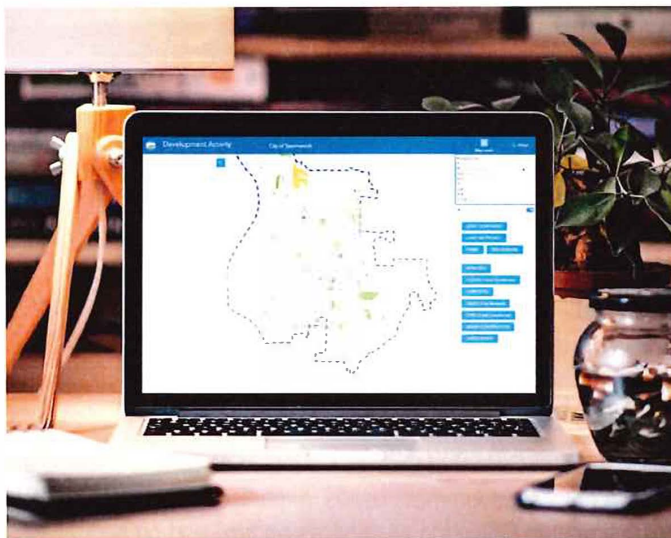
Experienced Local Government Consultants—Since 2012, we have built a reputation for providing exceptional GIS technical support to cities, towns, counties, utility districts and other local public agencies. As the cofounder and sole GIS services provider for the Association of Washington Cities and the Connecticut Conference of Municipalities GIS consortiums—programs that are first of their kind—FLO is committed to providing comprehensive GIS services to local governments. All of our consortium projects start with a needs assessment to ensure that the work approach and deliverables align with public agency goals. With over 80 needs assessments completed we have a deep understanding of both local government and showing how GIS plays an important part in delivering solutions and achieving the vision.



Experienced Professionals—The foundation of our firm is a mastery of GIS, science, and technology. Our staff are GIS experts and seasoned Esri ArcGIS platform administrators, adept at identifying and implementing best practices—including data management, technology, and training—for GIS programs. We have been part of the Esri Partner Network since our founding. We understand not only the software and systems, but also the tasks, workflows and outputs, enabling us to work across the organization to truly understand your needs and translate that into actions that are directly related to your goals.



Public-Service Oriented—Our mission is to improve the communities we work in, and we use GIS as a foundational tool with far-reaching benefits. It is a mission that deeply connects us to our clients and drives us to do our best work.



A public information web application, City of Sammamish GIS Strategic Plan, Washington

Completion of Deliverables

FLO has a track record of completing projects on time and on budget. Effective communication, regular stakeholder engagement, and leveraging project management tools have been crucial for tracking progress and meeting deadlines.

Our project management approach ensures successful deliverables through a systematic process that begins with defining deliverables in collaboration with stakeholders, assigning clear responsibilities, and setting benchmarks with the selected project management platform. We conduct regular reviews to stay on course, enforce rigorous quality assurance, and incorporate client feedback. The final delivery is executed through a secure platform, followed by dedicated post-delivery support, guaranteeing client satisfaction and upholding our commitment to excellence.

Key Personnel



Grant Herbert Principal in Charge/Project Manager

- *GIS Architecture*
- *Project Management*
- *System Assessments*

Grant Herbert has over 20 years of experience in the geospatial field. His education background includes a master's degree of science in geography with an emphasis in advanced geospatial analysis. Grant's expertise is in data management, spatial database and server technologies, automated GIS tool creation, and web-based data visualizations development.

Grant has worked in both local government and as a consultant on national level GIS projects and GIS system implementations, affording him a perspective that incorporates deep knowledge of GIS capabilities as well as an understanding of the strategic importance of efficiency, budget management, and organizational vision. His expertise in GIS technology enables him to design and implement systems that not only meet technical requirements but also align with executive priorities, ensuring cost-effective solutions that enhance operational efficiency and support long-term organizational goals.



Kyle Pote GIS Analyst

- *Workflows and Data Management*
- *Asset Management*
- *GIS Web Technology*

Kyle has five years of experience in the geospatial, environmental, and transportation fields. Kyle's educational background includes a master's degree of science in environmental GIS with a concentration in conservation ecology and land use analysis. His diverse background in GIS data management and analysis allows him to work effectively on a variety of projects.

Kyle has experience in GIS data management including data acquisition and conversions, geodatabase management and modeling, and handling large amounts of as-built data for asset management systems. His analytical capabilities include advanced geospatial and demographic analysis and building data workflows. He also has experience creating informative and easy-to-use web maps and applications to allow users to quickly understand and investigate data and carry out important tasks in the field or office.

Statements and Disclosures

Key Personnel Assignments

Key personnel assigned to the project will not be reassigned without prior MWDOC contract manager approval.

Subcontract Arrangements

We do not have any subcontractor arrangements.

Firm Capacity and Assurance

FLO assures we have the capacity to complete the project on time for the completion of the Final Draft Memorandum and Slide Presentation – April 25, 2025.

Conflicts

FLO does not have any personal or organizational conflicts of interest prohibited by law regarding this project.

C. Record of Performance

Relevant Project Team’s Experience

The FLO team has provided a brief summary of recent relevant projects below. We have conducted over 80 GIS needs assessment and GIS program development projects, with Grant Herbert conducting more than half of these and supporting the bulk of the remainder. Each GIS needs assessment is customized to the specific client needs and requirements, from quick, task-focused assessment to in-depth strategic plans. For each client, Grant identified their key overall goals and organizational vision, evaluated their existing GIS environment and capabilities, and generated a series of recommendations for them to ensure that their GIS program and tools are well-suited to their needs and resources.

Our plans take care to highlight how GIS capabilities and projects are directly and indirectly capable of achieving the organization’s goals and vision. For each of these projects we hold ourselves to a strict timeframe to meet deadlines and keep within budget. We are proud to have helped so many organizations make the best use of GIS in a cost-effective manner, enhancing decision-making and communication with their communities. By ensuring that we consider the options available and right-sizing the recommendations, we make it easier to get where you want to be and to understand the steps required. Whether you need to run a particular system to support advanced editing capabilities or just want something simple to administer to deploy web applications, right-sizing will establish the best option for your needs and budget.

Proof of the value of our work lies in our repeat business—it is not uncommon for us to be invited back to refresh a GIS plan after four or five years. Grant has conducted multiple GIS needs assessment refreshes for a number of clients, including some who have been with us for over 10 years. As a direct result of our needs assessments, clients have implemented improvements in training and technology enabling them to manage their systems better and more effectively, delivered tangible tools and data to internal and public users, and secured funding and commitments to keep their GIS programs working to support their communities and organizational goals.

City of Sammamish GIS Strategic Plan Sammamish, Washington

The City of Sammamish (population 68,000) is located next to Sammamish Lake in the populous King County, Washington. The City’s proximity to Seattle and Bellevue and the pace of development in the region have led to significant urban development and population growth, which has increased the GIS-related workload of City staff. The City wanted to ensure that it was making the best use of its GIS resources, which support a range of activities, including planning, parks and recreation, and asset management. FLO completed a GIS needs assessment for the City in 2018, which led to improved funding and data management, staff training, and governance changes. In 2022 the planned refresh of that assessment was expanded into a delivering comprehensive GIS strategic plan, designed to fit within the IT strategic plan that the City was developing.

Project Relevance

- Comprehensive Interviews and System Review
- City GIS Vision
- Enterprise-Level GIS
- System Integrations

The expanded GIS strategic plan incorporated interviews, system reviews and more time spent on assessing and developing the City’s GIS vision and governance requirements. Created in close conjunction with GIS staff and the larger IT department, it documented staff resources, governance, data systems and IT components, as well as the changed relationship as GIS was brought into the IT department. The report encompassed departmental needs and concerns across the organization and summarized common threads, threats, and opportunities in an easy-to-digest manner, taking into account changes in both technology and organizational structure since the previous assessment.

Providing both concrete and aspirational recommendations tied directly to City goals, FLO’s GIS strategic plan served as a road map for the IT department and GIS staff to further develop and improve the GIS program, demonstrating how GIS could align with the organization’s overall IT and business needs and directly connecting the value of the investments and tools with the services delivered.

PROJECT TEAM: Grant Herbert



Woodinville Water District GIS Needs Assessment Woodinville, Washington

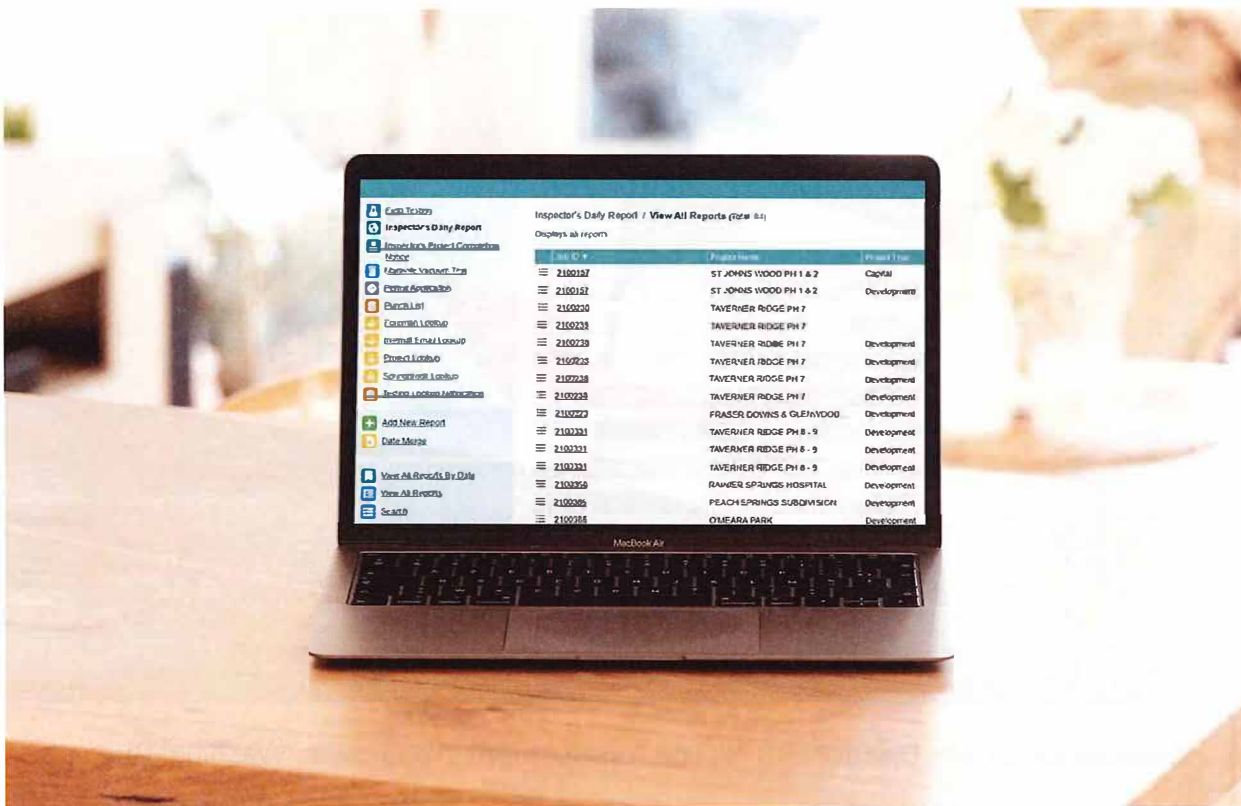
Woodinville Water District has served customers in King County, Washington, since 1963, adding sewer services in 1969. It is the tenth-largest water and sewer district in Washington state, with over 14,700 water customers and nearly 3,500 sewer customers. FLO Analytics conducted a focused needs assessment aimed at identifying the needs and requirements in preparation for a proposed asset management system. The focus was to identify existing pain points and workflows that could be improved, document asset management-related requirements across departments, and provide recommendations on both asset management and GIS.

Project Relevance

- Comprehensive Interviews
- Asset Management Focused
- System Integrations
- Selection Assistance

Our findings covered both underlying data considerations and workflows—as well as the need to develop an internal review process—and specifically identified key components necessary for a successful asset management system implementation project along with systemic issues that had impacted previous implementation attempts, such as a commitment to training and a flexibility in matching workflows to the preferred solution. We also looked at potential integrations and provided key insights to help the District determine the feasibility of each when comparing candidate systems.

PROJECT TEAM: Grant Herbert



Clark Regional Wastewater GIS Needs Assessment Clark County, Washington

Clark Regional Wastewater District is one of the largest wastewater districts in the state of Washington, providing services to more than 81,000 people throughout Clark County. The District wanted to understand the requirements for developing and optimizing its integrated asset management system and migrating to a GIS-first approach internally. With these overall goals in mind, FLO conducted an extensive needs assessment covering hardware, software, data, and resources. FLO also dove deeply into the District's existing engineering workflows, identifying optimization and technology opportunities. FLO developed a comprehensive series of recommendations and tasks designed to get the District to where it wanted to be with Enterprise GIS while ensuring that future systems could be accommodated.

Project Relevance

- Focused Interviews and System Reviews
- Workflow Assessment and Efficiency Focus
- System Integrations
- Quantifying the Impact of Technological Change

FLO then worked with the District to implement the recommendations, from GIS software and process updates to improved GIS integration with other systems and data accessibility through web applications. With greater use of mobile devices for field data collection, better access to GIS data in the field, increased integration of systems and data, and the implementation of electronic field forms and review tools to eliminate paper workflows and reduce duplication, the organization greatly increased efficiency, data visibility, and staff agency, generating a return on investment that paid for itself within two years.

PROJECT TEAM: Grant Herbert

FLO has completed over 80 GIS needs assessments for public clients including:

- City of Arlington
- City of Bainbridge Island
- City of Newcastle
- City of Monroe
- City of Oak Harbor
- City of Mukilteo
- Southwestern Washington Regional Transportation Authority
- Snoqualmie Pass Utility District
- Port of Bellingham
- King Conservation District
- Clackamas County Water Environmental Services
- Multnomah County Drainage District
- City of Kenmore
- City of Leavenworth
- Pierce Conservation District
- City of Vancouver Streets Department
- And many more!

References

Beth Carpenter
Senior IT GIS
Systems Analyst

City of Sammamish,
Sammamish Information Technology

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Heath Henderson
Collection Infrastructure
Director

Clark Regional Wastewater District

360.993.8815

HHenderson@crwwd.com

Dee Lofstrom
Information Systems
Supervisor

Woodinville Water District

425.487.4114

dlofstrom@woodinvillewater.com

D. Project Work Plan

Project Understanding

Our understanding is that the District is focused on planning, education, and advocacy activities related to water use, water quality, conservation, and reliability. It manages a variety of data (including aerial imagery), conducts field data collection, and leverages outside data including those from its member agencies. The District has been using GIS and ArcGIS Online for five years, and, although it currently has limited GIS resources, it has a vision to serve as a data-sharing hub for its members and improve communications between agencies. As part of its planning work, the District is interested in managing, analyzing, and incorporating demographic data, including conducting the redistricting work required at each Census refresh. Overall, we understand that you require a consultant to:

- Perform an assessment of the current GIS environment (data, systems, processes, and resources), identify and summarize future GIS needs, and generate a gap analysis.
- Develop a road map and business case tied to District goals with recommendations and cost estimates.
- Present the recommendations to MWDOC staff, executives, and the board.

Our GIS needs assessment is a concise actionable document that ties the recommendations to specific issues and goals, making it clear how each contributes to the organization's goals and success. Initial budget and resource estimates can

be provided along with timelines, dependencies, and priorities to aid in decision-making and planning. In most cases, our recommendations can be translated directly into specific projects and tasks and are designed to support your business needs, including core goals, short- and long-term objectives, organizational structure, and best practices. Our recommendations will highlight early wins and create visible outcomes as soon as practicable.

Given the desired timeframe, it will be important that the District is able to provide access to staff and systems in a timely manner and to be responsive to requests for more information from FLO.

Task 1—Project Management and Requirements Refinement

This task covers project management, along with a work group kickoff meeting to confirm the overall goals and expectations for the report and timelines and expectations, as well as providing the opportunity to define the list of system components that will be evaluated along with key personnel.

General objectives for the work group meeting are provided below.

Kickoff Meeting:

This initial kickoff meeting will consist of a video conference meeting (up to 2 hours) with key staff and will include topics such as:

- Establishing mutually agreed-upon goals and expectations for the project, along with specific factors to include in the deliverables.
- Identifying key contacts and communication requirements.
- Identifying key system components, processes, and data.
- Identifying key departments and personnel for interviews.

Deliverables

A brief memorandum or email outlining the following:

- Summary of goals and expectations.
- Key contacts and project communication processes.
- Any identified key system components and system evaluation and integration priorities.

Task 2—Assessment

This task involves the evaluation of key system components identified as priorities during the Task 1 kickoff meeting. The goal of these assessments is to learn as much as possible about each system component, the degree to which the District currently utilizes them, and how these systems can be leveraged to improve operational efficiencies. Please note that this task assumes access to key personnel in the District, as well as supporting groups such as IT, for video interviews, and access to the various software, hardware, data repositories, and documentation, as necessary to adequately complete this task.

FLO anticipates conducting between six and ten video interviews with the District, including with the executive team as well as each of the following departments: Engineering, Water Loss Control, Water Use Efficiency, the Water Emergency Response Organization of Orange County, and the District's IT Department or consultant. FLO also uses a general needs assessment questionnaire to enable staff to research and fill in data prior to the interviews to save time.

Focused Systems Assessment:

System evaluations and staff interviews will focus on identifying and reviewing (as applicable):

- Goals and requirements.
- Actual and anticipated GIS use.

- Personnel resources and responsibilities.
- Software, hardware, server, and network resources and requirements, including mobile devices if applicable.
- Existing spatial and nonspatial data repositories.
- Institutionalized procedures and methods for creating, maintaining, and interacting with key data repositories and technologies.

The task deliverables consist of a draft GIS needs assessment document and a work group meeting (up to two hours) held with key District staff to present the draft findings. The District will review the draft GIS needs assessment and provide feedback or corrections as necessary.

Deliverables

- Draft GIS needs assessment review meeting (up to two hours).
- Draft GIS needs assessment document by April 25, 2025.

Assumptions

- The task and budget assumes up to ten one-hour-long interviews.
- The District will assign staff to complete questionnaires as applicable to departments, including IT.
- The District will coordinate scheduling and make staff available in a timely manner for video conferencing interviews using Microsoft Teams or Zoom.
- The District will complete its review of the Draft GIS needs assessment and provide feedback within five business days of delivery.

Task 3—Findings and Recommendations

This task will consist of finalizing the draft document and preparing and delivering a concise memorandum and PowerPoint presentation. The outcome of the needs assessment will be a memorandum describing our understanding of the District's existing environment, our recommendations, and a business case for GIS investment to help the District achieve its goals. FLO will spend up to one hour conducting a presentation to District staff.

Deliverables

- Finalized GIS needs assessment document.
- Presentation materials.
- Presentation (up to one hour).

Assumption

- There will be a single presentation to all staff.

E. Project Schedule

The timeline shows the major components of the tasks along with key deliverable milestones. Task 1 starts with the kickoff meeting (anticipated Monday Mar 29th) immediately followed by Task 2 where the assessment and interviews will be conducted. Initial draft materials will be made available for District review as they are developed throughout the assessment process. To meet the draft deliverable timeline of April 25th, we assume the District can make all required staff and access to systems and data available within a short time of the kickoff meeting. For speed and scheduling flexibility, all activities will be carried out remotely. Following delivery of the draft assessment, the District is expected to carry out an extensive review within 5 business days, providing feedback for FLO to incorporate into the final deliverable due May 9. The timely delivery of these components is predicated on the ability to get started as soon as possible after the anticipated contract execution of March 25th.

Timeline extended with an intensive period expected the week after draft delivery.

2025							
	WEEK 1 Mar 29 - Apr 4	WEEK 2 Apr 5 - 11	WEEK 3 Apr 12 - 18	WEEK 4 Apr 19 - 25	WEEK 5 Apr 26 - May 2	WEEK 6 May 3 - 9	WEEK 7 May 10 - 16
Task 1—Project Management and Requirements Refinement							
Kickoff Meeting	★						
Task 2—Assessment							
Assessment							
Interviews							
Draft Deliverable				★			
District Feedback							
Task 3—Findings and Recommendations							
Final Deliverables						★	
Presentation							TBD

F. Project Fee Schedule

Task	Hours	Labor	Direct	Total
1. Task 1—Project Management and Requirements Refinement	11	\$2,520		\$2,520
2. Task 2—Assessment	118	\$26,940		\$26,940
3. Task 3—Findings and Recommendations	27	\$5,975		\$5,975
Total Estimated Cost:				\$35,435

Consultant Personnel and Title	Cost (Hourly Rate)*
Grant Herbert—Principal GIS Analyst	\$275
Kyle Pote—GIS Analyst	\$180

*Rates are valid through August 2025

G. Attachments



Grant Herbert GISP

Director of Technology
gherbert@flo-analytics.com | 206.556.2024

Grant Herbert has 20 years of experience in the geospatial field. His education background includes a master of science in geography with an emphasis in advanced geospatial analysis. Grant's expertise is in data management, spatial database and server technologies, automated Geographic Information Systems tool creation, and web-based data visualizations development.

Grant has worked in both local government and as a consultant on national level GIS projects and GIS system implementations, affording him a perspective that incorporates deep knowledge of GIS capabilities as well as an understanding of the strategic importance of efficiency, budget management, and organizational vision. His expertise in GIS technology enables him to design and implement systems that not only meet technical requirements but also align with executive priorities, ensuring cost-effective solutions that enhance operational efficiency and support long-term organizational goals. Relevant Projects

Education

- Graduate Certificate in Software Development and Design: University of Washington, 2020
- MSc, Geography: Northern Illinois University
- Certificate of Graduate Study in Geographic Information Analysis: Northern Illinois University
- BSc, Geography: Canterbury University, New Zealand

Certification

- GISP, No. 54850

Professional Associations

- WAGISA
- Gamma Theta Upsilon International Geographic Honor Society

Strategic GIS Plan, City of Sammamish, King County, Washington

Grant designed and led a comprehensive evaluation of the use of GIS at the City of Sammamish GIS. This incorporated staff resources, governance, data systems, and IT components, as well as the relationship between GIS and IT. The GIS strategic plan was designed as a key component to inform the city's overall IT plan. Several high-priority recommendations—including establishing general funding for key data sets, improved data management, and staff training resources—have been implemented.

Data and GIS Automation, Oregon Wildfire Response, Oregon Dept of Transportation, Oregon

Grant led a team in designing, developing, and implementing a number of innovative efficiency and automation components to support the data management and project visibility for the cleanup response to the 2020 Oregon wildfires. This high-pressure project rapidly changed in scope and deadlines from inception and required the integration of data from both internal and external systems and vendors. Components built included views integrating data from multiple, frequently changing SQL Server databases (including an Esri Geodatabase), complex, parameterized database-driven reports in SQL Server Reporting Services, and automating data updates and the generation of daily reports pulling in a variety of elements (SQL, PDF, GIS) using Python scripts.

Electronic Field Form Implementation, Clark Regional Wastewater District, Clark County, Washington

Grant implemented Flowfinity electronic forms software to modernize and streamline existing workflows. He helped design and develop SQL Server data integration components and tools to allow for GIS integration, and automated tasks related to generating permit inspections and records. The system is designed to visualize field activity requirements and streamline the process of initiating inspections and includes dynamic map interfaces and dashboards to track progress.

Grant Herbert GISP

Departmental Workflow and GIS Needs Assessment, Clark Regional Wastewater District, Clark County, Washington

Grant evaluated current engineering department workflows (including GIS) and departmental and organizational needs and goals. Each workflow was documented in detail, clearly describing the current practices with time required and technologies associated with each step. Grant developed a number of improvement recommendations designed to increase efficiency, reduce errors, and improve data and process visibility to staff.

Strategic Plan and Data Modeling, Clackamas County Water Environmental Services, Clackamas County, Oregon

Grant was part of a team that assessed the existing GIS at the organization and developed a strategic plan for improvements. Phase I involved developing a comprehensive data schema and model along with a data migration procedure.

GIS Consortium, Association of Washington Cities, Washington

Grant is working with a number of cities in Washington, assessing their GIS needs and developing (and supporting) implementation projects. His role includes project management, needs assessments and strategic planning, tool development, and enterprise GIS planning and implementation tasks.

Enterprise GIS, City of Arlington, Washington

Grant conducted a focused evaluation of the city's Esri Enterprise GIS installation, assessing it against current best practices. The city has implemented a number of the recommendations pertaining to security, data access, and performance.

Enterprise GIS, City of Monroe, Snohomish County, Washington

Grant conducted a focused evaluation of city GIS requirements, including the planned asset management system. He designed and implemented an enterprise-worthy approach that included an updated data model and data migration, and installation of an Esri Enterprise GIS. This delivered simplified integration with the AMS vendor, increased GIS staff efficiency and flexibility, and enabled immediate data and visualization improvements. Extensive training and support enabled the city to capitalize on this and be proactive with internal solutions.

Whatcom County I-5 Corridor Infrastructure Study, Port of Bellingham, Whatcom County, Washington

Grant led a team conducting a data consolidation and analysis of physical infrastructure and utilities in the I-5 corridor region of Whatcom County. Throughout the study, the data were made available via a collection of thematic web applications allowing users to interactively explore the developing data and results. The deliverable included a report summarizing the current state and impact of utility scenarios.

Stormwater Fee Roll Improvements, Whatcom County, Washington

Grant managed a project involving the implementation of two phases of stormwater fee roll improvements, incorporating the development of new processes and methodology design as well as database and tool development. As part of this project, FLO staff generated the county fee rolls for 2017, 2018, and 2019.

Stormwater Fee Roll Process Review, Whatcom County, Washington

Grant led a project involving assessment and evaluation of the county's current stormwater fee roll process, producing a number of recommendations for improving efficiency and lowering costs associated with fee roll generation.

Development Activity Web Map, City of Sammamish, Washington

Grant developed joins, views, and stored procedure subroutines in SQL Server to integrate and automate combining a permit tracking database with GIS data for the city. The data were published using ArcGIS Server, and a web application was developed to enable the public (and city staff) to visualize current development activity on a map.

Land Inventory Assessment, Business Oregon, Oregon

Grant managed the GIS components of a large-scale data compilation and field inventory project, and designed analysis methods and tools.



Kyle Pote

Project GIS Analyst

kpote@flo-analytics.com | 971.713.3583

Kyle Pote manages services related to GIS, remote sensing technologies, and data management for local government clients at FLO Analytics. He has six years of experience in the geospatial, environmental, and transportation fields. Kyle's educational background includes a master's degree of science in environmental GIS with a concentration in conservation ecology and land use analysis. His diverse background in GIS data management and analysis allows him to work effectively on a variety of projects. Kyle's GIS data management skills include data acquisition and conversions, geodatabase management, and collecting and manipulating GPS data. His GIS analytical capabilities include advanced geospatial analysis and modeling, land use and demographic analysis, aerial and satellite image analysis and georeferencing, custom web mapping, ESRI web application creations, cartography, drone operations, and 2D photogrammetry.

Education

- MS, Environmental GIS: Unity College
- BA, Coastal Environmental Science: Flagler College

Certifications

- FAA Remote Pilot, No. 4495543
- Florida CESC
- 40-hour HAZWOPER and 8-hour Refresher Training
- USACE Wetland Delineation and Regional Supplement Training

Professional Association

- Palm Beach Countywide GIS Forum

Relevant Projects

Birch Bay Watershed and Aquatic Resources Management District, Whatcom County, Washington

The Whatcom County Public Works Department needed to update its property owner fee roll for the 2025 tax year within the Birch Bay Watershed and Aquatic Resources Management boundary. Kyle assisted with tasks including reviewing property owner parcel information and digitizing new impervious areas to assign fee rates for the 2025 tax year. Parcels fell into six categories which included residential, residential-other, development, development-other, open space/agriculture, and condominium. Each category received differing tax rates calculated on the total impervious square footage within each property boundary.

Pierce County Parks & Recreation Natural Lands, Pierce County, Washington

Pierce County Parks & Recreation needed existing park and natural lands data revitalized and required a new environmental geodatabase with a new schema to host existing county park datasets. Kyle converted, updated, and consolidated existing datasets into six different feature classes based on unique criteria and data types. Kyle also conducted several customized training courses on future data management techniques for the new geodatabase with county staff members. These datasets will be published and hosted on the County's ArcGIS Online (AGO) platform and work will continue to create various web maps and applications so that staff may continue updating features during field operations.

New Willimantic Cemetery Solution, Town of Windham, Connecticut

The Town of Windham needed assistance transforming static, historical cemetery maps and images into spatial, web-facing modernized data easily managed and consumed by the public using interactive applications. Kyle deployed an Esri solution for the New Willimantic Cemetery. The cemetery solution involved spatial and tabular-related datasets including several Esri web applications for back-end data management, on-site field data collection, and a public interface. Kyle worked with the client to ensure the applications for back-end data management, on-site field data

Kyle Pote

collection, and a public interface. Kyle worked with the client to ensure the applications matched their needs while handling incomplete cemetery data and streamlining the solution for easier management. To wrap up the project, Kyle delivered customized training for Town staff to ensure they could effectively manage the cemetery data and solutions going forward, particularly for entering new records and editing existing ones.

Southwest Washington Regional Transportation Council GIS Services and Trainings, Vancouver, Washington

The Southwest Washington Regional Transportation Council sought to modernize how they manage and store their data by utilizing their AGO environment for hosting data. Kyle gathered, consolidated, and published static GIS data and map products from various local drives on their network to their AGO environment and implemented updated GIS data and metadata standards. Kyle provided training on AGO and ArcGIS Pro functionality as needed, including training in navigating the AGO interface, editing, web application creation, and hosted data management. Kyle worked to establish internal user roles for data stewardship and control and reviewed existing tools and applications for future migration and development projects. Kyle's goal was to remediate SWRTC's siloed data access and editing environment by identifying authoritative data and easy access through ArcGIS Pro or web tools and improving data access to both partners and the public.

City of Stevenson Asset Management and GIS Services, Stevenson, Washington

The City of Stevenson needed guidance on managing existing GIS datasets and utilizing the City's AGO environment to host City data. Throughout this process, Kyle coordinated with the City asset management implementation team to ensure the data was compatible and appropriately configured. Kyle also created various web applications to allow staff to view, update, and analyze City assets. To date, the data migrated spans several topic areas including utilities, compliance issues, parks, and natural resource assets. In addition, Kyle has generated privately owned asset data for the City to continue its oversight of utility networks and created public engagement web applications for constituents to provide feedback. Kyle has also provided customized training to City staff to teach them how to use and manage the new tools and has conducted specialized analysis to help the City identify potential issues and answer questions about decision impacts.

Village of Pinecrest Public Application Hub Site, Pinecrest, Florida

Kyle assisted with the creation of a comprehensive public-facing website displaying various metrics for the Village of Pinecrest. The website's objective was to allow the local community to easily access data related to planning, crimes, financial information, employment, recreation, and culture. The website consisted of user-friendly graphs and charts configured to allow comparison of previous years of data through filters to identify trends.

City of Fort Lauderdale Grant Feasibility Analysis, Fort Lauderdale, Florida

Kyle created a web application for city officials to identify census tracts within the city most likely to qualify for transportation grant applications. The interactive application consisted of various data sets which allowed the user to filter through and identify tracts that contain criteria relative to their grant of focus. Data sets used in the application consisted of socioeconomic and demographic factors, recreational assets, transit assets, and existing transportation networks.

Miami-Dade Countywide Multimodal Project Scoping Checklist and Prioritization, Miami-Dade County, Florida

Kyle conducted a GIS-based project prioritization study to identify and score countywide multimodal projects on a three-tiered scoring checklist for Miami-Dade County. The objective of the analysis was to evaluate planned projects based on several scoring criteria to prioritize the importance for implementation. Projects were evaluated based on equity, safety, existing networks, high-injury networks, proximity to schools and parks, and demographic data.

Okeechobee County GIS Data Viewer, Okeechobee County, Florida

Kyle developed a web application for public use displaying a collection of various data sets relevant to residents within the county. The interactive application allowed users to toggle on and off layers such as parcel lines, roadways, flood zones, opportunity zones, county commission districts, zoning, future land use, census blocks, and waterways.

Total Water Savings
2.4 GPM

Number of Leaks Found
30

Report #:	Address:	Leak Suspected On:	Estimated GPM:	Comments:
9	13391 Gimbert Lane	Agency Side Meter Connection	0.01	Leak seen on agency side meter connection. Possible pinched gasket.
10	18892 Green Willow Court	Agency Side Meter Connection	0.01	Dripping agency side meter connection. Possible gasket needed.
11	1222 Triumphal Way	Agency Side Meter Connection	0.05	Leak visible on agency side meter connection. Possible pinched gask...
12	1132 Foothill Boulevard	Customer Side Meter Connection	0.1	Leak heard on AMS. After further inspection leak is seen on customer...

Leak Types

- Agency Side Meter Connection: 15 (50%)
- AMS: 3

Geographic Information System (GIS) Needs Assessment

MWDOC Administration & Finance Committee Meeting

March 12, 2025



1

What is GIS?

- **GIS - Geographic Information Systems**
- Unique technology to **create, manage, analyze** many types of data
- **Visualization** of **location-based** (spatial) and **time-based** (temporal) data
- Powerful tool for everyday applications
- **Data** is at the heart of GIS.

The **measurement** or observation

Unit of the measurement

Time the observation was made

Location of the measurement

Key Attributes of Data

2

2

What is GIS?



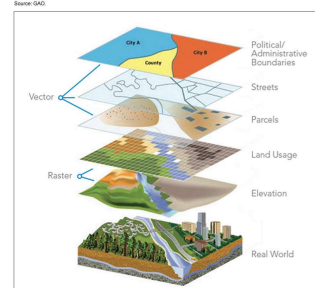
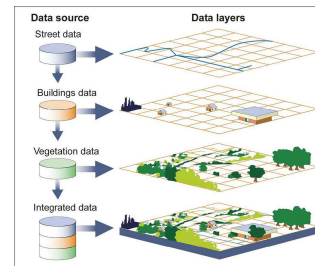
- GIS is much more than a mapping tool
- Enhances effectiveness, guides decision-making, improves communication

3

Why does MWDOC Need GIS?



- MWDOC as a **central resource for data** for our member agencies.
- Added value through assistance in **meeting regulatory compliance and other specific needs**.
- GIS will **improve effectiveness** of MWDOC's current activities.



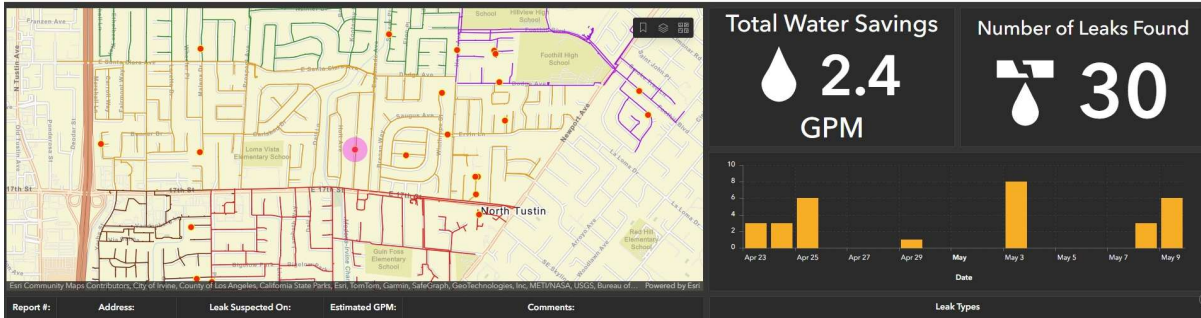
4

Potential GIS Applications for MWD OC



• Water Loss Control

- GIS is already backbone of program but process could be improved & optimized
 - Field data recording
 - Field assignment workflows
 - Platform for reporting back to member agencies



Existing Water Loss Control & Leak Detection Program (Partial GIS Dashboard Example)

5

Potential GIS Applications for MWD OC



• Water Use Efficiency

- GIS will significantly enhance WUE’s activities in assisting member agencies with:
 - Rebate program data management, analysis, targeted outreach, maximize water savings
 - Conservation as a Way of Life compliance assistance



Landscape Area Classifications (GIS Visual Example)

6

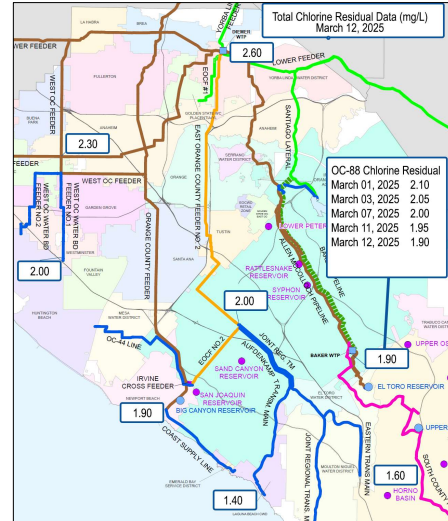
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Potential GIS Applications for MWD OC



• Reliability Planning & Engineering

- GIS will improve analysis, communication, and coordination between MWD OC, MET, and member agencies
 - Water Quality Platform & dashboard
 - Pipeline shutdown coordination



Existing OC regional pipelines static map with manual input of water quality data 7

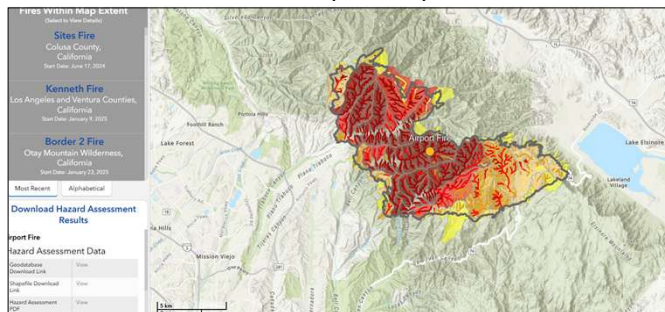
7

Potential GIS Applications for MWD OC



• Water Emergency Response of OC (WEROC)

- GIS capabilities are increasingly critical to WEROC's function:
 - Better manage larger emergency incidents
 - Enhance situational awareness
 - Improve damage assessment
 - More effectively identify stakeholders in an incident



Example Emergency Management Dashboards using GIS to capture multiple data layers 8

8

How does MWDOC Benefit from GIS?



- **Flexible & Scalable GIS System** – Support wide range of data, data formats, customer base, and allow for expansion as budget allows.
- **Integrated & Cohesive GIS** – Allow for data sharing and seamless coordination among MWDOC departments
- **Ability to link data in various formats** – From maps to agreements to building dashboards

9

9

Expected Outcomes of Needs Assessment



GIS needs assessment will provide a roadmap that identifies the following:

- **Right fit GIS** infrastructure for MWDOC
- GIS platform that is flexible & compatible with various data/data formats
- **Time horizons** for implementation (near-, mid-, & long-term)
- **Estimated costs & resources** for each time horizon
- **Staffing needs** (internal & external) for each time horizon
- **Other considerations**, e.g. change management, cybersecurity, data technology impacts & trends

10

10

Needs Assessment Scope of Work



- Assess MWDOC’s current GIS environment through interviews
- Review existing GIS processes and non-GIS databases for compatibility
- Identify MWDOC’s future GIS needs
- Provide recommendations with estimated costs & resources by timeline

Deliverables:

- MWDOC GIS Roadmap Memorandum
- PowerPoint Presentation

11

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Project Timeline



4-month Project Timeline (March to July 2025)

Activities	Anticipated Dates
MWDOC’s Committee Recommendation	March 12, 2025
MWDOC’s Board Consideration of Award Contract	March 19, 2025
Contract Execution & Authorization to Proceed	March 25, 2025
Final Draft Deliverables	July 21, 2025
Final Deliverables	July 28, 2025

12

12

Staff Recommendation



Option #1: Staff recommends that the Board of Directors authorize the General Manager to enter into a professional services agreement with FLO Analytics to conduct a Geographic Information System (GIS) Needs Assessment in an amount not to exceed \$35,435 plus a 15% contingency (\$5,315) for a total cost not to exceed \$40,750.

13

Report #:	Address:	Leak Suspected On:	Estimated GPM:	Comments:
9	13391 Gimbert Lane	Agency Side Meter Connection	0.01	Leak seen on agency side meter connection. Possible pinched gasket.
10	18892 Green Willow Court	Agency Side Meter Connection	0.01	Dripping agency side meter connection. Possible gasket needed.
11	1222 Triumphal Way	Agency Side Meter Connection	0.05	Leak visible on agency side meter connection. Possible pinched gask...
12	1132 Foothill Boulevard	Customer Side Meter Connection	0.1	Leak heard on AMS. After further inspection leak is seen on customer...

Total Water Savings: 2.4 GPM

Number of Leaks Found: 30

Leak Types: Agency Side Meter Connection (15), AMS (3)



Thank you for your attention.
Please **let us know** if you have questions.

14



ACTION ITEM
March 19, 2025

TO: Board of Directors

FROM: Randy Crane, Administration & Finance Committee Chair

SUBJECT: RECOMMENDATION ON WHETHER TO LEAVE AN INCREASE IN DIRECTOR COMPENSATION AS A PLACEHOLDER IN THE DRAFT FY 2025-26 BUDGET

A&F COMMITTEE CHAIR RECOMMENDATION

It is recommended that the Board of Directors review and discuss whether to (1) leave the 5% Director compensation increase as a placeholder in the draft FY 2025-26 budget which will initiate the required Public Hearing notifications, etc. at a cost of approximately \$3,000; or (2) remove the placeholder and not proceed with a compensation increase for the FY 2025-26.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

The Board is currently in the process of reviewing MWDOC’s draft budget for the 2025-26 fiscal year. When the budget process was kicked off at the January 8, 2025 Administration & Finance Committee meeting, staff was directed to add a placeholder for a 5% increase in Director compensation to the draft budget, as it was noted that the Board had not received an increase in compensation since January 2020. Subsequently, the 5% placeholder was incorporated into the first draft budget which was reviewed by the A&F Committee in February.

Director Crane met with staff and legal counsel to discuss the process and laws governing increases in compensation. In summary, the process is as follows: Water and Government Codes require that increasing compensation for directors must be done by Ordinance, and prior to approving any increases in compensation, a Public Hearing must be held. It should be noted that the law also allows (and limits) increases to 5% for each year since the last increase, and any approved increase cannot go in effect until 60 days after the Ordinance

Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Budgeted amount:	Core: <input checked="" type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount:		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

adoption date, which is normally scheduled to coincide with the budget adoption date (April 16th). Public hearing guidelines dictate that a notice of public hearing must be published in a newspaper of general circulation (per Government Code 6066) and must be published once a week for two successive weeks (or more often) and there must be at least five days intervening between the respective publication dates. The period of notice commences upon the first day of publication and terminates at the end of the fourteenth day. Staff has historically placed these notices in the *Orange County Register* for two consecutive weeks prior to the public hearing date (the date of the Board meeting/April 16). The cost for publishing the notices is approximately \$3000.

At the February 20, 2025 Executive Committee meeting, A&F Chair Crane suggested the Board take a definitive action (in March, prior to the final draft budget review in April) on whether to leave the placeholder amount (a 5% increase in Director Compensation) in the 2025-25 draft budget, or to remove it. It should be noted that in the event the compensation increase is left in the draft budget, the Board would proceed with a Public Hearing and consideration of an ordinance in order to adopt an increase, and the Notice of the Public Hearing would need to be published, which would result in a cost of approximately \$3000.

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- | | |
|--|---|
| <input checked="" type="checkbox"/> Clarifying MWDOC’s mission and role; defining functions and actions. | <input type="checkbox"/> Work with member agencies to develop water supply and demand objectives. |
| <input type="checkbox"/> Balance support for Metropolitan’s regional mission and Orange County values and interests. | <input type="checkbox"/> Solicit input and feedback from member agencies. |
| <input type="checkbox"/> Strengthen communications and coordination of messaging. | <input type="checkbox"/> Invest in workforce development and succession planning. |

BOARD OPTIONS

Option #1: Leave the 5% Director compensation increase as a placeholder in the draft FY 2025-26 budget which will initiate the required Public Hearing notifications, etc. at a cost of approximately \$3,000

Fiscal Impact: \$3,000

Option #2: Remove the placeholder and not proceed with a compensation increase for the FY 2025-26.

Fiscal Impact: None

List of Attachments/Links:
<i>None</i>



DISCUSSION ITEM

March 12, 2025

TO: Administration & Finance Committee
(Directors Crane, Thomas, Nederhood)

FROM: Harvey De La Torre, General Manager

Staff Contact: Hilary Chumpitazi

SUBJECT: MWDOC FY 2025-26 2nd DRAFT BUDGET

STAFF RECOMMENDATION

It is recommended that the Board of Directors review and discuss the MWDOC FY 2025-26 2nd Draft Budget.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

MWDOC’s Budget schedule was set up to facilitate the Budget and rate schedules of our Member Agencies. On February 12, staff presented the 1st Draft Budget to the A&F Committee. The 2nd Draft Budget, incorporating comments from the February A&F Committee discussion as well as any comments from our Member Agencies. The 3rd (Final) Draft Budget presentation is scheduled for the April A&F Committee meeting, with anticipated adoption of the Final Fiscal Year (FY) 2025-26 Budget at the April 16 Board meeting.

This 2nd Draft Budget maintains a modest rate increase to recover MWDOC’s costs and maintain existing service levels. Included is a Budget Narrative list of proposed key financial changes, adjustments, and annotations, along with the reserve policy targets and the proposed employee merit pool percentage. The Budget Narrative also includes a detailed description of each department’s key priorities and initiatives for FY 2025-26.

Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Budgeted amount: N/A	Core: <input type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount:		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Budget Highlights

Pertinent aspects of MWDOC's 2nd Draft Budget for FY 2025-26 include:

Proposed Rates and Charges

- Charges are calculated under the rate structure methodology adopted by the MWDOC Board:
 - A proposed retail service rate of \$15.25 per retail meter for FY 2025-26, an increase of \$0.50 (3.4%). This is consistent with last year's Budget-projected rate increase for FY 2025-26, adhering to the notion of modest and gradual rate increases; and
 - A proposed groundwater customer charge of \$414,371 to OCWD, an increase of \$8,908 (2.2%).

Revenue Highlights

- The Budget total of \$220,006,431 (revenue) includes Core, Choice, water sales, outside funding, and WEROC. This is an overall decrease of -\$12,242,358 (-5.27%), mainly due to the water sales projections for FY 2025-26.
- The Consolidated (Core and Choice) Budget is \$13,809,116 (revenue). This is an increase of \$956,240 (7.4%), mainly due to an increase in Choice Program activity. This does not include Outside funding.
- Choice revenue and expenses are balanced at \$2,411,857, an increase of \$367,223 (18.0%) over the current year's Budget.
- The total revenue for the Core Budget is \$11,397,259, an increase of \$589,017 (5.4%) over the current year's Budget. The largest driver of increased Core revenue is anticipated interest revenues. Interest revenues are budgeted at \$916,000, a \$177,040 increase (24.0%) to reflect current market earnings.
- Outside funding used for Water Use Efficiency (WUE) from rebates and grants is budgeted at \$8,349,498 a decrease of -\$2,522,544 (-23.2%) in funding over this year's Budget. This is mainly due to decreased anticipated activity in the Metropolitan regional rebate program.

Expense Highlights

- The total expenses for the Core Budget are \$11,289,402, an increase of \$431,991 (4.0%) over the current year's Budget. The most significant drivers of increased Core expenses are Consulting Services and Employee Salaries/Benefits.
- The increase in Consulting Services expenses is due to several Engineering efforts, including the 2025 Urban Water Management Plan and Water Quality initiatives.
- The Software Support/Expenses for FY 2025-26 are recategorized from Professional Fees.
- The decrease in Maintenance Expenses results from the project completion of upgrades to the Joint Board Room audio-video equipment with OCWD.

Impacts on Reserves

- The proposed 2nd Draft Budget estimates a net put of \$107,857 into reserves. With the inclusion of GIS support service expenses (contingent upon Board approval), the Final FY 2025-26 Budget could result in a “balanced Budget.”

Other Highlights

- The proposed Total Water Fund Budget includes anticipated Water Purchases of 120,747 Acre-Feet (AF), a decrease of -21,494 AF (-15.1%) from the FY 2024-25 Budget, and anticipated Local Resource Program incentives of \$3,840,576, a decrease of -\$821,382 (-17.6%).
- The proposed salary contribution pool is at 6.11% of salaries and wages and reflects the inflation rate (2024 CPI annual average = 3.3%) along with merit considerations. No COLA (Cost of Living Adjustment) is being proposed.
- The Core-funded staffing level increase by 1.65 FTE and Choice-funded staffing levels increase 0.60 FTE. These staff levels reflect the increase in organizational needs assessment modifications in the areas of full-time, part-time, and intern employee staffing levels.

New Items Included for FY 2025-26

The following “new key items” are already incorporated in the attached FY 2025-26 Budget, per the January 8 Conceptual Budget and February 12 discussion of the 1st Draft Budget presented to the A&F Committee:

Technology Infrastructure

- Implementation of a new Enterprise Resource Planning (ERP) system (\$120,000) to enhance financial operations, including payroll, accounts payable, billing, and personnel records management.

Program Enhancements

- Transition of Water Energy Education Alliance (WEEA) support to a shared service model (\$33,000), replacing current in-kind contributions based on A&F Committee input. (Additionally, per the Committee’s suggestion, a business rationale/plan to describe and support the proposed funding level will be forthcoming for Committee review).
- Funds allocated for MWDOC's 75th Anniversary celebration in 2026.
- Develop updated Urban Water Management Plans, including consultant support for MWDOC (Core-funded) and Member Agencies (Choice-funded).
- Grants Training (\$15,000) led by an experienced and successful grant consultant; MWDOC and Member Agency participants will learn strategies for crafting proposals, understanding funding agency priorities, and developing program Budgets.
- Form 700 Training (\$2,500) basic training for Form 700 filers on understanding the

conflict-of-interest code, disclosure obligations, guide to reporting each schedule, and purpose of disclosure. Open for Elected Officials in Orange County, to be held in January 2026.

Director Compensation

- Pursuant to Water Code Section 20202, Director compensation may be increased by a maximum of 5% for each consecutive year since the last approved compensation adjustment in January 2020.

Items Pending Board Consideration (NOT Included)

The following “new key items” are not incorporated into the 2nd Draft FY 2025-26 Budget and seek Board consideration:

Technology Infrastructure

- The addition of GIS support services will strengthen MWDOC Core and Choice services, with the final scope to be determined through a consultant assessment. With the selection of the GIS Scoping Assessment consultant, staff are developing a budget placeholder to include in the 3rd Draft Budget.

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- | | |
|--|---|
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List of Attachments/Links:
Attachments: (1) FY 2025-26 2 nd Draft Budget Narrative (2) FY 2025-26 2 nd Draft Budget (3) FY 2025-26 2 nd Draft Budget Presentation



Municipal Water District of Orange County

March 2025

2nd Draft Budget for Fiscal Year 2025-26



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EXECUTIVE SUMMARY

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NEW ITEMS INCLUDED FOR FY 2025-26

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TECHNOLOGY INFRASTRUCTURE

- Implementation of a new Enterprise Resource Planning (ERP) system (\$120,000) to enhance financial operations, including payroll, accounts payable, billing, and personnel records management.

PROGRAM ENHANCEMENTS

- Transition of Water Energy Education Alliance (WEEA) support to a shared service model (\$33,000), replacing current in-kind contributions based on A&F Committee input. (Additionally, per the Committee's suggestion, a business rationale/plan to describe and support the proposed funding level will be forthcoming for Committee review).
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(Core-funded) and Member Agencies (Choice-funded).

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DIRECTOR COMPENSATION

- Pursuant to Water Code Section 20202, Director compensation may be increased by a maximum of 5% for each consecutive year since the last approved compensation adjustment in January 2020.

ITEMS PENDING BOARD CONSIDERATION (NOT INCLUDED)

The following “new key items” are not incorporated into the 2nd Draft FY 2025-26 Budget and seek Board consideration:

TECHNOLOGY INFRASTRUCTURE

- The addition of GIS support services will strengthen MWDOC Core and Choice services, with the final scope to be determined through a consultant assessment. With the selection of the GIS Scoping Assessment consultant, staff are developing a budget placeholder to include in the 3rd Draft Budget.

GENERAL MANAGER'S TRANSMITTAL LETTER

MWDOC ANNUAL BUDGET FOR FISCAL YEAR 2025-2026

As we start the Fiscal Year (FY) 2025-26 Budget process, I want to convey that staff have taken all necessary steps to ensure the proposed expenditures align with the District's mission and promote the Board Strategic Priorities. Moreover, the proposed rate increases are modest, predictable, and support the essential functions of the District along with the multiple shared services and Choice Programs we provide to the retail agencies in Orange County.

MWDOC seeks to adopt its Final Budget in April in an effort to facilitate the Budget and Prop 218 processes of our Member Agencies. Please note that the Draft Budget will also be reviewed at the Elected Officials Forum, which will be scheduled for early April 2025, with final Board adoption tentatively scheduled for later that month.

As always, we invite and welcome formal participation in developing our FY 2025-26 Draft Budget through suggestions of activities and subsequent comments. This input is vital to ensure that the services and resources we provide meet the needs of our service area.

I look forward to our Budget discussions.

Sincerely,



Harvey F. De La Torre
General Manager
Municipal Water District of Orange County

"I believe MWDOC plays an essential role in ensuring the County has a sustainable and reliable supply of water. With our partnering agencies we strive to identify and implement the most cost-effective programs, projects and activities for benefit of our service area."



DISTRICT OVERVIEW

The Municipal Water District of Orange County (MWDOC) was formed in 1951 to serve the majority of Orange County as its Metropolitan Member Agency representative and to make imported water available within Orange County. This remains MWDOC’s primary purpose. Although this purpose has taken various forms and has evolved over the decades, the emphasis continues to be on Metropolitan representation and advocacy on behalf of the water agencies to provide water reliability and to provide value to the residents and ratepayers in Orange County. All functions included in the annual Budget address components of MWDOC’s mission.

MWDOC’s Mission

To provide reliable, high-quality supplies from MWD and other sources to meet present and future needs, at an equitable and economical cost and to promote water use efficiency for all of Orange County.

In June 2023, the MWDOC Board identified seven (7) Strategic Priorities via a public, multi-session process that incorporated feedback and input from various stakeholders, including Member Agency representatives. This effort was intentionally built upon the foundational work completed through the Member Agency Facilitated Discussions Project to ensure MWDOC’s Strategic Priorities aligned with the needs of the community and MWDOC Member Agencies. These key priorities were developed through a facilitated process to be consistent with MWDOC’s authority, mission, and roles.

Topic Area	Board Strategic Priorities
<i>MWDOC’s Mission</i>	Clarify MWDOC’s mission and roles by defining those functions and actions that help provide cost-effective, long-term water reliability and security for its Member Agencies and Orange County constituents.
<i>Metropolitan Policy Positions</i>	Balance support for Metropolitan’s regional mission and Orange County values and interests, with an emphasis on completing the IRP and shaping a sustainable business model.
<i>Metropolitan Director Consultation</i>	Ensure that Metropolitan Directors regularly reach out to and collaborate with MWDOC’s Member Agencies to represent their interests and needs at Metropolitan.
<i>Reliability Planning</i>	Work with Member Agencies to develop water supply and demand objectives that take a broad view of cost-effective options to increase supply and manage demands.
<i>Member Agency Collaboration</i>	Solicit input and feedback from Member Agencies to support their needs and create opportunities that benefit Orange County’s water future.
<i>Communications</i>	Strengthen communications and coordination of messaging with Member Agencies, tailored to large and small agency needs.
<i>Staff Development</i>	Invest in workforce development and succession planning to continuously strengthen and renew MWDOC’s staff capabilities.

In September 2023, the Board adopted the Staff Implementation Plan¹, which outlines the “means” (actions/programs) staff has developed to help achieve these overarching Board Priorities. The Implementation Plan is a cornerstone for the General Manager's annual goal-setting process. Integrating the strategic priorities into the General Manager's goals ensures that the top leadership of MWDOC is fully committed to and accountable for driving these priorities forward. It also provides clear directions as to what is expected by the Board.

The Implementation Plan also identifies resource needs, which will be integrated into the annual budgeting process. It ensures that financial, personnel, or technological resources are allocated efficiently to support strategic priorities. Information has been utilized to identify whether a resource gap exists that could hinder progress and, if necessary, gives guidance on whether additional resources should be recommended during the Budget-setting process.

To utilize the lessons learned through the 2022 Member Agency Facilitated Discussions², several Member Agencies' comments and suggestions were woven into the Implementation Plan. This included the core objective: for MWDOC and its Member Agencies to partner more collaboratively. Through this process, there was consensus in feedback from the Member Agencies that MWDOC should avoid setting up a process that is perceived as “telling agencies what is needed” but rather seek out what the agencies want and need MWDOC to provide for them. This has been reflected in the improved methods of communication and how MWDOC developed the programs, studies, and shared services in the Choice Programs.



¹ Staff Implementation Plan: https://www.mwdoc.com/wp-content/uploads/2023/06/Strategic-Goals-Implementation-Plan_September-2023-3.pdf

² Facilitated Discussions with MWDOC Member Agencies, Phase 1 (February 2022) <https://tinyurl.com/FDMMAP1>;
Facilitated Discussions, with MWDOC Member Agencies, Phase 2 (December 2022) <https://tinyurl.com/FDMMAP2>

1. MWDOC BUDGET PROCESS & SCHEDULE

MWDOC's Budget schedule seeks to adopt the FY 2025-26 Budget at the April 16 Board meeting. This timeline was implemented to facilitate the budget and rate schedules of our Member Agencies. The Draft Budgets are presented to the A&F Committee. The 1st, 2nd, and 3rd Draft Budgets are scheduled for the February, March, and April A&F Committee meetings.

The Budget will include a list of proposed key financial changes, adjustments, and annotations, along with updates to the reserve targets and the proposed merit pool percentage (based on the final 12-month CPI-U average).

Furthermore, there will be a detailed description of each department's key priorities and initiatives for FY 2025-26. As part of the Budget process, the General Manager is currently meeting with each department head to review their current and projected department Budgets, including anticipated Choice Budget activity. The goal of these discussions is to identify what funds are needed and/or not needed for the coming year to help achieve the Board's strategic priorities and District mission.

Similar to last year, the Choice Budget elections and commitments will lag behind this proposed schedule, and staff will bring back to the Board a revised Final Choice Budget in September or October 2025 to reflect the reconciliations and final program commitments of our Member Agencies. It should be noted that changes in Choice programs do not have an impact on the rates and charges passed in April for Core activities.

FY 2025-26 BUDGET SCHEDULE

NOVEMBER 2024

- Notification to Member Agencies of start of Budget process and solicitation of input

DECEMBER 2024

- MWDOC staff begins preparation of Budget hours and costs on a program and line-item basis
- Review of four-month actuals and fiscal year-end projections
- Review Budget adjustments for current fiscal year
- Preparation of internal, Draft Conceptual Budget (review changes for upcoming fiscal year)

JANUARY 2025

- Initial review of Budget issues with A&F Committee for feedback (1-8-25)
- Initial discussion of Budget issues with Member Agencies for feedback
- Request for Member Agencies' preliminary indication of participation in Choice

FEBRUARY 2025

- Publish and post the 1st Draft Budget in the packet for the A&F Committee (2-7-25)
- Review 1st Draft Budget with A&F Committee (2-12-25)
- Formally request comments from all Member Agencies
- Draft information completed on prior year Choice WUE program benefits to Member Agencies to serve as basis for charging agencies for the upcoming year for Choice activities
- Member Agencies' Initial Confirmation of participation in Choice Services (2-18-25), with updated Agreement by the end of March or after the Elected Officials Meeting
- Discuss 1st Draft Budget at Member Agency Managers' Meeting (2-20-25)
- Meet with Member Agencies as requested or scheduled

MARCH 2025

- Revised information completed on prior year Choice benefits to Member Agencies to serve as basis for charging agencies for the upcoming year for Choice activities
- Discuss 2nd Draft Budget in A&F Committee (3-12-25)
- Review 2nd Draft Budget at Member Agency Managers' Meeting (3-20-25)
- Update Choice Participation
- Member Agencies submit Formal Comments on the Budget (3-28-25)

APRIL 2025

- Conduct meeting with Elected Officials from Member Agencies to discuss Budget and other topics (4-9-25)
- 3rd Draft Budget and Rates presented to A&F Committee (4-9-25)
- Member Agencies' Formal Comments presented to A&F Committee (4-9-25)
- Board approval of FY2023-24 Final Budget and Rates (4-16-25)

JUNE 2025

- Member agencies confirm Final Choice Participation (6-13-25)

AUGUST 2025

- Reconciliation of FY 2024-25 (previous) Choice Programs

OCTOBER 2025

- Revised Final Choice Budget presented to A&F Committee, if needed (10-8-25)
- Board approval of FY2025-26 Revised Final Choice Budget, if needed (10-15-25)

2. MWDOC BUDGET PRINCIPLES

Staff continue to utilize the following Budget Principles to develop the Draft Budget:

- **Principle #1: Budget Investments Align with MWDOC’s Priorities & Values**
 - The Budget should reflect the mission and goals of MWDOC and align proposed activities with the valued benefits of the Board and our stakeholders. The Budget process should be transparent and readily facilitate public review and input.
- **Principle #2: Activities Based on a County-wide Perspective**
 - MWDOC’s service area extends to Orange County’s borders, and the budgeted activities must comprehensively address issues, needs, and benefits for both the entire service area and our regional involvement with the Metropolitan Water District of Southern California (MET).
- **Principle #3: Efficient Program Design & Performance**
 - Budgeted programs must consider complementary and cooperative designs to maximize benefits from other regional and local water resource programs and value.
- **Principle #4: Full Cost Recovery**
 - The Budget will be developed to support full cost recovery of all expenses via the rates and charges without the unplanned use of reserves.
- **Principle #5: Compliance with Administrative Code**
 - The proposed Budget and Budget process should fully comply with applicable sections of the MWDOC Administrative Code.



3. DISTRICT RESERVES

One goal of the budget process is the early identification of the impact to Reserve Funds. The stated goals of the Board of Directors are to have reserves fully funded, and the Budget should be balanced relative to meeting those reserve targets. In essence, if the combination of the previous Fiscal Year's audited reserve balances and the current Fiscal Year's Year-End estimates indicates that the reserve target will be exceeded, then the proposed Budget should include a draw from the reserve balance down to the target. Conversely, if the projected total reserve balance drops below the target, the proposed Budget should increase the budgeted contribution to bring the reserves back up to the target.

In FY 2022-2023, the Board undertook a comprehensive review of its Reserve Policy, which involved several work group meetings and committee discussions. The goal was to better align the Reserve Funds and their targets with the District's needs and priorities. The result clarified the use and function of each reserve account. Additionally, the Board consolidated and revised MWDOC's Designated Reserves into the following three funds, each serving a specific purpose and described as follows:

Operating Reserve - The Operating Reserve has been established to fund emergency expenditures, cover unbudgeted and unanticipated costs, and provide working capital if needed. MWDOC has established a target for the Operating Reserve to equal 120 days of cash on hand.

Election Reserve - The Election Reserve funds seven elections every four years. The estimated cost of elections and needed reserve levels shall be updated annually as part of the Budget process. If the amounts in the Election Reserve exceed the estimated costs, the Board may consider other uses that would lower the long-term costs of the District.

OPEB Reserve - The Board requested staff to fully fund the OPEB liability in 2016. The Actuarial recommendation is to fund between 85% to 95% of the liability and put the remaining amount in an OPEB reserve fund so as not to overfund the OPEB trust. This recommendation was implemented in September 2016 with an OPEB reserve balance of \$209,000 to equal MWDOC's Unfunded Liability at that time. The OPEB reserve will be re-evaluated every two years beginning in 2018 after each actuarial study, and funds may be transferred to the OPEB trust to stay within the funding range.

Additional reserve funds are as follows:

- **General Operations Fund** - Funds used to pay for District annual operating expenses. Revenue generated from this fund includes annual meter and groundwater charges.
- **Water Purchase Payments Fund** - Fund that holds amounts paid by Member Agencies for water purchases in advance of the Metropolitan payment date.
- **Conservation Fund** - Includes grants and Metropolitan and Member Agency payments for Water Use Efficiency. These funds may have a negative balance as MWDOC pays upfront for rebates and invoices.
- **Trustee Activities** - Hold funds for specific trustee activities, such as the AMP.

Municipal Water District of Orange County
Consolidated Summary of Cash and Investment
November 30, 2024

District investments and cash balances are held in various funds designated for certain purposes as follows:

Fund	Book Value	% of Portfolio
Restricted Reserves		
WEROC Operating Fund	\$ 814,696	4.06%
Pension 115 Trust	1,999,765	9.97%
Total Restricted Reserves	\$2,814,461	14.03%
Designated Reserves		
Operating Reserves	\$3,819,350	19.04%
Election Reserve	1,146,947	5.72%
OPEB Reserve	297,147	1.48%
Total Designated Reserves	\$5,263,444	26.24%
General Operations Fund	\$12,308,311	61.35%
Water Purchase Payments Fund	414,507	2.06%
Conservation Fund	(755,770)	(3.77%)
Trustee Activities - AMP	18,360	0.09%
Total Other Funds	\$11,985,408	59.73%
Total	\$20,063,313	100.00%

4. COMPENSATION POOL GUIDELINES

MWDOC's compensation system includes both job classification-specific salary ranges and person-specific salaries. Annual modifications to both are implemented under different but interrelated practices. A common goal of both practices is to maintain competitive and appropriate salaries and benefits within the Southern California market.

JOB CLASSIFICATION SALARY RANGES.

MWDOC annually adjusts our salary ranges by the local Consumer Price Index (CPI) for the previous calendar year. The 2024 CPI average for the LA/Long Beach/Anaheim area was 3.30%. This is lower than the 2023 number of 3.5%. The CPI of 3.30% falls into MWDOC's moderate inflation range.

Every three years, MWDOC contracts for a Comprehensive Benchmark Survey that compares our job classifications with similar agencies and job functions. During the 2023-24 Comprehensive Benchmark Survey, MWDOC found limited salary range corrections to be necessary, which supported the CPI adjustment process.

EMPLOYEE-SPECIFIC SALARIES

MWDOC does not have a Cost-of-Living Adjustment (COLA), which is not included or proposed in this Budget. As part of the Budget process, MWDOC establishes a Compensation Pool that facilitates employee salary increases allocated solely on merit. MWDOC conducts an annual direct labor market survey as part of the Budget process. Most water agencies surveyed have defined merit and COLA components to their annual salary increases (FY 2025-26 to be inserted upon completion). The functional difference is that while both approaches cover merit and inflation, other agencies will guarantee a COLA pay increase to all employees. In contrast, MWDOC employees are at risk of no salary increase depending upon their performance.

MWDOC utilizes a system of CPI-based formulas to calculate the proposed Compensation Pool. An analysis of 10-year compensation increases and CPI data was conducted to quantify the past practices that had successfully maintained MWDOC's salaries as both competitive and within job classification ranges. The formula uses current inflation percentages but is also applied as a merit component to properly align with current market conditions. For example, 0% CPI would calculate as a 0% compensation pool increase and would obviously not reward merit as intended. At the other end of the range, other problems can arise. To minimize the impact of extremes, a system of four CPI ranges with associated Compensation Pool formulas are summarized below.

The 2024 annual CPI was 3.30% for the region, which is in the *Moderate* inflation effective range (2.4% to 4.7%). Applying the *Moderate* inflation range formula ($CPI \times 1.85$) to the 3.30% CPI yields a compensation pool of 6.11%, which was used to calculate the employee salary expense increase.

COMPENSATION POOL CPI RANGES & FORMULAS		
Category	CPI Range	Formula
Negative	< 0%	2% + (CPI x 0.5)
Low	0% to 2.4%	2% + CPI
Moderate	2.4% to 4.7%	CPI x 1.85
High	> 4.7%	4% + CPI

The MWDOC annual survey of approximately 20 water utilities is utilized as a comparison of proposed salary increases. This comparative information from the other utilities can be found below. There is an objective comparison as to how well MWDOC’s salary system has been performing relative to the market. As noted above, MWDOC’s salary ranges have been generally tracking the labor market conditions. In addition, MWDOC salaries have largely maintained a mid-range position with predominately only long-tenured employees bumping up against the range ceiling for their position.

MERIT/COLA 2025-26 Survey

[Upon completion, to be inserted in 3rd Draft Budget]

DIRECTOR COMPENSATION

The Director compensation adjustment is determined by the lesser of the employee increase or 5.0%. Pursuant to Water Code Section 20202, Director compensation may be increased by a maximum of 5% for each year since the last approved compensation adjustment in January 2020.

5. BUDGET INPUT FROM MEMBER AGENCIES

MWDOC staff initiated the Budget process for FY 2025-26 in November with an Administration & Finance Committee posting of the Budget schedule and informed Member Agencies of the start of the Budget process and solicitation of input at the November MWDOC Member Agency General Managers Meeting.

The FY 2024-25 Budget year-end projections and the conceptual FY 2025-26 Budget were discussed at the January 2025 Administration & Finance Committee meetings, with the 1st Draft Budget presented on February 12 and the 2nd Draft Budget on March 12.

According to the attached schedule, MWDOC aims to finalize its Budget in April, ensuring that our Member Agencies have the necessary support for their own budget and Proposition 218 processes. The Draft Budget will also be presented at the Elected Officials Forum in early April 2025, with the final adoption by the Board anticipated on April 16, 2025.

Member Agency participation is vital in shaping our FY 2025-26 Budget. We encourage Member Agencies to share initial suggestions and subsequent comments. These insights are essential for us to deliver services and resources to meet the needs of each agency's service area.

6. KEY DEPARTMENTAL PRIORITIES & INITIATIVES

MWDOC recently completed a comprehensive Needs Assessment to evaluate our organizational effectiveness, current and needed resources, and processes. The Needs Assessment was designed to serve multiple strategic purposes within the organization. At its core, the Assessment aimed to provide a solid foundation for organizational improvement by collecting critical information to help refine existing processes and programs. The Assessment sought to ensure proper alignment with the Board's strategic priorities by carefully examining the resources required to achieve MWDOC's mission and services. Furthermore, this comprehensive evaluation was structured to uncover valuable opportunities for strengthening collaboration, supporting staff development, and implementing meaningful service improvements across the organization.

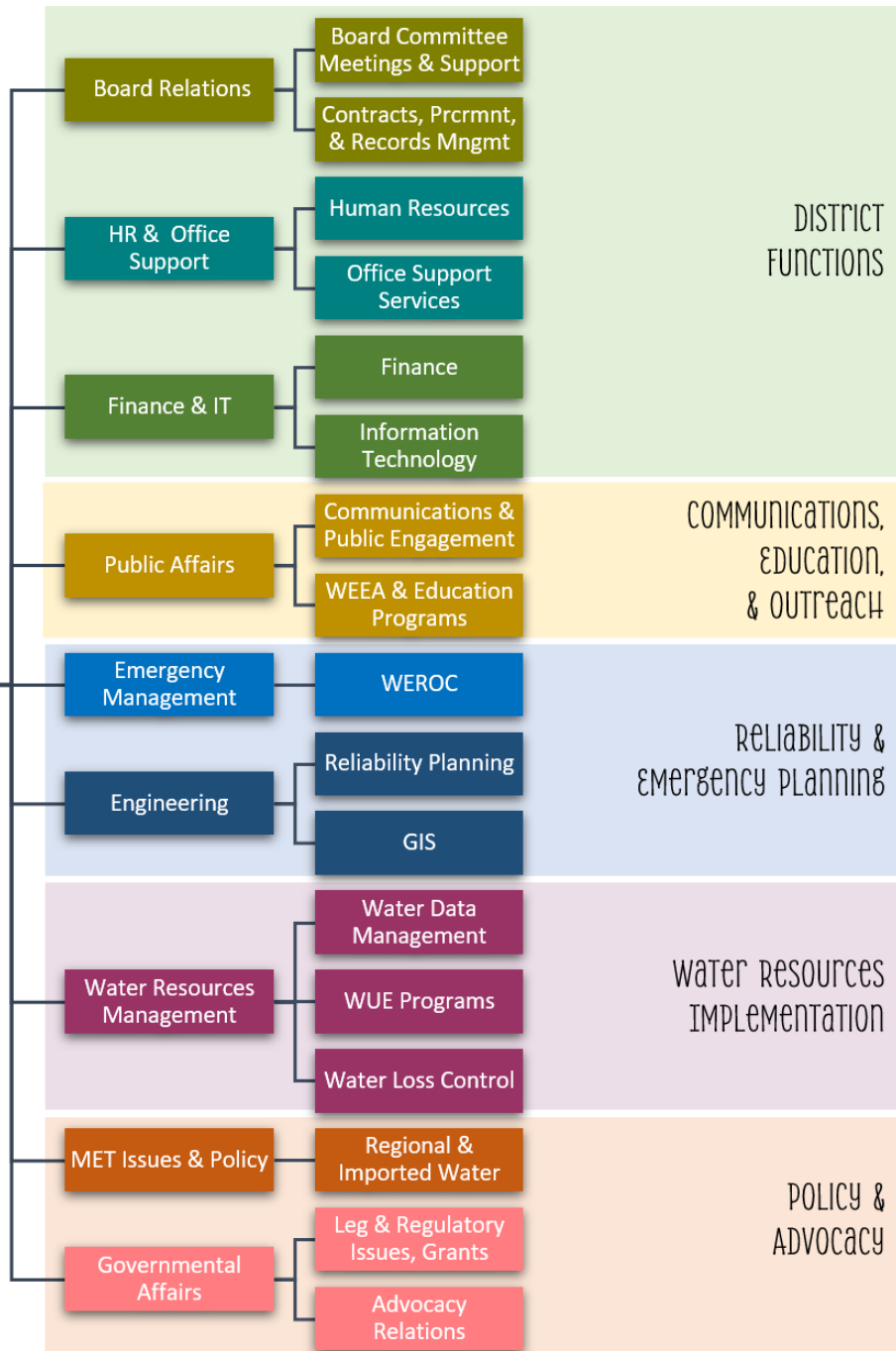
The organizational structure has been refined to align with our strategic priorities and improve operational efficiency. The structure maintains our core services while positioning MWDOC to better meet future challenges and opportunities in outreach and advocacy, Board services, water resource management, and Member Agency support.

The organizational structure features five focus areas:

- District Functions
 - Board Relations Cost Center 11
 - Administration / Human Resources Cost Centers 12, 13, 19
 - Finance & Information Technology Cost Centers 41, 45
- Communications & Outreach Cost Centers 32, 63
- Reliability & Emergency Planning
 - Reliability Planning & Engineering Cost Center 21
 - Water Emergency Response (WEROC) Cost Center 25
- Water Resources Implementation Cost Centers 35, 62, 70
- Policy & Advocacy
 - Metropolitan Issues & Water Policy Cost Center 23
 - Government Affairs Department Cost Center 31

This organizational structure will achieve several interconnected objectives. By streamlining reporting relationships, we aim to create more efficient communication channels while enhancing collaboration between related functional areas within the organization. The organizational structure establishes clear lines of accountability for strategic priorities, ensuring that responsibilities are well-defined and trackable. Additionally, the organization structure helps better align resources with organizational objectives, ensuring that personnel, Budget, and other assets are optimally distributed to support the District's core mission and goals.

MWDOC'S MISSION & STRATEGIC PRIORITIES



BOARD RELATIONS

COST CENTER 11

The Board Relations Department provides support to the entire District to ensure operations run smoothly and efficiently.

Fundamental activities include:

- Staff attendance, preparation, and compilation of Board and Committee Agendas and minutes.
- Assists in the review and development of District policies and ensures compliance with the District Administrative Code and Contracts Manual, publishes required legal notices, and coordinates all public records requests.
- Provides the oversight and maintenance of the Electronic Records Management System for the District, ensuring that all required documents are retained in accordance with the retention schedule and legal requirements, and trains staff on policies related to accessing, storing, and transmitting electronic records.
- Ensures compliance with respect to State, County, and Fair Political Practices Commission filings and deadlines, as well as various laws and legal requirements (Brown Act, AB 2449, AB 1234, etc.)

KEY INITIATIVES FOR FY 2025-26

As a result of the recently completed Needs Assessment, a portion of the Administration Department was bifurcated to include a new “Board Relations” Department. As a result, much of FY 2025-26 will focus on the organization and implementation of new processes and work assignments, which will help create a more seamless and efficient procedural process.

MWDOC staff actions include:

- **Developing a New Position:** A full-time Assistant District Secretary will be hired to assist the District Secretary with contract management, meeting attendance, travel, and all board and executive management support.
- **Records Management:** Evaluation of current processes and procedures and, if necessary, the possible combining of efforts and/or job duties in certain areas.
- **Contracts:** Board Relations will assume the function of Contracts Management (coordination and compliance), working with Program Managers after agreement negotiation and scope of work development.

BOARD STRATEGIC PRIORITY: MWDOC MISSION, STAFF DEVELOPMENT (AND RETENTION)

ADMINISTRATION

COST CENTERS 12, 13, 19

The Administrative Department comprises General Administration, Human Resources, and Overhead. The Administration Department provides support to the entire District to ensure operations run smoothly and efficiently.

Fundamental activities include:

- Oversight and maintenance of District email and mailing lists to provide a centralized database for staff in improving efficiencies
- Personnel activities include recruitment, screening, selection, employee orientation, benefits and compensation administration, employee documentation, performance management, research and surveys, employee training and development
- Implementation of personnel and mandated policies.
- Oversight of the Safety and Risk Management and the District's Workers Compensation, Liability and Property Insurance Programs
- Oversight of purchasing of office supplies, furniture, and equipment
- Coordination of District Travel and Accommodations for Staff ³
- Oversight of all items related to building facilities maintenance and management
- Provide support to departments

KEY INITIATIVES FOR FY 2025-26

Building Maintenance and Upgrades

The building's regular maintenance and repair work will remain under close supervision, with all necessary upkeep being performed as needed. Additionally, coordination efforts will continue with OCWD regarding the replacement of the audio-visual equipment in the MWDOC/OCWD Joint Boardroom.

Training, Coaching, and Development

We will continue to implement a comprehensive training and development strategy that begins with work

³ A reminder that memberships outlined in the Budget's Exhibit D are approved by the Board with the adoption of the Budget. Therefore, such memberships will not be brought to the Board for individual approval. However, any new memberships not included in Exhibit D will need to be brought to the Board for consideration and approval.

Similar to memberships, standard conferences for Board and staff (as those listed in Exhibits E & F) are approved by the Board with adoption of the Budget. This approval includes staff travel/attendance for any out-of-state conferences listed on Exhibits E & F. After the Budget adoption, any new out-of-state conferences will be brought to the Board for consideration and approval.

performance assessments for new hires. Our approach includes one-on-one coaching for leadership, ongoing staff development and succession planning, and organization-wide training initiatives. Regular all-staff sessions and Lunch and Learns provide continuous learning opportunities, while mandatory trainings like Harassment Prevention and Workplace Violence Prevention ensure compliance and workplace safety.

401 and 457 Plans

Work with the new Financial Advisor to review the District's 401 and 457 Plan investment funds and implement any necessary plan improvements.

BOARD STRATEGIC PRIORITY: STAFF DEVELOPMENT (AND RETENTION)

FINANCE & INFORMATION TECHNOLOGY

COST CENTERS 41, 45

The Finance Department includes Accounting and Information Technology (IT) and serves as a backbone to the District. Finance and IT staff provide essential support to not only the District but also to WEROC for disaster recovery at both the District office and the Emergency Operations Center. We prioritize cyber security to protect our systems and data, and we also focus on financial stewardship and ensure adherence to prevailing audit standards.

FINANCE

The Finance Department provides support to MWDOC through payroll, accounts payable/receivable, fixed assets, investments, grant funding, reconciliations, and technology. Finance also provides monthly accounting to our Member Agencies through monthly billing of water deliveries, in-lieu credits, LRP payments, conservation rebates, shared services programs, and other Choice programs.

KEY INITIATIVES FOR FINANCE IN FY 2025-26

Upgrade to a new Enterprise Resource Planning (ERP) system (*new initiative*)

We have outgrown our current ERP system, which no longer meets our needs. We have experienced some limitations, which have caused time-consuming workarounds and delays. To support our growth, we seek a modern solution that enhances efficiency, streamlines processes, and facilitates data-driven decision-making.

BOARD STRATEGIC PRIORITY: MWDOC'S MISSION

INFORMATION TECHNOLOGY

The Information Technology (IT) Department administers computers, software, networks, and other electronic devices to enable staff to leverage information. It encompasses a wide range of technologies and applications that reside in the cloud, on-premises, and hybrid environments. Paramount to the success of the IT Department is having cybersecurity at the forefront to protect assets, maintain trust, and ensure business continuity.

KEY INITIATIVES FOR IT IN FY 2025-26

Infrastructure Modernization/Optimization

As IT equipment approaches end-of-life, it is necessary to replace infrastructure with new equipment to strengthen cybersecurity defenses, ensure high availability, and improve efficiencies.

MWDOC staff goals include:

- Replacement, consolidation, and modernization of servers
- Replacement of dated desktop and laptop computers
- Replacement of Network Attached Storage (NAS) used for centralized storage, backup, and recovery
- Support replacement/implementation of key business systems (e.g. Enterprise Resource Planning, GIS, etc.)

Cybersecurity

By prioritizing cybersecurity, the IT Department actively mitigates the risk of data breaches, financial loss, and reputation damage.

MWDOC staff goals include:

- Conduct Cyber Hygiene scans in coordination with the Department of Homeland Security (DHS)
- Conduct cyber vulnerability scans and analysis with our Managed Service Provider (MSP)
- Test the reliability and effectiveness of backup systems (integrity testing)
- Refine configuration and utilization of Security Information and Event Management (SIEM) software
- Monitor intelligent end-point detection and response systems for real-time and historical visibility
- Conduct periodic security awareness training and phishing testing

BOARD STRATEGIC PRIORITY: MWDOC MISSION

COMMUNICATIONS/PUBLIC AFFAIRS

COST CENTERS 32, 63

The Public Affairs (PA) Department is dedicated to promoting and providing resources focused on water conservation and efficiency that impact the region. The PA Department highlights the District's activities and priorities, enhancing public awareness of critical water issues through various events, materials, presentations, programs, and activities. PA works closely with MWDOC Member Agencies and the cities of Santa Ana, Anaheim, and Fullerton to ensure that valuable programs, initiatives, and incentives reach every part of the county.

- **Regional Communications Collaboration and Support:** MWDOC hosts meetings of the Public Affairs Workgroup for MWDOC's 27-Member Agency Public Information Officers (PIOs), other industry PIOs, and partners throughout Southern California. These meetings provide critical updates to programs and activities, facilitate unified regional messaging, and provide professional communications support and training.
- **Community Engagement and Social Media:** MWDOC further engages the public by actively seeking out and participating in highly visible community events – with and without MWDOC's Ricky the Rambunctious Raindrop (Ricky) mascot – having an active speaker's bureau, and engaging the public through a robust, award-winning social media presence that focuses on social targeting, listening, and EDvocacy™.
- **Digital Outreach and Publications:** MWDOC produces public service announcements and educational collateral that include videos, media and tool kits, flyers, news articles, presentations, and briefing papers to ensure our stakeholders are adequately equipped with sharable information and well-versed on significant issues facing the water industry.
- **Special Events:** Every year, MWDOC coordinates and presents its signature Policy Forum & Dinner events and co-hosts an annual O.C. Water Summit with the Orange County Water District to engage and educate elected officials, community and business leaders, water industry professionals, and the public about water issues affecting Orange County and the rest of the state.

KEY INITIATIVES FOR FY 2025-26

For the upcoming fiscal year, the Public Affairs Department will focus on strategic initiatives to enhance communication, promote regional collaboration, and celebrate key milestones. Guided by the District's mission to support water efficiency, stewardship, and long-term reliability, PA has identified the following priorities for FY 2025-26:

Expanded Video Content Strategy

To strengthen visibility, public engagement, and conversion rates, MWDOC will expand its video content strategy during FY 2025-26, focusing on highlighting the District's key initiatives.

- Member Agency Spotlights: Showcase the unique contributions of MWDOC Member Agencies from north to south, emphasizing collaborative efforts and regional success stories that ensure clean, safe, reliable water for Orange County customers.
- MWDOC Year in Review: A comprehensive, annual video summary showcasing achievements, initiatives, and progress toward long-term water reliability.
- Informational Videos: Highlight MWDOC's critical work in leak detection and Emergency Management (WEROC), showcasing efforts to maintain water infrastructure and ensure preparedness for emergencies.
- Social Media Integration: Leverage marketing studies showing that video messages have a 95% retention rate, compared to 10% for text. Short-form video content tailored for platforms like Instagram and YouTube will play a central role in social media efforts.

Commemorating MWDOC's 75th Anniversary

MWDOC's 75th anniversary represents a significant milestone, and FY 2025-26 will be dedicated to celebrating the District's legacy and vision for the future.

- Anniversary Campaign: A year-long celebration featuring events, storytelling, and educational initiatives to honor MWDOC's history and future goals.
- Special Events: Host a commemorative gala Water Policy Dinner and a Speaker Series (*Speakers Bureau*) with water industry leaders and policymakers.
- Legacy Publications: Develop a retrospective report and multimedia features chronicling MWDOC's contributions to Orange County's water reliability and stewardship, including an OC Register insert.
- Community Partnerships: Collaborate with local organizations, schools, and businesses to expand the reach and impact of anniversary initiatives.

MWDOC INVESTMENT INTO WATER ENERGY EDUCATION ALLIANCE (WEEA)

MWDOC has played a pivotal role in its leadership of the Water Energy Education Alliance (WEEA), a dynamic statewide workforce collaborative that has seen extraordinary growth in the past four years. WEEA leverages its members' collective resources, expertise, and relationships to bridge the gap between education and industry, creating sustainable career pathways for California students into high-quality, living-wage jobs in the water and energy sectors. Through its leadership, MWDOC is helping to shape the next generation of skilled workers by ensuring that early education and training institutions are equipped with the information, understanding, and tools needed to address California's future water and energy demands. This initiative also bolsters the region's economy, enhances resilience to environmental challenges, and addresses workforce shortages in critical sectors. MWDOC's leadership fosters stronger partnerships between educational institutions and industry stakeholders, paving the way for a diverse, well-trained, and work-ready labor force prepared to tackle the state's most urgent supply, infrastructure, and environmental challenges. Moreover, MWDOC's role positions the District as a key influencer in the development of policies and programs that align with California's long-term sustainability goals, making a meaningful impact on both local communities and the broader state economy.

STRENGTHENING PUBLIC AWARENESS AND ENGAGEMENT

Recognizing the challenges posed by "news deserts" with limited local media coverage, MWDOC will enhance its digital storytelling efforts through social media and newsletters, collaborate with influencers and regional outlets, and engage on diverse platforms. Key approaches include:

- Localized Content Marketing: Employ targeted Search Engine Optimization strategies, community events, and storytelling to ensure messages effectively reach and resonate with audiences.
- Innovative Partnerships: Partner with influencers, local businesses, civic and community groups, the OC Grand Jury, and schools to amplify outreach efforts, including MWDOC's Speakers Bureau, and build stronger community connections.

The newly refreshed MWDOC website will be an instrumental tool in accomplishing all of the above initiatives. With its intuitive design, comprehensive resources, enhanced ADA compliance, and improved search engine optimization, the website will support the District's efforts to expand visibility, engage with the public, and ensure long-term water reliability for Orange County. By leveraging this modernized platform alongside innovative strategies, MWDOC's Public Affairs Department will strengthen connections with communities and reinforce the District's leadership in water stewardship and efficiency.

BOARD STRATEGIC PRIORITIES: MWDOC'S MISSION, METROPOLITAN POLICY POSITIONS, MEMBER AGENCY COLLABORATION, COMMUNICATIONS

RELIABILITY PLANNING AND ENGINEERING

COST CENTER 21

The Reliability Planning and Engineering (Engineering) Department efforts are varied and aimed at helping MWDOC Member Agencies navigate and understand the implications of long-term supply and emergency planning as well as the numerous intricacies involved in coordinating with Metropolitan to provide imported water (e.g., service connections, metering of water, pipeline operations, water quality, etc.). Engineering Department activities tie directly back to MWDOC's Mission Statement and strategic priorities.

KEY INITIATIVES FOR FY 2025-26

2025 URBAN WATER MANAGEMENT PLAN (UWMP) *(new initiative)*

This Shared Services Program focuses on compliance with the State Water Code §10610-10656 (Urban Water Management Planning Act), which requires water suppliers to submit a UWMP to the Department of Water Resources every five years. This effort is divided into two sub-efforts:

- Demand forecasts for all water agencies in Orange County for the time horizon of 2025-2050. This collaborative effort with Orange County Water District will provide regional consistency across water demand forecasts for Orange County, and
- Completion of UWMPs for MWDOC and each participating agency in the 2025 UWMP Shared Services Program for submission prior to the July 1, 2026, deadline.

MWDOC staff actions include:

- Project management and agency coordination

WATER QUALITY COMMUNICATIONS *(new initiative)*

A key finding of the water quality workshops created and hosted by MWDOC in 2024 was unanimous support for improved communications between Metropolitan, MWDOC, and MWDOC Member Agencies in the area of water quality.

MWDOC staff goals include:

- Hosting MWDOC Member Agency quarterly Water Quality Workgroup meetings to identify and implement improvements in water quality communications between Metropolitan, MWDOC, and MWDOC Member Agencies, and
- Exploration of technology advances to improve the timeliness of reporting of water quality conditions in the imported water system.

CONSUMER CONFIDENCE REPORTS

For decades, MWDOC has provided coordination and professional consulting services to MWDOC's Member Agencies and the cities of Anaheim, Fullerton, and Santa Ana to prepare mandated water quality

Consumer Confidence Reports (CCR). This effort saves participating agencies time and money and provides a consistent regional water quality message throughout Orange County.

This effort was transferred from the Public Affairs Cost Center 32 to the Reliability Planning and Engineering Cost Center 21. In accordance with California Code of Regulations Title 22 Chapter 15 Article 20 and Health and Safety Code Section 116470, “wholesale systems are responsible for providing the consecutive steps with relevant information and monitoring and compliance data so that the consecutive system can include this information in their CCR.”

BOARD STRATEGIC PRIORITIES: MEMBER AGENCY COLLABORATION, COMMUNICATIONS

WATER EMERGENCY RESPONSE (WEROC)

COST CENTER 25

MWDOC provides the administrative umbrella for the Water Emergency Response Organization of Orange County (WEROC). The services and support provided by WEROC are intended to be an extension of Member Agency staffing in their preparedness efforts and a resource during emergencies and recovery. WEROC staff works with Member Agencies on emergency plans and standard operating procedure development and review; state and federal required training for grant eligibility and disaster readiness; disaster exercise development; grant identification and application; and response and recovery coordination.

KEY INITIATIVES FOR FY 2025-26

WEROC's strategic priorities for fiscal year 2025-2026 are anchored in the 2020 WEROC Assessment Report and lessons learned from training, exercises, and real events over the course of the past five years. Key goals include:

- Ensuring readiness across WEROC and Orange County water and wastewater agencies through training, exercises, and continuous updates to plans and procedures.
- Implementing the Logistics Plan, incorporating insights from the Regional Tabletop Exercise to enhance resource coordination within WEROC.
- Expanding GIS capabilities with a user-friendly dashboard and updating damage assessment tools tested during the 2023 May Exercise.
- Finalizing and implementing the WEROC Emergency Water Distribution Plan in collaboration with regional stakeholders.
- Updating and expanding the WEROC Map Atlas to include critical GIS layers and reflect current infrastructure.
- Developing a comprehensive Regional Water and Wastewater Fuel Plan based on agency-provided data.
- Regional Water Distribution Plan Development: Advanced efforts to finalize a comprehensive water distribution plan, including collaboration with local water bottling companies and training Community Emergency Response Team (CERT) volunteers.
- Continuing to manage the contract for the AWIA agencies. This is a Choice contract valued at over \$2.7 million total. There are 30 agencies total participating in this effort.

MWDOC staff goals include:

- Daily administration, including the WEROC staff's work area, day-to-day management, technical support, and accounting services.
- MWDOC's Engineering Department staff will continue to support technical projects and planning as it relates to WEROC and emergency planning.
- MWDOC Member Agencies contribute to the program by providing technical support throughout the year for items such as generator maintenance, technical expertise for a request for proposals development, exercise staffing assistance, and more.

WEROC's budget was approved by the seven (7) WEROC funding agencies (City of Anaheim, City of Fullerton, City of Santa Ana, Municipal Water District of Orange County, OC Sanitation District, Orange County Water District, and South Orange County Wastewater Authority) on January 23, 2025.



WATER USE EFFICIENCY (WUE)

COST CENTERS 35, 62, 70

The Water Use Efficiency Department offers Core and Choice programs that include Water Use Efficiency and Water Loss Control Programs. Both are designed to assist Member Agencies in complying with the Conservation as a California Way of Life Framework (Framework) promulgated through Senate Bill 606 and Assembly Bill 1668. In addition to these efforts, MWDOC is also helping Member Agencies prepare for compliance with the Framework by assisting with basic Framework understanding, dedicated landscape irrigation meters and residential landscape area measurements, Commercial, Industrial, and Institutional (CII) Best Management Practice Implementation Plans, CII Customer Classifications, and acquisition of new aerial imagery.

WATER USE EFFICIENCY PROGRAM IMPLEMENTATION

MWDOC collaborates with local water agencies, cities, and stakeholders to promote water use efficiency and sustainable water practices. MWDOC advocates for water-related policies at the state level, advocating for regulations and legislation that promote responsible water use. Conservation and efficient water use have been the underpinning of California's comprehensive long-term water supply reliability strategy.

MWDOC and Metropolitan offer a broad menu of incentives, education, pay-for-performance, and technical assistance programs to all customer classes. Metropolitan's Conservation Credits Program provides foundational funding for these programs, and MWDOC supplements Metropolitan's incentives with additional local, state, and federal funding. Together, these funding contributions greatly minimize or eliminate funding requirements from Member Agencies. Member agencies can, however, provide additional funding for their customers, if desired. With approximately 60% of Orange County's total water use applied to irrigating landscapes, most of our program implementation efforts focus on landscape water efficiency.

KEY INITIATIVES FOR FY 2025-26

LANDSCAPE PROGRAMS IMPLEMENTATION

Collaborate with Member Agencies to emphasize the importance of and promote all landscape water use efficiency programs and resources to consumers. This includes Turf Replacement, Smart Irrigation Timers, Spray-to-Drip Irrigation Conversions, Low-volume Sprinkler Nozzles, Residential Landscape Design, OC Friendly tree and plant lists, and Landscape Management trainings.

MWDOC staff goals include:

- Maximizing access to grant funding for program implementation

COMPLIANCE WITH THE CONSERVATION AS A CALIFORNIA WAY OF LIFE FRAMEWORK

With the Conservation as a California Way of Life framework (Way of Life Framework) adopted by the State Water Board in July 2024, a key initiative MWDOC will be focusing on is assisting Member Agencies to prepare for and achieve compliance by 2027. Staff is working towards offering programs related to all components of the Way of Life Framework. MWDOC has consultant NV5 under contract to assist with obtaining and finalizing landscape area measurements. In December 2024, the MWDOC Board authorized a new consultant, Environmental Incentives, Inc. (with subconsultants Maureen Erbeznik and Associates and M.Cubed), to provide Way of Life Framework technical assistance that includes Readiness Assessments, Compliance Plans, CII BMP Implementation Plans, CII Customer Classification Systems, and Annual Reporting support and data management. These programs will be the primary focus over the next three years.

These consultant services are offered to Member Agencies using the Choice-based structure. Staff are also proposing to utilize the Environmental Incentives consultant team for Water Use Efficiency Workgroup Framework Support at our monthly WUE Workgroup meetings to build awareness and knowledge of the Way of Life Framework. Increased awareness will be achieved through deep dives into focused components of the Way of Life Framework, opportunities for sharing information among agencies, and detailed question and answer opportunities.

MWDOC staff goals include:

- Initiating new Way of Life Framework Choice-based services for Member Agencies to include Readiness Assessments, developing Framework Compliance Plans, developing CII BMP Implementation Plans, classifying CII customer accounts, and facilitating WUE Workgroup Way of Life Framework support will be the primary focus. **(new choice initiative)**
- Completing Dedicated Irrigation Meter Area Measurements in partnership with Member Agencies and NV5.
- In partnership with the OC Data Acquisition Partnership, acquiring new Aerial imagery to assist with landscape area measurements, evaluating changes in landscaped area over time, performing water use efficiency program quality control, and sharing imagery with Member Agencies.

BOARD STRATEGIC PRIORITIES: MWDOC'S MISSION STATEMENT AND MEMBER AGENCY COLLABORATION

WATER LOSS CONTROL PROGRAMS

DISTRIBUTION SYSTEM WATER LOSS SHARED SERVICES

MWDOC offers a variety of Water Loss Shared Services designed to assist agencies in obtaining compliance with the water loss mandate adopted by the legislature through Senate Bill 555 in 2015, including one-on-one Technical Assistance from a consultant specializing in water loss reduction and MWDOC-provided Shared Services. These services have been refined from year-to-year to meet Member Agency needs; adding new services, as needed, and removing services that are no longer accessed. Notably, Distribution

System Leak Detection has seen year-over-year growth, increasing from 500 miles per year initially to now more than 1,600 miles per year.

KEY INITIATIVES FOR FY 2025-26

ONE-ON-ONE TECHNICAL ASSISTANCE

The Water Loss Control Technical Assistance Program will provide a variety of one-on-one technical assistance tasks for FY 2025-26. Annually, Member Agencies select the services they plan to access. Please note, this list below is not exhaustive of all department routine activities but includes significant projects or initiatives.

MWDOC staff goals include:

- State Water Resources Control Board Water Loss Standard Assistance
- Water Audit Compilation and Annual Water Balance Validations
- Source or Production Meter Volumetric Accuracy Testing
- Water Loss Compliance Plan Development
- Distribution System Leak Detection and Suspected Leak Detection
- Leak Simulation Model
- Billing Data Chain Assessment

BOARD STRATEGIC PRIORITIES: MWDOC'S MISSION STATEMENT AND MEMBER AGENCY COLLABORATION

METROPOLITAN (MET) ISSUES AND WATER POLICY

COST CENTER 23

The Metropolitan (MET) Issues and Water Policy Department provides analysis on regional issues and policy as well as water supply and demand coordination and analysis. Over the years, this Department has also become the primary clearinghouse on local, regional, state, and federal water policy issues. It ensures all key policy issues are analyzed and thoroughly evaluated for the MWDOC Board of Directors, our MWDOC-MET Delegation, and MWDOC's Member Agencies. As it relates to Metropolitan issues, the Department represents and advocates for Orange County on local resource projects and programs, water costs and rates, regional storage, water supply reliability management, demand management programs, water use efficiency programs, and water policy implementation.

KEY INITIATIVES FOR FY 2025-26

METROPOLITAN'S LONG-TERM FINANCIAL PLAN AND BUSINESS MODEL

Metropolitan will engage in reviewing its Business Model and its Long-Term Financial Plan. This analysis will include its impacts on Metropolitan's future Rates and Charges as well as assess whether modifications to Metropolitan's rate structure are needed. In addition, there may be a Cost-of-Service Assessment on Metropolitan's Pure Water Southern California full-scale operation and financial configuration.

MWDOC staff goals include:

- Fully engage in this process and evaluate the Business Model or adjustments to future rates and charges that may impact MWDOC and our Member Agencies.
- Ensure Metropolitan considers the predictability of rate requirements, strategies to ensure cost-effectiveness, and how Member Agencies rely upon Metropolitan financial forecasts to inform their own resources and financial planning.

METROPOLITAN CAMP4W

Metropolitan is analyzing additional long-term improvements that will be presented through the Climate Adaptation Master Plan for Water (CAMP4W) process. The goal is to create a drought-resilient network of facilities that strengthens the region's water supply reliability.

MWDOC staff actions include:

- Fully engage in this process and evaluate the Time-Bound Targets, Framework for Climate Decision-Making, new policies/initiatives, and alignment with the Metropolitan Business Model.
- Continue the dialogue and develop meaningful long-term objectives.
- Reinforce our collective dedication to the pursuit of advancing the objectives outlined in the Metropolitan mission statement.

BROADER WATER POLICY ISSUES

The Department provides analysis and advocacy for Orange County on water policy issues that extend beyond the scope of Metropolitan. Broader water policy issues covered include the state-wide water conservation regulations, Urban Water Management Plans, Water Shortage Contingency Plans, progress and development of the Delta Conveyance Project, Colorado River issues, and the development of additional regional and local resource projects, such as Pure Water Southern California.

MWDOC staff actions include:

- Financially analyze the cost/benefit of Metropolitan’s participation in the Delta Conveyance Plan and its cost impact to MWDOC and the Member Agencies.
- Encourage Metropolitan’s engagement and investment in further access to storage, particularly its involvement with Sites Reservoir.
- Advocate for Metropolitan staff to renegotiate its storage and banking programs along the State Water Project to improve its “take” capacity.
- Support the prioritization of improving the operational flexibility of the State Water Project-dependent areas of the Metropolitan system to ensure a balance of reliability for all Member Agencies.
- Monitor and attend key meetings and discussions on the Colorado River issues.
- Advocate for suitable Colorado River salinity control measures and actions.
- Evaluate and analyze Pure Water Southern California’s full-scale operational and financial configuration once it is presented to the Metropolitan Board for consideration.

BOARD STRATEGIC PRIORITIES: MWDOC’S MISSION, METROPOLITAN POLICY POSITION, METROPOLITAN DIRECTOR CONSULTATION, MEMBER AGENCY COLLABORATION

GOVERNMENTAL AFFAIRS

COST CENTER 31

Governmental Affairs (GA) continues to work at the local, state, and national levels with our Member Agencies, regional partners (the cities of Anaheim, Fullerton, and Santa Ana, Metropolitan, Metropolitan Member Agencies), organizations, delegations, regulatory agencies, and bureaus to advance Orange County's agenda. Central to this effort are policy, legislative, and regulatory developments and opportunities.

The GA Department will rely on our local, state, and federal advocates to track, monitor, and assist in educational outreach. In addition, our Grants Program continues to be an asset for our Member Agencies and provides helpful information and tools for them, along with MWDOC, to obtain funding for various programs and infrastructure.

Outreach to new members of the Orange County delegation as well as returning members will remain a high priority.

KEY INITIATIVES FOR FY 2025-26

GRANTS TRAINING (*new initiative*)

Grants Training led by an experienced and successful grant consultant; MWDOC and Member Agency participants will learn strategies for crafting proposals, understanding funding agency priorities, and developing program Budgets.

COLORADO RIVER – POST 2026 OPERATIONS

Several reservoir and water management documents and agreements that govern the operation of the Colorado River facilities and management of the Colorado River are set to expire at the end of 2026. These include interim guidelines and drought contingency plans, among others. In an effort to support Metropolitan, the water rights holder for MWDOC's imported water from the Colorado River, it is critical that MWDOC staff remain engaged.

MWDOC staff actions include:

- Continue to monitor activities and processes relating to the management of the Colorado River, including monitoring discussions around post 2026 guidelines.
- Work with California water agencies to present the best arguments and messaging for California's role and leadership in the Colorado River Basin.
- Identify opportunities for engagement with the CA congressional delegation to support any related legislation that helps California and/or the Basin. Continue to ensure that dedicated federal dollars help California.
- Continue to coordinate with Metropolitan DC staff on all things related to the Colorado River.

WATER LOSS CONTROL

Government Affairs will be working collaboratively with Water Use Efficiency to enhance MWDOC's Water Loss Control (WLC) Program by highlighting its success while actively working to increase federal funding opportunities. Currently the Bureau of Reclamation's (Bureau) WaterSMART grant program does not include grants for distribution system leak detection, only residential leak detection. This will be an ongoing effort.

MWDOC staff goals include:

- Meet with members of the Orange County delegation to highlight the WLC Program's success and request help with the Bureau.
- Meet with the WaterSMART program staff and others at the Bureau about the WLC Program to request funding.
- Work with Bureau staff or Congress to change funding criteria.

LOW INCOME RATE ASSISTANCE (LIRA)

For the last several years, state legislators have proposed various low-income rate assistance (LIRA) program proposals. While the water community supports a LIRA program, it must be a workable solution. Past proposals have either lacked a funding source, proposed a statewide water tax, or have been “one size fits all” programs that do not recognize that many water providers already have successful LIRA programs in place. This year, the water community is working together on its proposal sponsored by the California Municipal Utilities Association (CMUA), working closely with the Association of California Water Agencies (ACWA).

MWDOC staff goals include:

- Support CMUA and ACWA's water-industry-led proposal by participating in working groups and taskforce meetings.
- Meet with members of the Orange County delegation to request support for the CMUA-sponsored LIRA proposal.
- Engage and participate in outreach efforts that highlight the need for flexibility in a LIRA program as different water providers serve different populations and have varying administrative infrastructure and funding in place to implement upfront costs

CALIFORNIA WATER FOR ALL

After the veto of SB 366 (Caballero) due to implementation cost concerns from the Newsom Administration, this measure was reintroduced as SB 72 (Caballero) with some cost-saving amendments. This measure will set long-term water supply targets and update the California Water Plan to include new supply sources and expand water storage. The goal remains to move past defensive actions and identify a path to expanding California's water supply.

MWDOC staff actions include:

- Support CMUA and CCEEB (co-sponsors of SB 72) by attending member meetings with policy committee members and staff.

- Meet with members of the Orange County Delegation and ask for support for SB 72.
- Engage and participate in related working groups and outreach efforts.

BOARD STRATEGIC PRIORITIES: MWDOC'S MISSION, METROPOLITAN POLICY POSITION, METROPOLITAN DIRECTOR CONSULTATION, MEMBER AGENCY COLLABORATION

7. CHOICE & SHARED SERVICES PROGRAMS FOR FY 2025-26

MWDOC also offers several programs through a Shared Services structure via the Choice Program format.⁴ This provides MWDOC's Member Agencies with the framework to pool resources together to get a high-quality program with an economies-of-scale approach. Many of these program offerings provide Member Agencies with a pathway to meet regulatory requirements, best management practices, and other common water utility functions at a fraction of the cost or administrative burden compared to administering the program on an individual level. Additionally, by participating in these programs, MWDOC's Member Agencies can customize these programs to suit their individual needs while ensuring a level of consistency and integration across MWDOC's service area.

PERMANENT CHOICE PROGRAMS

WATER USE EFFICIENCY

MWDOC's Water Use Efficiency Program is implemented as a hybrid program with policy, workgroup, and grant acquisition-related tasks funded as Core activities through the MWDOC General Fund and all other activities as Choice activities funded by participating retail agencies. All Orange County retail agencies actively participate in MWDOC's Choice-based Water Use Efficiency Programs.

MWDOC is continuing to develop, implement, and evaluate a broad menu of water use efficiency programs on behalf of its Member Agencies. These programs focus on all customer classes and types of water use, with an emphasis on landscape water-saving opportunities; approximately 60% (and sometimes up to 80%) of total water use in Orange County is applied to landscaping. Staff will continue to maximize grant funding to minimize local funding needs.

WATER LOSS CONTROL SHARED SERVICES

Distribution System Leak Detection services have expanded significantly since 2020. There has been more than a 220% increase in miles of distribution system surveyed from FY 2019-20 to FY 2025-26, resulting in a total of 6,717 miles. Additionally, the number of agencies accessing these services each year has also been increasing over time. As of FY 2024-25, 25 out of 29 retail water agencies (86%) in Orange County have accessed these services.

⁴ The schedule for the Budget process impacts the timing of Choice Budget elections by Member Agencies. Therefore, the Choice Budget estimates in the Draft Budget should be considered preliminary.

To date, 2,434 hidden leaks (leaks that have not surfaced) have been found through this program. Water savings are estimated at more than 746 acre-feet per year with a value of \$609,935 annually (based on variable production cost). Additionally, MWDOC has secured funding from Metropolitan to offset costs to participating retail agencies. In addition to the variable costs, MWDOC’s Water Loss Control Program has saved MWDOC’s Member Agencies significant capital costs by detecting and repairing system leaks before they result in potentially catastrophic damage to facilities, assets, or private property.



K-12 WATER EDUCATION PROGRAM

Through interactive assemblies and inquiry-based activities that align with academic standards, Orange County’s youngest water users develop a strong foundation of water knowledge. This prepares them to make informed decisions about water usage and how to protect its long-term quality and availability. The MWDOC Choice School Programs save Orange County water providers significant time and money while providing consistent, vetted, water-focused educational programming for all students participating in the programs and encouraging the next generation to consider careers in water.

LIMITED-TERM SHARED-SERVICES PROGRAMS

AMERICA’S WATER INFRASTRUCTURE ACT (AWIA) & MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (MJHMP) PROJECT

Approval of the American Water Infrastructure Act of 2018 (AWIA) and Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) Scope of Work: Secured Board approval for a \$2.8 million budget to support Member Agencies with all Tier Levels to remain in compliance with the America’s Water Infrastructure Act (AWIA) and US Environmental Protection Agency (EPA) requirements. Per Section 2013 of Title II, the AWIA requires utilities to conduct a Risk and Resilience Assessment of their community water systems and develop a corresponding Emergency Response Plan.

The MJHMP was completed and submitted to the California Governor’s Office of Emergency Services (CalOES) on December 3, 2024. Participating agencies are waiting for the review from CalOES, and then the Plan will be sent to Federal Emergency Management Agency (FEMA) for approval.

- 25 out of 29 AWIA agencies are required to participate in the AWIA Choice contract to be administered by MWDOC/WEROC.
- 15 of 18 special district agencies are participating in the MWDOC/WEROC MJHMP.
- Note – city water departments were not eligible to participate in this project based on a ruling by FEMA in 2020.

All agencies participating will self-certify both their Risk and Resilience Assessment and Emergency Response Plans with the EPA by the regulatory due date.

2025 URBAN WATER MANAGEMENT PLANS (UWMP) FOR OC RETAIL AGENCIES

Since 2010, MWDOC has led the selection and administration of consultant services to assist over 21 Orange County agencies in complying with state-mandated Urban Water Management Plan (UWMP) requirements. This cooperative provides tremendous cost savings to participating agencies through economies of scale. Previous savings on a per-agency basis range between \$20,000 and \$40,000. Moreover, these Shared Services provide both efficiency and water planning consistently among all participating agencies. In the Summer of 2025, MWDOC will begin the process of selecting a consultant to update both the MWDOC and the Member Agencies’ UWMPs.

As an early step in this process, MWDOC collaborates with Orange County Water District in the development of Orange County’s retail and regional water demands. Population and demand projections will commence at the tail end of FY 2024-25 using a time horizon of 2025-2050 in preparation for the 2025 UWMP.

8. WATER RATES AND CHARGES

MWDOC's rates and fees generally fall into three categories: (1) the pass-through of costs from Metropolitan for imported water rates and charges; (2) specific charges for services contracted by our Member Agencies (Choice Budget); and (3) charges for MWDOC services that apply to all our Member Agencies (Core Budget).

MWDOC's revenue funding for its Core Budget derives from the Retail Meter Service Charge and the Groundwater Customer Charge. The rate structure was initially developed as part of the 2016 rate study and was implemented by the MWDOC Board of Directors for FY 2016-17. The rate structure was reevaluated in 2021, with modifications to the groundwater customer charge's methodology. This 2021 rate structure is used for the FY 2025-26 Budget and rates.

PROPOSED NEW RATES

Based on the Proposed Budget and the current rate structure:

- **For FY 2025-26 the proposed Retail Meter Service Charge is \$15.25 per meter**
- **For FY 2025-26 the proposed Groundwater Customer Charge is \$414,371**

All other charges cover the cost of water supply, including Metropolitan water purchases and Metropolitan associated charges (i.e., Readiness-to-Serve (RTS) and Capacity Charge).

The proposed Total Water Budget for FY 2025-26 includes Water Purchases of 120,747 Acre-Feet (AF), a decrease of -21,494 AF (-15.1%) from the FY 2024-25 Budget, as well as anticipated Local Resource Program incentives of \$3,840,576, a decrease of -\$821,382 (-17.6%), RTS and Capacity Charges, and the South County Pipeline (SCP) / Santiago Aqueduct Commission (SAC) Surcharge⁵.

⁵ Summary of Water Fund revenues and expenses can be found in Exhibit A5.





Annual Budget for Fiscal Year 2025-26

Second Draft

MWDOC's mission is:

To provide reliable, high-quality supplies from MWD and other sources to meet present and future needs, at an equitable and economical cost, and to promote water use efficiency for all of Orange County

Exhibit A2
SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS
CORE FUND

	FY24/25 ADOPTED BUDGET	FY24/25 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY25/26 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
OPERATING EXPENSES:						
Salaries & Wages	\$ 4,674,242	\$ 4,412,855	\$ (261,387)	\$ 4,883,994	\$ 471,140	\$ 209,752
less for Sal & Benefits - Reimb	-	-	-	(33,000)	(33,000)	(33,000)
Employee Benefits	1,359,165	1,393,477	34,313	1,547,455	153,977	188,290
Director Compensation	275,041	264,236	(10,805)	288,793	24,557	13,752
Director Benefits	149,557	137,665	(11,893)	161,632	23,967	12,075
MWD Representation	157,166	152,670	(4,496)	165,025	12,355	7,858
CALPERS Unfunded Liability Contribution	207,000	207,000	-	207,000	-	-
Overhead Reimbursement	(430,173)	(412,436)	17,737	(540,576)	(128,140)	(110,402)
Health Insurance Coverage for Retirees*	81,349	78,000	(3,349)	122,517	44,517	41,168
Audit Expense	36,500	27,000	(9,500)	37,445	10,445	945
Automotive & Toll Road Expenses	12,100	8,755	(3,345)	12,050	3,295	(50)
Conference Expense - Staff	40,002	32,172	(7,830)	42,497	10,325	2,495
Conference Expense - Directors	16,955	14,945	(2,010)	17,155	2,210	200
Outside Consulting Expense	293,000	335,100	42,100	480,000	144,900	187,000
Insurance Expense	198,000	197,500	(500)	233,950	36,450	35,950
Legal Expense - General	260,000	211,354	(48,646)	260,000	48,646	-
Maintenance Expense	348,680	348,680	-	156,000	(192,680)	(192,680)
Membership / Sponsorship	243,688	225,908	(17,780)	221,386	(4,522)	(22,302)
CDR Participation	67,789	67,789	-	72,650	4,861	4,861
Miscellaneous Expense	150,700	139,207	(11,493)	172,600	33,393	21,900
Postage / Mail Delivery	9,600	7,925	(1,675)	8,800	875	(800)
Professional Fees	1,101,750	906,535	(195,215)	970,200	63,665	(131,550)
Rents & Leases	1,200	1,072	(128)	1,125	53	(75)
Outside Printing, Subscription & Books	119,000	117,300	(1,700)	118,500	1,200	(500)
Office Supplies	30,000	26,000	(4,000)	28,000	2,000	(2,000)
Building Repair & Maintenance	30,200	45,000	14,800	57,200	12,200	27,000
Computer Maintenance	17,500	5,000	(12,500)	15,850	10,850	(1,650)
Business Expense	5,000	4,932	(68)	5,500	568	500
Software Support & Expense	86,188	154,483	68,295	289,311	134,828	203,123
Computers and Equipment	29,250	43,000	13,750	45,250	2,250	16,000

**Exhibit A2
SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS
CORE FUND**

	FY24/25 ADOPTED BUDGET	FY24/25 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY25/26 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
Telecommunications Expense	43,006	48,991	5,985	47,474	(1,517)	4,468
Temporary Help Expense	5,000	-	(5,000)	5,000	5,000	-
Training Expense	40,000	38,000	(2,000)	76,445	38,445	36,445
Tuition Reimbursement	6,000	7,500	1,500	6,500	(1,000)	500
Travel & Accommodations - Staff	89,580	72,000	(17,580)	85,900	13,900	(3,680)
Travel & Accommodations - Directors	39,925	24,411	(15,514)	36,625	12,214	(3,300)
Depreciation Expense	-	62,568	62,568	-	(62,568)	-
MWDOC's Contribution to WEROC: Operations	300,808	296,290	(4,518)	353,149	56,859	52,341
Election Expense	-	226,666	226,666	-	(226,666)	-
Capital Acquisition (excluding building)	37,000	235,686	198,686	25,000	(210,686)	(12,000)
OPERATING EXPENSES	\$ 10,131,768	\$ 10,165,236	\$ 33,468	\$ 10,684,402	\$ 519,165	\$ 552,633
MWDOC's Building Expense	\$ 366,376	\$ 222,686	\$ (143,690)	\$ 350,000	\$ 127,314	\$ (16,376)
Building Expense Prior Year Carryover Dr/(Cr)	\$ (366,376)	\$ (350,000)	\$ 16,376	\$ (350,000)	\$ -	\$ 16,376
Contribution to Election Reserve	\$ 725,642	\$ 725,642	\$ -	\$ 605,000	\$ (120,642)	\$ (120,642)
TOTAL EXPENSES	\$ 10,857,410	\$ 10,763,564	\$ (93,846)	\$ 11,289,402	\$ 525,837	\$ 431,991

REVENUES:						
Retail Meter Charge	\$ 9,580,818	\$ 9,580,818	\$ -	\$ 9,939,371	\$ 358,552	\$ 358,552
Ground Water Customer Charge	405,463	405,463	-	414,371	8,908	8,908
Reimb for OPEB Reserve Reimbursement	80,000	80,000	-	122,517	42,517	42,517
Interest Revenue	738,960	900,500	161,540	916,000	15,500	177,040
Miscellaneous Income	3,000	3,000	-	5,000	2,000	2,000
TOTAL REVENUES	\$ 10,808,241	\$ 10,969,781	\$ 161,540	\$ 11,397,259	\$ 427,477	\$ 589,017

EFFECT ON RESERVES:						
TOTAL CONTRIBUTION (DRAW) FROM RESERVES	\$ (49,169)	\$ 206,217	\$ 255,386	\$ 107,857	\$ (98,360)	\$ 157,026

*MWDOC will be using OPEB Designated reserves to pay for retiree healthcare benefit

Exhibit A3
SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS
CHOICE FUNDS

	FY24/25 ADOPTED BUDGET	FY24/25 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY25/26 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
OPERATING EXPENSES:						
Salaries & Wages	\$ 748,464	\$ 734,356	\$ (14,108)	\$ 954,088	\$ 219,732	\$ 205,624
less for Sal & Benefits - Reimb	(65,000)	(40,000)	25,000	(65,000)	(25,000)	-
Employee Benefits	218,894	193,112	(25,782)	265,722	72,610	46,828
Director Compensation	-	-	-	-	-	-
Director Benefits	-	-	-	-	-	-
MWD Representation	-	-	-	-	-	-
Overhead Reimbursement	430,173	412,436	(17,737)	540,576	128,140	110,402
Health Insurance Coverage for Retirees	-	-	-	-	-	-
Audit Expense	-	-	-	-	-	-
Automotive & Toll Road Expenses	600	462	(138)	500	38	(100)
Vehicle Expense	12,000	9,918	(2,082)	10,000	82	(2,000)
Conference Expense - Staff	-	-	-	-	-	-
Conference Expense - Directors	-	-	-	-	-	-
Outside Consulting Expense	-	-	-	-	-	-
Insurance Expense	-	200	200	200	-	200
Legal Expense - General	-	-	-	-	-	-
Maintenance Expense	-	-	-	-	-	-
Membership / Sponsorship	-	-	-	-	-	-
Miscellaneous Expense	8,770	9,477	707	11,000	1,523	2,230
Postage / Mail Delivery	500	450	(50)	650	200	150
Professional Fees	663,714	491,362	(172,352)	683,590	192,228	19,876
Rents & Leases	-	-	-	-	-	-
Outside Printing, Subscription & Books	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Supplies - Water Loss Control	4,800	4,000	(800)	4,000	-	(800)
Computer Maintenance	-	-	-	-	-	-
Software Support & Expense	3,000	2,112	(888)	2,420	308	(580)
Telecommunications Expense	2,520	1,632	(888)	2,112	480	(408)
Computers and Equipment	-	-	-	-	-	-
Temporary Help Expense	-	-	-	-	-	-

Exhibit A3
SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS
CHOICE FUNDS

	FY24/25 ADOPTED BUDGET	FY24/25 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY25/26 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
Training Expense	1,200	500	(700)	2,000	1,500	800
Tuition Reimbursement	-	-	-	-	-	-
Depreciation Expense	-	15,126	15,126	-	(15,126)	-
Capital Acquisition	15,000	15,000	-	-	(15,000)	(15,000)
Subtotal Expenses	\$ 2,044,635	\$ 1,850,142	\$ (194,492)	\$ 2,411,857	\$ 561,715	\$ 367,223
TOTAL EXPENSES	\$ 2,044,635	\$ 1,850,142	\$ (194,492)	\$ 2,411,857	\$ 561,715	\$ 367,223

REVENUES:						
Choice Revenue	\$ 2,044,635	\$ 1,849,942	\$ (194,692)	\$ 2,411,857	\$ 561,915	\$ 367,223
TOTAL REVENUES	\$ 2,044,635	\$ 1,849,942	\$ (194,692)	\$ 2,411,857	\$ 561,915	\$ 367,223

Exhibit A4
SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS
CONSOLIDATED

	FY24/25 ADOPTED BUDGET	FY24/25 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY25/26 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
OPERATING EXPENSES:						
Salaries & Wages	\$ 5,422,706	\$ 5,147,211	\$ (275,495)	\$ 5,838,082	\$ 690,872	\$ 415,376
less for Sal & Benefits - Reimb	(65,000)	(40,000)	25,000	(98,000)	(58,000)	(33,000)
Employee Benefits	1,578,059	1,586,590	8,531	1,813,176	226,587	235,118
Director Compensation	275,041	264,236	(10,805)	288,793	24,557	13,752
Director Benefits	149,557	137,665	(11,893)	161,632	23,967	12,075
MWD Representation	157,166	152,670	(4,496)	165,025	12,355	7,858
CALPERS Unfunded Liability Contribution	207,000	207,000	-	207,000	-	-
Overhead Reimbursement	-	-	-	-	-	-
Health Insurance Coverage for Retirees*	81,349	78,000	(3,349)	122,517	44,517	41,168
Audit Expense	36,500	27,000	(9,500)	37,445	10,445	945
Automotive & Toll Road Expenses	12,700	9,217	(3,483)	12,550	3,333	(150)
Vehicle Expense - Water Loss Control	12,000	9,918	(2,082)	10,000	82	(2,000)
Conference Expense - Staff	40,002	32,172	(7,830)	42,497	10,325	2,495
Conference Expense - Directors	16,955	14,945	(2,010)	17,155	2,210	200
Outside Consulting Expense	293,000	335,100	42,100	480,000	144,900	187,000
Insurance Expense	198,000	197,700	(300)	234,150	36,450	36,150
Legal Expense - General	260,000	211,354	(48,646)	260,000	48,646	-
Maintenance Expense	348,680	348,680	-	156,000	(192,680)	(192,680)
Membership / Sponsorship	243,688	225,908	(17,780)	221,386	(4,522)	(22,302)
CDR Participation	67,789	67,789	-	72,650	4,861	4,861
Miscellaneous Expense	159,470	148,684	(10,786)	183,600	34,916	24,130
Postage / Mail Delivery	10,100	8,375	(1,725)	9,450	1,075	(650)
Professional Fees	1,765,464	1,397,897	(367,567)	1,653,790	255,893	(111,674)
Rents & Leases	1,200	1,072	(128)	1,125	53	(75)
Outside Printing, Subscription & Books	119,000	117,300	(1,700)	118,500	1,200	(500)
Office Supplies	30,000	26,000	(4,000)	28,000	2,000	(2,000)
Supplies - Water Loss Control	4,800	4,000	(800)	4,000	-	(800)
Building Repair & Maintenance	30,200	45,000	14,800	57,200	12,200	27,000
Computer Maintenance	17,500	5,000	(12,500)	15,850	10,850	(1,650)
Business Expense	5,000	4,932	(68)	5,500	568	500
Software Support & Expense	89,188	156,595	67,407	291,731	135,136	202,543
Computers and Equipment	29,250	43,000	13,750	45,250	2,250	16,000
Telecommunications Expense	45,526	50,623	5,097	49,586	(1,037)	4,060

**Exhibit A4
SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS
CONSOLIDATED**

	FY24/25 ADOPTED BUDGET	FY24/25 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY25/26 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
Temporary Help Expense	5,000	-	(5,000)	5,000	5,000	-
Training Expense	41,200	38,500	(2,700)	78,445	39,945	37,245
Tuition Reimbursement	6,000	7,500	1,500	6,500	(1,000)	500
Travel & Accommodations - Staff	89,580	72,000	(17,580)	85,900	13,900	(3,680)
Travel & Accommodations - Directors	39,925	24,411	(15,514)	36,625	12,214	(3,300)
Depreciation Expense	-	77,694	77,694	-	(77,694)	-
MWDOC's Contribution to WEROC: Operations	300,808	296,290	(4,518)	353,149	56,859	52,341
Election Expense	-	226,666	226,666	-	(226,666)	-
Capital Acquisition (excluding building)	52,000	250,686	198,686	25,000	(225,686)	(27,000)
OPERATING EXPENSES	\$ 12,176,403	\$ 12,015,379	\$ (161,024)	\$ 13,096,259	\$ 1,080,880	\$ 919,856
MWDOC's Building Expense	\$ 366,376	\$ 222,686	\$ (143,690)	\$ 350,000	\$ 127,314	\$ (16,376)
Building Expense Prior Year Carryover Dr/(Cr)	\$ (366,376)	\$ (350,000)	\$ 16,376	\$ (350,000)	\$ -	\$ 16,376
Contribution to Election Reserve	\$ 725,642	\$ 725,642	\$ -	\$ 605,000	\$ (120,642)	\$ (120,642)
TOTAL EXPENSES	\$ 12,902,045	\$ 12,613,707	\$ (288,338)	\$ 13,701,259	\$ 1,087,552	\$ 799,214

REVENUES:						
Retail Meter Charge	\$ 9,580,818	\$ 9,580,818	\$ -	\$ 9,939,371	\$ 358,552	\$ 358,552
Ground Water Customer Charge	405,463	405,463	-	414,371	8,908	8,908
Reimb for OPEB Reserve Reimbursement	80,000	80,000	-	122,517	42,517	42,517
Interest Revenue	738,960	900,500	161,540	916,000	15,500	177,040
Miscellaneous Income	3,000	3,000	-	5,000	2,000	2,000
Choice Revenue	2,044,635	1,849,942	(194,692)	2,411,857	561,915	367,223
TOTAL REVENUES	\$ 12,852,876	\$ 12,819,724	\$ (33,152)	\$ 13,809,116	\$ 989,392	\$ 956,240

EFFECT ON RESERVES:						
TOTAL CONTRIBUTION (DRAW) FROM RESERVES	\$ (49,169)	\$ 206,017	\$ 255,186	\$ 107,857	\$ (98,160)	\$ 157,026

*MWDOC will be using OPEB Designated reserves to pay for retiree healthcare benefit

Exhibit A5
SUMMARY OF REVENUES AND EXPENSES BY LINE ITEMS
WATER FUND

	FY 24-25 ADOPTED BUDGET	FY 24-25 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 25-26 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO FY 24-25 BUDGET
Water Revenues						
Water Sales	\$ 192,091,367	\$ 132,908,631	\$ (59,182,736)	\$179,332,825(a)	\$ 46,424,194	\$ (12,758,542)
Local Resource Program Incentives	(4,661,958)	(3,491,433)	1,170,525	(3,840,576)	(349,143)	821,382
Readiness-To-Serve Charge	16,263,519	12,940,558	(3,322,961)	16,934,350	3,993,793	670,831
Capacity Charge	4,069,230	4,457,310	388,080	4,624,125	166,815	554,895
SCP/SAC Pipeline Surcharge	459,000	328,000	(131,000)	443,000	115,000	(16,000)
TOTAL WATER REVENUES	\$ 208,221,158	\$ 147,143,065	\$ (61,078,092)	\$ 197,493,724	\$ 50,350,659	\$ (10,727,433)
Water Expenses						
Water Purchases	\$ 192,091,367	\$ 132,908,631	\$ (59,182,736)	\$179,332,825(a)	\$ 46,424,194	\$ (12,758,542)
Local Resource Program Incentives	(4,661,958)	(3,491,433)	1,170,525	(3,840,576)	(349,143)	821,382
Readiness-To-Serve Charge	16,263,519	12,940,558	(3,322,961)	16,934,350	3,993,793	670,831
Capacity Charge	4,069,230	4,457,310	388,080	4,624,125	166,815	554,895
SCP/SAC Pipeline Surcharge	459,000	328,000	(131,000)	443,000	115,000	(16,000)
TOTAL WATER EXPENSES	\$ 208,221,158	\$ 147,143,065	\$ (61,078,092)	\$ 197,493,724	\$ 50,350,659	\$ (10,727,433)
Changes to Fund Balance:						
Tier 2 Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

(a)=FY 25-26 Proposed Budget amount is based on an estimated 120,747 AF

Exhibit A6
SUMMARY OF FUNDING AND EXPENSES
For All Water Use Efficiency Programs

	FY 2024-2025 ADOPTED BUDGET	FY 2024-2025 PROJECTED ACTUALS	VARIANCE ACTUALS TO BUDGET	FY 2025-2026 PROPOSED BUDGET	VARIANCE TO PROJECTED ACTUALS	VARIANCE TO ADOPTED BUDGET
Funding						
Metropolitan Water District	\$ 7,743,000	\$ 4,041,400	\$ (3,701,600)	\$ 5,861,960	\$ 1,820,560	\$ (1,881,040)
USBR	880,902	708,195	(172,706)	519,051	(189,144)	(361,850)
DWR	749,855	383,984	(365,871)	395,962	11,977	(353,893)
Member Agencies	1,498,286	1,171,873	(326,412)	1,572,525	400,652	74,239
TOTAL OUTSIDE FUNDING	\$ 10,872,042	\$ 6,305,453	\$ (4,566,590)	\$ 8,349,498	\$ 2,044,045	\$ (2,522,545)
Program Expenses Funded from Outside Sources						
Project Administration - Staff Time	\$ 53,642	\$ 15,361	\$ (38,281)	\$ -	\$ (15,361)	\$ (53,642)
Consultant Administration	-	-	-	\$ 1,222,638	\$ 1,222,638	1,222,638
Installation Verification	91,000	131,417	40,417	121,353	(10,065)	30,353
Rebate Incentives	10,159,400	5,680,081	(4,479,319)	6,935,507	1,255,426	(3,223,893)
Surveys and Audits	568,000	65,000	(503,000)	70,000	5,000	(498,000)
TOTAL PROGRAMS EXPENSES	\$ 10,872,042	\$ 5,891,859	\$ (4,980,183)	\$ 8,349,498	\$ 2,457,639	\$ (2,522,545)

**Exhibit B
Expenditures by Cost Center**

Cost Center	Cost Center Description	FY24/25 BUDGET FTE	FY25/26 BUDGET FTE	FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
11	Administrative - Board	1.88	2.74	\$ 1,404,336	\$ 1,510,454	\$ 1,589,028
12	Administrative - General	4.79	5.08	1,154,916	1,064,406	1,182,964
13	Personnel / Staff Development	1.85	2.09	548,272	605,410	654,939
19	Overhead	4.07	3.80	1,380,430	1,716,700	1,121,302
21	Reliability Planning and Engineering	2.73	3.03	873,020	863,525	1,134,508
23	Metropolitan Issues and Water Policy	2.10	2.07	654,565	481,392	594,369
31	Governmental Affairs	0.90	0.89	626,265	624,558	670,531
35	Water Use Efficiency (Core)	1.22	1.33	582,765	447,924	506,994
32	Public Affairs	5.76	5.93	1,401,430	1,363,223	1,493,957
41	Finance	3.54	3.41	745,868	733,384	900,786
45	Information Technology	1.00	0.95	459,093	468,612	481,875
25	MWDOC's Contribution to WEROC	3.00	3.19	300,808	296,290	353,149
CORE TOTAL		32.84	34.51	\$ 10,131,768	\$ 10,175,877	\$ 10,684,402
62	Water Use Efficiency Program	6.29	6.47	989,455	1,101,396	1,252,141
63	School Programs	0.06	0.05	496,062	367,429	511,211
70	Water Loss Control	2.57	3.03	559,118	381,117	648,505
CHOICE TOTAL		8.92	9.55	\$ 2,044,635	\$ 1,849,942	\$ 2,411,857
CORE & CHOICE TOTAL		41.76	44.06	\$ 12,176,403	\$ 12,025,820	\$ 13,096,259
Includes:	Full-time employees	34.08	37.85	(2)		
	Part-time employees	2.29	1.59			
	Interns	2.39	1.44			
	WEROC employees	3.00	3.19			

(1)

(1) Total Operational Costs of WEROC is allocated among MWDOC, OCWD, OCSD, Anaheim, Santa Ana, Fullerton and South Orange County Wastewater Authority. Capital Expenditures are provided by MWDOC. Dollars shown are MWDOC's share only.

(2) FTE's for 2024-2025 are calculated based on 2088 hours of work for the year. FTE's for 2025-2026 are calculated based on 2088 hours worked for the year. This corresponds to the actual working days for the fiscal year which varies year to year.

FY25/26 FISCAL MASTER PLAN PROJECTIONS

(in thousands)

	Projected ACTUALS FY24/25	BUDGET FY25/26	FISCAL MASTER PLAN PROJECTIONS ¹				
			FY26/27	FY27/28	FY28/29	FY29/30	FY30/31
Beginning Designated Reserve Balance - MWDOC	\$6,065	\$ 6,049	\$ 6,034	\$ 6,105	\$ 6,238	\$ 6,437	6,706.98
less OPEB Reserve	297	297	297	297	297	297	297
Adjusted Reserve Balance	5,768	5,752	5,737	5,808	5,941	6,140	6,410
Revenues							
Water Rate Revenues:							
Retail Meter Agency Charge	9,581	9,939	10,301	10,665	11,032	11,401	11,772
Ground Water Customer Charge	405	414	428	442	457	472	487
Subtotal	9,986	10,354	10,729	11,107	11,488	11,872	12,259
Other Revenues:							
Choice Revenues	1,850	2,412	2,491	2,574	2,659	2,746	2,837
Interest Earnings	901	916	954	1,000	1,060	1,135	1,231
Misc./Reimbursements	3	5	5	5	6	6	6
Subtotal	2,753	3,333	3,450	3,579	3,724	3,887	4,074
Total Revenues	12,740	13,687	14,179	14,687	15,212	15,759	16,333
Expenses							
Core Expenses	9,930	10,659	11,011	11,375	11,750	12,138	12,538
Choice Expenses	1,850	2,412	2,491	2,574	2,659	2,746	2,837
Capital Acquisitions (not including building)	251	25	-	-	-	-	-
Total Expenses w/o Election	12,030	13,096	13,503	13,948	14,408	14,884	15,375
Revenue Over Expenses w/o Election	709	590	676	738	803	875	958
ELECTION Reserve Beginning Balance	1,710	1,484	2,089	1,265	1,870	571	1,176
Annual Election Reserve Contribution	726	605	605	605	605	605	605
Annual Election Expense	952	-	1,428	-	1,905	-	1,428
Election Reserve Ending Balance	1,484	2,089	1,265	1,870	571	1,176	352
MWDOC's Contribution to OPEB Trust Fund							
Ending General Fund & Designated Reserves	\$ 4,285	\$ 3,648	\$ 4,543	\$ 4,071	\$ 5,569	\$ 5,234	\$ 6,411
Document does not reflect MWDOC's irrevocable trust towards OPEB Pension liability							
MWDOC Water Rates							
Total Retail Customer Meters	649,547	651,762	654,000	656,300	658,600	660,900	663,200
Connection Charge	\$ 14.75	\$ 15.25	\$ 15.75	\$ 16.25	\$ 16.75	\$ 17.25	\$ 17.75
Fixed Charge %		100%	100%	100%	100%	100%	100%
Rate Increase Proposal:							
Connection Charge		\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50

1 Assumptions for FMP:

Projected Inflation rate:
Rate of return on Investment of portfolio:

3.30% per year
4.10% per year

MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Summary of Conference/Meeting Budget
Proposed District Participation Costs
Fiscal Year 2025-26

*Includes all modes of travel (except automotive mileage), room accommodations, meals, and related misc. expenses.

Grouping	Conference / Meeting	Approval included in Budget Approval	Exh D Proposed District Participation Costs			Exh E Proposed Staff Registration & Travel Budget*		Exh F Proposed Board Registration & Travel Budget*	
			Adopted Budget FY24/25	Projected Actuals FY24/25	Proposed Budget FY25/26	Registration	Travel	Registration	Travel
Board Related	Association of California Cities- Orange County (ACCOC)	√	-	-	-	-	-	500	800
	Association of California Water Agencies (ACWA)	√	-	-	-	-	-	7,075	9,725
	Cal Desal	√	-	-	-	-	-	780	-
	California Council for Environmental and Economic Balance (CCEEB)	√	-	-	-	-	-	-	4,500
	Colorado River Water Users Association (CRWUA)	√	-	-	-	-	-	1,800	3,000
	LAFCO	√	45,000	48,652	48,652	-	-	-	-
	Legislative Advocacy	√	-	-	-	-	-	-	9,000
	Orange County Business Council (OCBC)	√	-	-	-	-	-	1,600	2,000
	Urban Water Institute	√	-	-	-	-	-	3,600	5,100
	Miscellaneous	√	-	-	-	-	-	1,800	2,500
Board Related Total			45,000	48,652	48,652	-	-	17,155	36,625
Staff Related	(DWR)/State Water Resources Control Board (SWRCB)	√	-	-	-	-	1,800	-	-
	Alliance for Water Use Efficiency	New	-	-	-	600	1,500	-	-
	American Water Works Association (AWWA)	√	2,056	2,056	2,445	5,000	13,300	-	-
	Association of California Cities- Orange County (ACCOC)	√	5,200	5,000	5,150	500	800	-	-
	Association of California Water Agencies (ACWA)	√	25,641	27,150	27,965	10,097	14,100	-	-
	CA Chamber of Commerce (HR California)	√	950	950	979	-	-	-	-
	CA Water for all	√	10,000	10,000	10,000	-	-	-	-
	Cal Desal	√	5,200	5,000	5,150	260	-	-	-
	California Association of Public Information Officers (CAPIO)	√	982	825	1,150	1,100	2,800	-	-
	California Council for Environmental and Economic Balance (CCEEB)	√	29,000	29,000	29,000	-	4,500	-	-
	California Employees Public Retirement System(CalPERS)	√	-	-	-	1,500	2,400	-	-
	California Environmental Literacy Initiative	√	640	-	-	-	-	-	-
	California Municipal Treasurers Association (CMTA)	√	185	-	-	-	-	-	-
	California Municipal Utilities Association (CMUA)	√	10,520	10,725	11,047	560	1,200	-	-
	California Society of Municipal Finance Officers (CSMFO)	√	130	150	150	-	-	-	-
	California Special Districts Association (CSDA)	√	9,300	9,548	9,835	2,825	5,350	-	-
	California Water Efficiency Partnership (CalWEP)	√	6,459	6,332	6,300	-	12,000	-	-
	California Water, Energy and Education Alliance (CWEEA)	√	1,285	-	-	-	-	-	-
	Californina Data Collaboration	√	16,500	16,500	16,500	-	-	-	-
	Colorado River Water Users Association (CRWUA)	√	-	-	-	3,000	5,000	-	-
	Department of Water Resources Education Committee	√	1,600	-	-	500	600	-	-
	ESRI-GIS	√	-	-	-	2,625	3,600	-	-
	Festival of Butterflies Sponsorship	√	2,500	2,500	2,575	-	-	-	-
	Government Finance Officers Association (GFOA)	√	182	182	187	-	-	-	-
	Information Systems Audit and Control Association (ISACA)	√	150	150	155	-	-	-	-
	International Association of Business Communicators (IABC)	√	400	-	-	-	-	-	-
	League of California Cities	√	2,500	2,500	2,575	-	-	-	-
	Legislative Advocacy	√	-	-	-	-	9,000	-	-
	Liebert, Cassidy Whitmore	√	-	-	-	1,200	-	-	-
	Multi-State Salinity Coalition	√	-	-	-	800	1,200	-	-
	National Water Resources Assn., Mun. Caucus	√	557	557	574	-	-	-	-
	OC Chapter-Calif. Landscape Contractors Assoc.	√	2,400	2,250	2,250	-	-	-	-
	Orange County Business Council (OCBC)	√	5,150	5,000	5,150	1,600	2,000	-	-
	Orange County Public Affairs Association (OCPAA)	√	650	650	100	-	-	-	-
	Orange County Water Association (OCWA)	√	500	500	515	-	-	-	-
	Pilot MWDOC Ambassador Program + Outreach Tours	√	20,000	20,000	-	-	-	-	-
	Public Relations Society of America/O.C. (PRSA)	√	1,394	1,200	1,236	930	3,600	-	-
	Public Sector HR Assoc	√	64	64	66	-	-	-	-
	Radio and Television News Directors Association	√	75	75	77	-	-	-	-
	Society of Human Resources Management (SHRM)	√	245	245	252	-	-	-	-
	South OC Watershed Management Area Dues	√	9,300	8,700	9,100	-	-	-	-
	South Orange County Economic Coalition (SOCEC)	√	1,745	1,745	1,797	-	-	-	-
	Southern California Water Coalition (SCWC)	√	1,092	1,092	1,125	-	-	-	-
	Urban Water Institute	√	6,000	6,000	6,180	5,400	7,650	-	-
	Water Environment Federation	√	60	60	62	-	-	-	-
	WaterISAC (International Security And Network)	√	550	550	587	-	-	-	-
	Miscellaneous	√	-	-	12,500	4,000	5,500	-	-
Staff Related Total			181,162	177,256	172,734	42,497	97,900	-	-
WEROC	AWWA CA/NV Section	√	311	311	311	3,000	3,750	-	-
	California Emergency Services Association	√	239	239	239	1,950	7,650	-	-
	International Association of Emergency Managers	√	400	400	400	800	2,850	-	-
WEROC Total			950	950	950	5,750	14,250	-	-
Grand Total			227,112	226,858	222,336	48,247	112,150	17,155	36,625

**Exhibit J
Professional / Special Services Authorized
Core Fund**

Department	Consultant	Service	Budget FY 24-25	Budget FY 25-26	* Approval included in Budget Approval
Outside Consulting Expense					
Planning & Operation (21)	CDR	GIS Work	\$ 28,000	\$ 30,000	√
	(To be determined)	MWDOC 2025 UWMP	\$ -	\$ 60,000	New
	(To be determined)	Water Quality Data Hub	\$ -	\$ 60,000	New
	(To be determined)	Real Time Water Quality Analyzer Pilot	\$ -	\$ 40,000	New
	(To be determined)	GIS Implementation Project	\$ -	\$ 40,000	New
	(To be determined)	Water Quality Workgroup Technical Support	\$ -	\$ 15,000	New
	(To be determined)	Supplemental Analysis of Water Supplies	\$ 50,000	\$ -	√
	(To be determined)	On Call Work	\$ 25,000	\$ 30,000	√
	Hazen	Demand Projections 2025 UWMP by Oct 2025	\$ 65,000	\$ 15,000	√
	Stetson Engineering	Consumer Confidence Report	\$ -	\$ 80,000	√
	Ed Means Consulting	EOCF#2 Pilot Project	\$ 20,000	\$ 10,000	√
Met Issues & Special Projects (23)	(To be determined)	Consulting on MET issues	\$ -	\$ 10,000	New
	(To be determined)	Financial & Rate Consulting	\$ 25,000	\$ -	√
	Dopudja & Wells Consulting- Paul Jones	MET and Reliability Planning (IRP & Delta)	\$ 80,000	\$ 90,000	√
Total Outside Consulting Expense			\$ 293,000	\$ 480,000	
Legal Expenses					
Administration (11 & 13)	Best, Best & Krieger	General Legal Counsel Services	\$ 219,000	\$ 219,000	√
	Aleshire & Wynder	Legal Counsel Services Regarding San Diego CWA	\$ 16,000	\$ 16,000	√
	Best, Best & Krieger	Labor Counsel Services	\$ 25,000	\$ 25,000	√
Total Legal Expenses			\$ 260,000	\$ 260,000	
Audit Expenses					
Finance (41)	Davis Farr, LLP	Annual Financial Audit and Federal Single Audit	\$ 36,500	\$ 32,445	√
	Davis Farr, LLP	WUE Grant Review	\$ -	\$ 5,000	√
Training					
Administration (11 & 13)	Cal State University Fullerton/Centre for Organization Effectiveness/Predict Success/ Knight leadership solution	Staff Development/Technical Training/Leadership Training	\$ 40,000	\$ 58,945	√
	(To be determined)	Form 700 Workgroup Training	\$ -	\$ 2,500	New
Governmental Affairs (31)	(To be determined)	Grants Workshop Training	\$ -	\$ 15,000	New
Professional Services					
Administration (12 & 13 & 19)	Economic Group Pension Services (EGPS)	Pension Plan Administration	\$ 4,500	\$ 4,100	√
	HYAS Group	Advisor to assist with review of 401a and 457 Plans and investments	\$ 25,000	\$ 5,000	√
	(To be determined)	Various Lunch and learn+training	\$ 6,000	\$ 6,000	√
	IGOE	Cafeteria Plan Administration	\$ 795	\$ 700	√
	Docusign	Docusign	\$ 7,000	\$ 7,000	√
	Gladwell Services	Records Management Consulting	\$ 3,000	\$ 1,000	√
	Health Equity	Health Equity	\$ 205	\$ 200	√
Governmental Affairs (31)	BBK Legislation	State Legislative Advocate	\$ 96,000	\$ -	√
	Syrus Devers Advocacy	Sacramento Lobbyist	\$ -	\$ 96,000	New
	Natural Resource Results	Federal Legislative Advocate	\$ 96,000	\$ 96,000	√
	Dopudja & Wells	Legislative and Local GA Assistance	\$ 25,000	\$ 25,000	√
	Whittingham Public Affairs Adv.	County Advocate	\$ 90,000	\$ 90,000	√
	Soto Services	Grant Research and Acquisition Assistance	\$ 39,000	\$ 39,000	√
	Ackerman	Legal and Regulatory	\$ 42,000	\$ 42,000	√
	Travel	Travel	\$ 5,000	\$ 6,000	√
Public Affairs (32)	Stetson Engineers	Consumer Confidence Report	\$ 60,000	\$ -	√
	Hashtag Pinpoint	Strategic Digital Consulting Services	\$ 95,000	\$ 95,000	√
	(To be determined)	Water Awareness Campaign	\$ 30,000	\$ 30,000	√
	LA Design	Website Maintenance	\$ 5,000	\$ 5,000	√
	(Various)	Special Events	\$ 50,000	\$ 50,000	√
	VoxCivic, SCNG, etc.	Advertising	\$ 40,000	\$ 40,000	√
WUE - Core (35)	(To be determined)	General WUE Research	\$ 75,000	\$ 75,000	√
	Environmental Incentive	WUE Work Group Support - Way of Life TAP	\$ -	\$ 50,000	New
	E Source	Water Loss Control Work Grp (WLC)	\$ 55,000	\$ 55,000	√
	E Source	WLC Business Plan Implementation	\$ 35,000	\$ 35,000	√
	OC Data Acquisition P/S (OCDAP)	Aerial Imagery and Landscape Measurement Project	\$ 75,000	\$ 50,000	√
Finance (41)	U.S. Bank	Custodial Bank fees	\$ 10,000	\$ 10,000	√
	CalPERS	CalPERS GASB 68 Report	\$ 700	\$ 700	√
	(To be determined)	OPEB Actuarial	\$ 3,750	\$ 1,000	√
	Tracker C2	Investment Tracking	\$ 3,300	\$ 3,500	√
IT (45)	(To be determined)	Managed Service Provider	\$ 70,000	\$ 65,000	√
	(To be determined)	IT Projects	\$ 19,500	\$ -	√
	CrowdStrike	Cybersecurity	\$ 45,000	\$ -	√
Total Professional Fees			\$ 1,111,750	\$ 983,200	

**Exhibit J1
Professional / Special Services Authorized
Choice Funds**

Department	Consultant	Service	Budget FY 24-25	Budget FY 25-26	* Approval included in Budget Approval
Training					
Water Loss Control (70)	(To be determined)	Water loss training	\$ 1,000	\$ 2,000	√
Professional Fees					
Water Loss Control (70)	Westerley & McCall's	Meter Accuracy Testing	\$ 55,000	\$ 50,000	√
Water Use Efficiency (62)	Various Printers	Printing of marketing materials for all WUE programs	\$ 40,000	\$ 40,000	√
	ARC GIS	GIS	\$ -	\$ 2,030	√
	Droplet	Web Based Rebate Processing Platform (Turf & Drip)	\$ 37,100	\$ 47,500	√
	Mission Resource Cnsvr District	Residential Installation Verification Inspections	\$ 50,000	\$ 50,000	√
School Program (63)	Shows that teach/The OC Department of Education	Assemblies (Elementary School)	\$ 283,642	\$ 292,150	√
	The OC Department of Education	Assemblies (Middle School)	\$ 123,845	\$ 125,560	√
	The OC Department of Education	Assemblies (High School)	\$ 74,127	\$ 76,350	√
Total Professional Fees			\$ 663,714	\$ 683,590	

* Approval of the budget constitutes authorization for spending within the policy guidelines set out in Chapter 8, Contracts section of the Administrative code including authorization limitations. A check mark indicates final board approval of the expenditure.

Total Core Expenses

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	4,674,242	4,412,855	4,883,994
6090	Directors Compensation - MWDOC	275,041	264,236	288,793
6095	Directors Compensation - MWD	157,166	152,670	165,025
6105	Benefits - Admin	1,359,165	1,393,477	1,547,455
6109	CALPERS Unfunded Liability Contribution	207,000	207,000	207,000
6111	Overhead Reimbursement	(430,173)	(412,436)	(540,576)
6115	Benefits - Directors	149,557	137,665	161,632
6120	Health Insurance Coverage for Retirees	81,349	78,000	122,517
6205	Training	40,000	38,000	76,445
6210	Tuition Reimbursement	6,000	7,500	6,500
6220	Temporary Help	5,000	-	5,000
7010	Outside Consulting Services	293,000	335,100	480,000
7020	Legal - General	260,000	211,354	260,000
7030	Audit	36,500	27,000	37,445
7040	Other Professional Fees	1,101,750	906,535	970,200
7110	Conference - Employee	40,002	32,172	42,497
7115	Conference - Directors	16,955	14,945	17,155
7150	Travel & Accommodations - Employee	89,580	72,000	85,900
7155	Travel & Accommodations - Director	39,925	24,411	36,625
7210	Membership / Sponsorship	243,688	225,908	221,386
7250	CDR Participation	67,789	67,789	72,650
7305	Business Expense	5,000	4,932	5,500
7310	Office Maintenance	348,680	348,680	156,000
7315	Building Repair & Maintenance	30,200	45,000	57,200
7320	Rents & Leases	1,200	1,072	1,125
7330	Office Supplies	30,000	26,000	28,000
7340	Postal / Mail Delivery	9,600	7,925	8,800
7350	Subscriptions / Books	10,000	9,500	10,000
7360	Reproduction Expense	109,000	107,800	108,500
7410	Computer & Peripherals Maint	17,500	5,000	15,850
7430	Software Purchase	81,540	104,298	269,311
7440	Software Support	4,648	50,185	20,000
7510	Site Maintenance	-	-	-
7450	Computers and Equipment	29,250	43,000	45,250
7580	Maintenance Expense	-	-	-
7610	Automotive / Mileage	11,500	8,400	11,500
7615	Toll Road Charges	600	355	550
7620	Insurance Expense	198,000	197,500	233,950
7640	Utilities - Telephone	43,006	48,991	47,474
7650	Bank Fees	2,400	2,400	2,400
7670	Miscellaneous Expenses	148,300	136,807	170,200
8610	Depreciation Expense	-	62,568	-
8810	Capital Acquisition	37,000	38,892	25,000
	Total Expenditure	9,830,961	9,445,486	10,331,253
	MWDOC's Contribution to WEROC Oper	300,808	296,290	353,149
	MWDOC's Contribution to Election Rsrv	725,642	725,642	605,000
	MWDOC's Building Expense (8811)	366,376	222,686	350,000
	Building Prior Year Carryover Dr/(Cr)	(366,376)	(350,000)	(350,000)
	OPEB Designated Reserve	-	-	(122,517)
		10,857,410	10,340,104	11,166,885

Total Choice Revenue and Expense

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
4215	Choice Revenue	2,044,635	1,165,607	2,114,773
4205	School Contracts	-	-	-
4305	Revenue from MWD	-	224,930	297,084
4705	Prior Year Carry Over	-	-	-
	Choice billing over/under	-	459,406	0
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Total Revenue	2,044,635	1,849,942	2,411,857

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	748,464	734,356	954,088
	Sal & Benefits - Reimb	(65,000)	(40,000)	(65,000)
6090	Directors Compensation - MWDOC	-	-	-
6095	Directors Compensation - MWD	-	-	-
6105	Benefits - Admin	218,894	193,112	265,722
6111	Overhead Reimbursement	430,173	412,436	540,576
6115	Benefits - Directors	-	-	-
6120	Health Insurance Coverage for Retirees	-	-	-
6205	Training	1,200	500	2,000
6210	Tuition Reimbursement	-	-	-
6220	Temporary Help	-	-	-
7010	Outside Consulting Services	-	-	-
7020	Legal - General	-	-	-
7030	Audit	-	-	-
7040	Other Professional Fees	182,100	135,852	189,530
	Other Professional Fees - School Programs	481,614	355,510	494,060
7110	Conference - Employee	-	-	-
7115	Conference - Directors	-	-	-
7150	Travel & Accommodations - Employee	-	-	-
7155	Travel & Accommodations - Director	-	-	-
7210	Membership / Sponsorship	-	-	-
7220	CUWA Participation	-	-	-
7240	AWWARF Participation	-	-	-
7250	CDR Participation	-	-	-
7310	Office Maintenance	-	-	-
7320	Rents & Leases	-	-	-
7330	Office Supplies	-	-	-
7332	Supplies - Water Loss Control	4,800	4,000	4,000
7340	Postal / Mail Delivery	500	450	650
7350	Subscriptions/Books	-	-	-
7360	Reproduction Expense	-	-	-
7410	Computer & Peripherals Maint	-	-	-
7430	Software Purchase	3,000	2,112	2,420
7440	Software Support	-	-	-
7450	Software Development	-	-	-
7510	Site Maintenance	-	-	-
7450	Computers and Equipment	-	-	-
7580	Maintenance Expense	-	-	-
7610	Automotive / Mileage	400	62	100
7612	Vehicle Expense	12,000	9,718	10,000
7615	Toll Road Charges	200	400	400
7620	Insurance Expense	-	200	200
7640	Utilities - Telephone	2,520	1,632	2,112
7650	Bank Fees	-	-	-
7670	Miscellaneous Expenses	8,770	9,477	11,000
8410	Overhead Reimbursement	-	-	-
8610	Depreciation Expense	-	15,126	-
8710	Election Expenses	-	-	-
8810	Capital Acquisition	15,000	15,000	-
	Total Expenditure	2,044,635	1,849,942	2,411,857

Total Core and Choice Expenses

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	5,422,706	5,147,211	5,838,082
	Sal & Benefits - Reimb	(65,000)	(40,000)	(98,000)
6090	Directors Compensation - MWDOC	275,041	264,236	288,793
6095	Directors Compensation - MWD	157,166	152,670	165,025
6105	Benefits - Admin	1,578,059	1,586,590	1,813,176
6109	CALPERS Unfunded Liability Contribution	207,000	207,000	207,000
6111	Overhead Reimbursement	-	-	-
6115	Benefits - Directors	149,557	137,665	161,632
6120	Health Insurance Coverage for Retirees	81,349	78,000	122,517
6205	Training	41,200	38,500	78,445
6210	Tuition Reimbursement	6,000	7,500	6,500
6220	Temporary Help	5,000	-	5,000
7010	Outside Consulting Services	293,000	335,100	480,000
7020	Legal - General	260,000	211,354	260,000
7030	Audit	36,500	27,000	37,445
7040	Other Professional Fees	1,283,850	1,042,387	1,159,730
	Other Professional Fees - School Programs	481,614	355,510	494,060
7110	Conference - Employee	40,002	32,172	42,497
7115	Conference - Directors	16,955	14,945	17,155
7150	Travel & Accommodations - Employee	89,580	72,000	85,900
7155	Travel & Accommodations - Director	39,925	24,411	36,625
7210	Membership / Sponsorship	243,688	225,908	221,386
7250	CDR Participation	67,789	67,789	72,650
7305	Business Expense	5,000	4,932	5,500
7310	Office Maintenance	348,680	348,680	156,000
7315	Building Repair & Maintenance	30,200	45,000	57,200
7320	Rents & Leases	1,200	1,072	1,125
7330	Office Supplies	30,000	26,000	28,000
7332	Supplies - Water Loss Control	4,800	4,000	4,000
7340	Postal / Mail Delivery	10,100	8,375	9,450
7350	Subscriptions / Books	10,000	9,500	10,000
7360	Reproduction Expense	109,000	107,800	108,500
7410	Computer & Peripherals Maint	17,500	5,000	15,850
7430	Software Purchase	84,540	106,410	271,731
7440	Software Support	4,648	50,185	20,000
7450	Computers and Equipment	29,250	43,000	45,250
7580	Maintenance Expense	-	-	-
7610	Automotive / Mileage	11,900	8,462	11,600
7612	Vehicle Expense	12,000	9,718	10,000
7615	Toll Road Charges	800	755	950
7620	Insurance Expense	198,000	197,700	234,150
7640	Utilities - Telephone	45,526	50,623	49,586
7650	Bank Fees	2,400	2,400	2,400
7670	Miscellaneous Expenses	157,070	146,284	181,200
8610	Depreciation Expense	-	77,694	-
8810	Capital Acquisition	52,000	53,892	25,000
	Total Expenditure	11,875,595	11,295,429	12,743,110
	MWDOC's Contribution to WEROC Oper	300,808	296,290	353,149
	MWDOC's Contribution to Election Rsrv	725,642	725,642	605,000
	MWDOC's Building Expense (8811)	366,376	222,686	350,000
	Building Prior Year Carryover Dr/(Cr)	(366,376)	(350,000)	(350,000)
	OPEB Designated Reserve	-	-	(122,517)
		<u>12,902,045</u>	<u>12,190,047</u>	<u>13,578,742</u>

Administrative - Board

11

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget	
6010	Salaries & Wages - Admin	373,108	337,166	468,897	
6090	Directors Compensation - MWDOC	275,041	264,236	288,793	
6095	Directors Compensation - MWD	157,166	152,670	165,025	
6105	Benefits - Admin	93,283	100,782	145,450	
6115	Benefits - Directors	149,557	137,665	161,632	
6120	Health Insurance Coverage for Retirees				
6205	Training			2,500	1 1 See Exhibit J
6210	Tuition Reimbursement				
6220	Temporary Help				
7010	Outside Consulting Services				
7020	Legal - General	235,000	186,354	235,000	1
7030	Audit				
7040	Other Professional Fees				
7110	Conference - Employee				
7115	Conference - Directors	16,955	14,945	17,155	2 2 See Exhibit F
7150	Travel & Accommodations - Employee				
7155	Travel & Accommodations - Director	39,925	24,411	36,625	2 2 See Exhibit F
7210	Membership / Sponsorship	45,000	48,652	48,652	3 3 See Exhibit D
7250	CDR Participation				
7310	Office Maintenance				
7320	Rents & Leases				
7330	Office Supplies				
7340	Postal / Mail Delivery	6,000	5,325	6,000	
7350	Subscriptions / Books				
7360	Reproduction Expense				
7410	Computers & Peripherals Maint				
7430	Software Purchase				
7440	Software Support				
7450	Computers and Equipment				
7580	Maintenance Expense				
7610	Automotive / Mileage	7,000	5,600	7,000	
7615	Toll Road Charges	300	225	300	
7620	Insurance Expense				
7640	Utilities - Telephone				
7650	Bank Fees				
7670	Miscellaneous Expenses	6,000	5,757	6,000	
8410	Overhead Reimbursement				
8610	Depreciation Expense				
8710	Election Expenses	-	226,666	-	4 4 Will be paid w/ Election Reserve
8810	Capital Acquisition				
	Total Expenditure	1,404,336	1,510,454	1,589,028	
	MWDOC's Contribution to Election Reserve	725,642	725,642	605,000	
		2,129,978	2,236,096	2,194,028	

Administrative - General
12

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget		
6010	Salaries & Wages - Admin	519,308	505,059	573,604		
6090	Directors Compensation - MWDOC					
6095	Directors Compensation - MWD					
6105	Benefits - Admin	200,775	188,600	221,579		
6115	Benefits - Directors					
6120	Health Insurance Coverage for Retirees					
6205	Training					
6210	Tuition Reimbursement					
6220	Temporary Help	5,000	-	5,000		
7010	Outside Consulting Services					
7020	Legal - General					
7030	Audit					
7040	Other Professional Fees	25,000	10,250	6,000	1	1 See Exhibit J
7110	Conference - Employee	40,002	32,172	42,497	2	2 See Exhibit E
7115	Conference - Directors					
7150	Travel & Accommodations - Employee	89,580	72,000	85,900	2	
7155	Travel & Accommodations - Director					
7210	Membership / Sponsorship	181,162	168,674	151,684	3	3 See Exhibit D
7250	CDR Participation	67,789	67,789	72,650		
7305	Business Expense	5,000	4,932	5,500		
7310	Office Maintenance					
7320	Rents & Leases					
7330	Office Supplies					
7340	Postal / Mail Delivery					
7350	Subscriptions / Books	10,000	9,500	10,000		
7360	Reproduction Expense					
7410	Computer & Peripherals Maint					
7430	Software Purchase					
7440	Software Support					
7450	Computers and Equipment					
7580	Maintenance Expense					
7610	Automotive / Mileage	4,500	2,800	4,500		
7615	Toll Road Charges	300	130	250		
7620	Insurance Expense					
7640	Utilities - Telephone					
7650	Bank Fees					
7670	Miscellaneous Expenses	6,500	2,500	3,800		
8810	Capital Acquisition					
	Total Expenditure	1,154,916	1,064,406	1,182,964		

Personnel / Staff Development

13

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	347,729	367,678	406,292
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	90,744	109,747	122,703
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training	40,000	38,000	58,945
6210	Tuition Reimbursement	6,000	7,500	6,500
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General	25,000	25,000	25,000
7030	Audit			
7040	Other Professional Fees	6,000	29,485	-
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	32,800	28,000	35,500
8810	Capital Acquisition			
	Total Expenditure	548,272	605,410	654,939

1 See Exhibit J

Overhead
19

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget	
6010	Salaries & Wages - Admin	644,599	661,620	603,451	
6090	Directors Compensation - MWDOC				
6095	Directors Compensation - MWD				
6105	Benefits - Admin	177,075	200,234	183,510	
6109	CALPERS Unfunded Liability Contribution	207,000	207,000	207,000	
6111	Overhead Reimbursement from Choice	(430,173)	(412,436)	(540,576)	
6115	Benefits - Directors				
6120	Health Insurance Coverage for Retirees	81,349	78,000	122,517	1
6205	Training				
6210	Tuition Reimbursement				
6220	Temporary Help				
7010	Outside Consulting Services				
7020	Legal - General				
7030	Audit				
7040	Other Professional Fees	5,500	4,800	5,000	2
7110	Conference - Employee				
7115	Conference - Directors				
7150	Travel & Accommodations - Employee				
7155	Travel & Accommodations - Director				
7210	Membership / Sponsorship				
7220	CUWA Participation				
7240	AWWARF Participation				
7250	CDR Participation				
7310	Office Maintenance	348,680	348,680	156,000	3
7315	Building Repair & Maintenance	30,200	45,000	57,200	
7320	Rents & Leases	1,200	1,072	1,125	
7330	Office Supplies	30,000	26,000	28,000	
7340	Postal / Mail Delivery	3,600	2,600	2,800	
7350	Subscriptions / Books				
7360	Reproduction Expense	9,000	7,800	8,500	
7410	Computer & Peripherals Maint				
7430	Software Purchase				
7440	Software Support				
7450	Software Development				
7510	Site Maintenance				
7450	Computers and Equipment				
7580	Maintenance Expense				
7610	Automotive / Mileage				
7615	Toll Road Charges				
7620	Insurance Expense	198,000	197,500	233,950	
7640	Utilities - Telephone	42,000	48,535	46,924	
7650	Bank Fees	2,400	2,400	2,400	
7670	Miscellaneous Expenses	5,000	2,000	3,500	
8410	Overhead Reimbursement				
8610	Depreciation Expense		62,568		
8810	Capital Acquisition	25,000	25,892		
	Total Expenditure	1,380,430	1,716,700	1,121,302	

- 1 MWDOC will be using OPEB Designated reserves to pay for retiree healthcare benefit
- 2 See Exhibit J
- 3 Binding machine \$ 800
Atrium/Landscape \$ 14,400
Window Cleaning \$ 2,000
Carpet Cleaning \$ 2,000
Interior Plant Service \$ 5,000
Extra Deep cleaning in office \$ 3,000
Furniture cleaning \$ 2,800
OCWD monthly & Receptionist \$ 126,000
\$ 156,000
- 4 Roofing Project \$ 350,000

MWDOC's Building Expense (8811)	366,376	222,686	350,000	4
Building Exp. Prior Year Carryover Dr/(Cr)	(366,376)	(350,000)	(350,000)	
OPEB Designated Reserve	-	-	(122,517)	1
	<u>1,380,430</u>	<u>1,589,386</u>	<u>998,785</u>	

Reliability Planning and Engineering

21

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	538,294	472,658	573,644
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	140,726	133,767	168,464
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services	188,000	230,100	380,000
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees		22,000	
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			4,900
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone	-	-	-
7650	Bank Fees			
7670	Miscellaneous Expenses	6,000	5,000	7,500
8810	Capital Acquisition			
	Total Expenditure	873,020	863,525	1,134,508

1 See Exhibit J

Metropolitan Issues and Water Policy

23

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	434,306	288,768	382,859
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	113,804	86,625	110,010
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services	105,000	105,000	100,000
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees			
7045	Other Professional Fees - MET			
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone	456		
7650	Bank Fees			
7670	Miscellaneous Expenses	1,000	1,000	1,500
8810	Capital Acquisition			
	Total Expenditure	654,565	481,392	594,369

1 See Exhibit J

Government Affairs

31

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	181,762	171,618	187,318
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	50,003	57,640	60,213
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			15,000
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	393,000	385,000	394,000
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			12,500
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	1,500	10,300	1,500
8410	Overhead Reimbursement			
8610	Depreciation Expense			
8710	Election Expenses			
8810	Capital Acquisition			
	Total Expenditure	626,265	624,558	670,531

1 See Exhibit J

1

1

Public Affairs
32

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget	
6010	Salaries & Wages - Admin	725,661	685,150	832,992	1
	Sal & Benefits - Reimb			(33,000)	1
6090	Directors Compensation - MWDOC				
6095	Directors Compensation - MWD				
6105	Benefits - Admin	214,719	222,617	271,015	1
6115	Benefits - Directors				
6120	Health Insurance Coverage for Retirees				
6205	Training				
6210	Tuition Reimbursement				
6220	Temporary Help				
7010	Outside Consulting Services				
7020	Legal - General				
7030	Audit				
7040	Other Professional Fees	280,000	275,000	220,000	2
7047	Prof Service-Grant Recovery				
7110	Conference - Employee				
7115	Conference - Directors				
7150	Travel & Accommodations - Employee				
7155	Travel & Accommodations - Director				
7210	Membership / Sponsorship				
7220	CUWA Participation				
7240	AWWARF Participation				
7250	CDR Participation				
7310	Office Maintenance				
7320	Rents & Leases				
7330	Office Supplies				
7340	Postal / Mail Delivery				
7350	Subscriptions / Books				
7360	Reproduction Expense	100,000	100,000	100,000	
7410	Computer & Peripherals Maint				
7430	Software Purchase				
7440	Software Support				
7450	Software Development				
7510	Site Maintenance				
7450	Computers and Equipment				
7580	Maintenance Expense				
7610	Automotive / Mileage				
7615	Toll Road Charges				
7620	Insurance Expense				
7640	Utilities - Telephone	550	456	550	
7650	Bank Fees				
7670	Miscellaneous Expenses	80,500	80,000	102,400	3
8810	Capital Acquisition				
	Total Expenditure	1,401,430	1,363,223	1,493,957	

1 40% of 1 FTE's effort will be reimbursed split evenly between MWDOC and outside funding

2 See Exhibit J

3 Sponsorship Fund	\$	6,000
Member Agency Workshops & Meetings (PAW)	\$	6,000
Storage Facility	\$	8,900
MWDOC Attendance @ WPD/OCWS	\$	9,000
Wyland Mayors Challenge	\$	10,000
Scouts Programs	\$	7,500
Education Initiatives	\$	35,000
Pilot MWDOC Ambassador Program + Outreach Tours	\$	20,000
		<u>\$ 102,400</u>

**Water Use Efficiency
(Core)
35**

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	248,008	290,727	172,040
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	71,231	97,150	55,405
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	240,000	51,215	265,000
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship	17,526	8,582	8,550
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	6,000	250	6,000
8810	Capital Acquisition			
	Total Expenditure	582,765	447,924	506,994

1 See Exhibit J

General Finance

41

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget	
6010	Salaries & Wages - Admin	528,507	507,170	547,774	
6090	Directors Compensation - MWDOC				
6095	Directors Compensation - MWD				
6105	Benefits - Admin	162,111	154,238	164,367	
6115	Benefits - Directors				
6120	Health Insurance Coverage for Retirees				
6205	Training				
6210	Tuition Reimbursement				
6220	Temporary Help				
7010	Outside Consulting Services				
7020	Legal - General				
7030	Audit	36,500	27,000	37,445	1
7040	Other Professional Fees	17,750	43,975	15,200	2
7110	Conference - Employee				
7115	Conference - Directors				
7150	Travel & Accommodations - Employee				
7155	Travel & Accommodations - Director				
7210	Membership / Sponsorship				
7250	CDR Participation				
7310	Office Maintenance				
7320	Rents & Leases				
7330	Office Supplies				
7340	Postal / Mail Delivery				
7350	Subscriptions / Books				
7360	Reproduction Expense				
7410	Computer & Peripherals Maint				
7430	Software Purchase			120,000	3
7440	Software Support			15,000	4
7450	Computers and Equipment				
7580	Maintenance Expense				
7610	Automotive / Mileage				
7615	Toll Road Charges				
7620	Insurance Expense				
7640	Utilities - Telephone				
7650	Bank Fees				
7670	Miscellaneous Expenses	1,000	1,000	1,000	
8810	Capital Acquisition				
	Total Expenditure	745,868	733,384	900,786	

1 See Exhibit J

2 See Exhibit J

3 New ERP system Implementation
4 New ERP Annual Dues

Information Technology

45

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	132,962	125,240	135,124
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	44,693	42,079	44,739
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	134,500	84,810	65,000
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7220	CUWA Participation			
7240	AWWARF Participation			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computers & Peripherals Maint	17,500	5,000	15,850
7430	Software Purchase	81,540	104,298	144,411
7440	Software Support	4,648	50,185	5,000
7510	Site Maintenance			
7450	Computers and Equipment	29,250	43,000	45,250
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses	2,000	1,000	1,500
8810	Capital Acquisition	12,000	13,000	25,000
	Total Expenditure	459,093	468,612	481,875

1 See Exhibit J

1

**Water Use Efficiency
(choice)
62**

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
4215	Choice Revenue	989,455	803,364	1,252,141
4705	Prior Year Carry over			
	Choice billing over/under	-	298,033	-
	Total Revenue	989,455	1,101,396	1,252,141

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	506,978	567,354	644,510
6012	Sal & Benefits - Reimb	(65,000)	(40,000)	(65,000)
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	130,429	152,314	166,542
6111	Overhead Reimbursement	283,448	320,029	359,429
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	127,100	96,750	139,530
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery	500	450	650
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			480
7650	Bank Fees			
7670	Miscellaneous Expenses	6,000	4,500	6,000
8810	Capital Acquisition			
	Total Expenditure	989,455	1,101,396	1,252,141

1 See Exhibit J

**School Program
(choice)
63**

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
4215	Choice Revenue	496,062	96,173	511,211
4205	School Contracts			
4705	Prior Year Carry over			
	Choice billing over/under	-	271,256	-
	Total Revenue	496,062	367,429	511,211

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	7,314	6,255	8,815
	Sal & Benefits - Reimb		-	-
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	2,687	1,995	3,069
6111	Overhead Reimbursement	4,447	3,669	5,267
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees			
7040	Other Professional Fees - School Programs	481,614	355,510	494,060
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accommodations - Employee			
7155	Travel & Accommodations - Director			
7210	Membership / Sponsorship			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses			
8810	Capital Acquisition			
	Total Expenditure	496,062	367,429	511,211

1	• Elementary Schools	\$ 292,150
	• Middle Schools	\$ 125,560
	• High Schools	\$ 76,350
		<u>\$ 494,060</u>

**Water Loss Control
(choice)
70**

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
4215	Choice Revenue	559,118	266,070	351,421
4305	Revenue from MWD		224,930	297,084
4705	Prior Year Carry over			
	Choice billing over/under	-	(109,883)	0
	Total Revenue	559,118	381,117	648,505

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	234,172	160,748	300,763
6012	Sal & Benefits - Reimb			
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	85,778	38,803	96,111
6111	Overhead Reimbursement	142,278	88,738	175,880
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training	1,200	500	2,000
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees	55,000	39,102	50,000
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accomodations - Employee			
7155	Travel & Accomodations - Director			
7210	Membership / Sponsorship			
7220	CUWA Participation			
7240	AAWARF Participation			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7332	Supplies - Water Loss Control	4,800	4,000	4,000
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase	3,000	2,112	2,420
7440	Software Support			
7450	Computers and Equipment			
7510	Site Maintenance			
7580	Maintenance Expense			
7610	Automotive / Mileage	400	62	100
7612	Vehicle Expense	12,000	9,718	10,000
7615	Toll Road Charges	200	400	400
7620	Insurance Expense		200	200
7640	Utilities - Telephone	2,520	1,632	1,632
7650	Bank Fees			
7670	Miscellaneous Expenses	2,770	4,977	5,000
8410	Overhead Reimbursement			
8610	Depreciation Expense		15,126	
8710	Election Expenses			
8810	Capital Acquisition	15,000	15,000	
	Total Expenditure	559,118	381,117	648,505

1 See Exhibit J

WEROC
25

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
4320	MWDOC Contribution to Operations	300,808	296,290	353,149
4210	WEROC Contracts	300,808	269,651	353,149
4205				
4230	Reimbursements			
4240				
4410				
4805				
	TOTAL WEROC Revenue	601,615	565,941	706,297

1	OCSD	\$	69,217
	SOCWA	\$	26,839
	OCWD	\$	176,574
	3 Cities @\$26,839/ea	\$	80,518
		\$	353,149

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	412,741	403,000	492,542
6012	Sal & Benefits - Reimb		-	-
6090	Directors Compensation - MWDOC		-	-
6095	Directors Compensation - MWD		-	-
6105	Benefits - Admin	135,674	132,650	153,705
6115	Benefits - Directors		-	-
6120	Health Insurance Coverage for Retirees		-	-
6205	Training	6,000	6,800	6,000
7040	Other Professional Fees		22,920	-
7110	Conference - Employee	2,000	4,900	5,750
7115	Conference - Directors		-	-
7150	Travel & Accomodations - Employee	6,200	7,323	14,250
7155	Travel & Accomodations - Director		-	-
7210	Membership / Sponsorship	950	950	950
7330	Office & Radio Supplies	1,000	295	750
7340	Postal / Mail Delivery		-	-
7350	Subscriptions / Books		-	-
7360	Reproduction Expense		-	-
7410	Computer & Peripherals Maint	4,000	4,064	2,000
7430	Software Purchase		-	-
7440	Software Support	12,000	11,220	12,000
7510	Site Maintenance	350	350	350
7580	Maintenance - Generators	1,000	-	1,000
7581	Maintenance - Radios	3,000	2,986	3,000
7582	Maintenance - EOC's	2,200	1,200	1,500
7610	Automotive / Mileage	1,500	510	500
7640	Utilities - Telephone	8,000	5,200	6,000
7650	Bank Fees		-	-
7670	Miscellaneous Expenses	3,000	3,128	4,000
7671	Miscellaneous Training	2,000	4,290	2,000
8610	Depreciation Expense		3,879	
	Operations Expenditure	601,615	611,786	706,297
	Contribution to Operating Reserves			
	Total Operations Budget	601,615	611,786	706,297
	Capital Expenditures			
	TOTAL Expenditures	601,615	611,786	706,297

- 2 2 Cert Meetings Exercises
- 3 3 See Exhibit J
- 4 4 See Exhibit E
- 5 5 See Exhibit D

AMP Proceeds Agreement Administration

61

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
4020	Interest Revenue			
4050	O & M Maintenance Deposit			
4230	Reimbursement	1,906	(0)	(0)
4680	Miscellaneous Income			
	Prior Year Carryover		298	944
	Total Revenue	1,906	298	944

		FY 2024-2025 Budget	FY 2024-2025 Projected Actuals	FY 2025-2026 Proposed Budget
6010	Salaries & Wages - Admin	1,491	235	745
6090	Directors Compensation - MWDOC			
6095	Directors Compensation - MWD			
6105	Benefits - Admin	415	63	199
6115	Benefits - Directors			
6120	Health Insurance Coverage for Retirees			
6205	Training			
6210	Tuition Reimbursement			
6220	Temporary Help			
7010	Outside Consulting Services			
7020	Legal - General			
7030	Audit			
7040	Other Professional Fees			
7110	Conference - Employee			
7115	Conference - Directors			
7150	Travel & Accomodations - Employee			
7155	Travel & Accomodations - Director			
7210	Membership / Sponsorship			
7220	CUWA Participation			
7240	AAWARF Participation			
7250	CDR Participation			
7310	Office Maintenance			
7320	Rents & Leases			
7330	Office Supplies			
7340	Postal / Mail Delivery			
7350	Subscriptions / Books			
7360	Reproduction Expense			
7410	Computer & Peripherals Maint			
7430	Software Purchase			
7440	Software Support			
7450	Computers and Equipment			
7580	Maintenance Expense			
7610	Automotive / Mileage			
7615	Toll Road Charges			
7620	Insurance Expense			
7640	Utilities - Telephone			
7650	Bank Fees			
7670	Miscellaneous Expenses			
8810	Capital Acquisition			
	Total Expenditure	1,906	298	944

Municipal Water District of Orange County
FY25/26 Consolidated Budget Summary

	Core & Choice	Water Fund	WUE Grants and Outside Funding	WEROC	AMP Proceeds Agreement Administration	Total with Inter-Fund Transfers	Less Inter-Fund Transfers	Consolidated Budget Total
Revenues:								
Water Sales		\$ 201,334,301				\$ 201,334,301		\$ 201,334,301
Local Resource Program Incentives		(3,840,576)				(3,840,576)		(3,840,576)
Retail Meter Charge	9,939,371					9,939,371		9,939,371
Ground Water Customer Charge	414,371					414,371		414,371
Reimb for PARS OPEB Trust Reimbursement	122,517					122,517		122,517
Interest Revenue	916,000					916,000		916,000
MWDOC's Contribution			8,349,498	353,149	944	353,149	(353,149)	-
Outside Fundings				353,149		8,703,590		8,703,590
Choice Revenue	2,411,857					2,411,857		2,411,857
Miscellaneous Income	5,000					5,000		5,000
Total Revenues	13,809,116	197,493,724	8,349,498	706,297	944	220,359,579	(353,149)	220,006,431
Expenses:								
Water Purchases		197,493,724				197,493,724		197,493,724
Salaries & Wages	5,838,082			492,542	745	6,331,368		6,331,368
less S & W Reimb. DSC or Recov from Grants	(98,000)					(98,000)		(98,000)
Employee Benefits	2,020,176			153,705	199	2,174,081		2,174,081
Outside Consulting Expense	480,000					480,000		480,000
Professional Fees	1,653,790					1,653,790		1,653,790
Contribution to Election Reserve	605,000		8,349,498			10,003,288		10,003,288
Legal Expense - General	260,000					260,000		260,000
Maintenance Expense	213,200			4,350		217,550		217,550
Insurance Expense	234,150					234,150		234,150
Membership / Sponsorship	221,386			950		222,336		222,336
Director Compensation	288,793					288,793		288,793
MWDOC Contribution to WEROC Operations	353,149					353,149	(353,149)	-
Others:								
MWD Representation	165,025					165,025		165,025
Director Benefits	161,632					161,632		161,632
Health Insurance Coverage for Retirees	122,517					122,517		122,517
Audit Expense	37,445					37,445		37,445
Automotive & Toll Road Expenses	22,550			500		23,050		23,050
Conference Expense - Staff	42,497			5,750		48,247		48,247
Conference Expense - Directors	17,155					17,155		17,155
CDR Participation	72,650					72,650		72,650
Business Expense	5,500					5,500		5,500
Miscellaneous Expense	183,600			7,500		191,100		191,100
Postage / Mail Delivery	9,450					9,450		9,450
Rents & Leases	1,125					1,125		1,125
Outside Printing, Subscription & Books	118,500					118,500		118,500
Office Supplies	32,000			750		32,750		32,750
Computer Maintenance	15,850			2,000		17,850		17,850
Software Support & Expense	291,731			12,000		303,731		303,731
Computers and Equipment	45,250					45,250		45,250
Telecommunications Expense	49,586			6,000		55,586		55,586
Temporary Help Expense	5,000					5,000		5,000
Training Expense	78,445			6,000		84,445		84,445
Tuition Reimbursement	6,500					6,500		6,500
Travel & Accommodations - Staff	85,900			14,250		100,150		100,150
Travel & Accommodations - Directors	36,625					36,625		36,625
Depreciation Expense (annualized)								
Overhead Reimbursement								
MWDOC Building Expense								
Capital Acquisition								
All Other Expenses	25,000					25,000		25,000
	1,631,533			54,750		1,686,283		1,686,283
Total Expenses	13,701,259	197,493,724	8,349,498	706,297	944	220,251,722	(353,149)	219,898,573
EFFECT ON RESERVES / FUND BALANCE	\$ 107,857	\$ -	\$ -	\$ -	\$ -	\$ 107,857	\$ -	\$ 107,858

Municipal Water District of Orange County
FY24/25 Consolidated Budget Summary

	Core & Choice	Water Fund	WUE Grants and Outside Funding	WEROC	AMP Proceeds Agreement Administration	Total with Inter-Fund Transfers	Less Inter-Fund Transfers	Consolidated Budget Total
Revenues:								
Water Sales		\$ 212,883,116				\$ 212,883,116		\$ 212,883,116
Local Resource Program Incentives		(4,661,958)				(4,661,958)		(4,661,958)
Retail Meter Charge	9,580,818					9,580,818		9,580,818
Ground Water Customer Charge	405,463					405,463		405,463
Reimb for PARS OPEB Trust Reimbursement	80,000					80,000		80,000
Interest Revenue	738,960					738,960		738,960
MWDOC's Contribution			10,872,042	300,808	1,906	300,808	(300,808)	-
Outside Fundings				300,808		11,174,756		11,174,756
Choice Revenue	2,044,635					2,044,635		2,044,635
Miscellaneous Income	3,000					3,000		3,000
Total Revenues	12,852,876	208,221,158	10,872,042	601,615	1,906	232,549,597	(300,808)	232,248,789
Expenses:								
Water Purchases		208,221,158				208,221,158		208,221,158
Salaries & Wages	5,422,706			412,741	1,491	5,836,938		5,836,938
less S & W Reimb. DSC or Recov from Grants	(65,000)					(65,000)		(65,000)
Employee Benefits	1,785,059			135,674	415	1,921,147		1,921,147
Outside Consulting Expense	293,000					293,000		293,000
Professional Fees	1,765,464		10,872,042			12,637,506		12,637,506
Contribution to Election Reserve	725,642					725,642		725,642
Legal Expense - General	260,000					260,000		260,000
Maintenance Expense	378,880			4,350		383,230		383,230
Insurance Expense	198,000					198,000		198,000
Membership / Sponsorship	243,688			950		244,638		244,638
Director Compensation	275,041					275,041		275,041
MWDOC Contribution to WEROC Operations	300,808					300,808	(300,808)	-
Others:								
MWD Representation	157,166					157,166		157,166
Director Benefits	149,557					149,557		149,557
Health Insurance Coverage for Retirees	81,349					81,349		81,349
Audit Expense	36,500					36,500		36,500
Automotive & Toll Road Expenses	24,700			1,500		26,200		26,200
Conference Expense - Staff	40,002			2,000		42,002		42,002
Conference Expense - Directors	16,955					16,955		16,955
CDR Participation	67,789					67,789		67,789
Business Expense	5,000					5,000		5,000
Miscellaneous Expense	159,470			7,200		166,670		166,670
Postage / Mail Delivery	10,100					10,100		10,100
Rents & Leases	1,200					1,200		1,200
Outside Printing, Subscription & Books	119,000					119,000		119,000
Office Supplies	34,800					34,800		34,800
Computer Maintenance	17,500			1,000		18,500		18,500
Software Support & Expense	89,188			12,000		101,188		101,188
Computers and Equipment	29,250					29,250		29,250
Telecommunications Expense	45,526			8,000		53,526		53,526
Temporary Help Expense	5,000					5,000		5,000
Training Expense	41,200			6,000		47,200		47,200
Tuition Reimbursement	6,000					6,000		6,000
Travel & Accommodations - Staff	89,580			6,200		95,780		95,780
Travel & Accommodations - Directors	39,925					39,925		39,925
Depreciation Expense (annualized)								
Overhead Reimbursement								
MWDOC Building Expense								
Capital Acquisition								
All Other Expenses	52,000					52,000		52,000
	1,318,758			47,900		1,366,658		1,366,658
Total Expenses	12,902,045	208,221,158	10,872,042	601,615	1,906	232,598,766	(300,808)	232,297,958
EFFECT ON RESERVES / FUND BALANCE	\$ (49,169)	\$ -	\$ -	\$ -	\$ -	\$ (49,169)	\$ -	\$ (49,169)



MWDOC FY 2025-26 BUDGET

2nd Draft Budget

MWDOC Administration & Finance Committee Meeting

Municipal Water District of Orange County


03.12.2025



1

Budget Presentation Agenda

- Budget Schedule
- Financial Perspective
- Metropolitan Rates
- MWDOC Budget Overview & Assumptions
- Department Key Priorities
- Items Incorporated
- Discussion & Direction



Municipal Water District of Orange County

Slide 2

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MWDOC FY 2025-26 Budget - Schedule

January 2025

- Year-End Projections & Conceptual Budget Review @ A&F Committee (1-8)
- Member Agency Preliminary Participation in Choice

February 2025

- 1st Draft Budget @ A&F Committee (2-12)
- Member Agency Managers Meeting (2-16)
- Initial Member Agency Choice Participation Confirmation (2-18)

March 2025

- 2nd Draft Budget @ A&F Committee (3-12)
- CHOICE Program Discussions
- Member Agency Managers Meeting (3-20)
- Member Agencies Submit Formal Comments on Budget (3-28)

April 2025

- Elected Officials Meeting (4-9)
- 3rd Third Draft Budget & Member Agency Comments presented @ A&F Committee Meeting (4-9)
- Board Approval of Final Budget & Rates (4-16)

June 2025

- Member Agencies Confirm Final Choice Participation (6-13)

August 2025

- Reconciliation of FY 2024-25 WUE & Choice Programs

October 2025

- Revised Final Choice Budget @ A&F Committee (10-8)
- Board Approval of Revised Final FY 2025-26 Choice Budget (10-15)

3

Adopted MET Key Budget Assumptions

NOTE: Adopted April 9, 2024.

Fiscal Year	2024-25	2025-26
Overall Increase January	8.5%	8.5%
Total Water Transactions*	1.34 MAF	1.34 MAF
State Water Project Allocation	51% / 49%	49% / 48%
Colorado River Aqueduct Diversions	830 TAF	845 TAF
Capital Investment Plan (CIP)	\$312 M	\$324 M
PAYGO (% of CIP)	56%	54%

* Includes water sales, exchanges, and wheeling



4

Adopted MET Rates & Charges

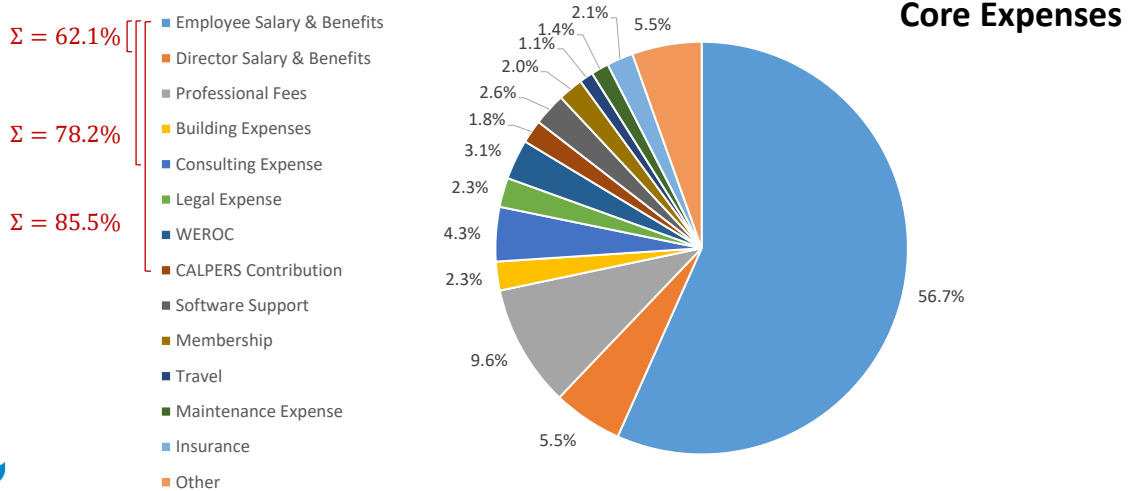
Rates & Charges Effective Jan. 1	2024 (Approved)	2025 (Adopted)	2026 (Adopted)
Supply Rate (\$/AF)	\$332	\$290	\$313
Tier 2 Supply Rate (\$/AF)	\$531	--	--
System Access Rate (\$/AF)	\$389	\$463 (19%)	\$492
System Power Rate (\$/AF)	\$182	\$159	\$179
Full Service Untreated Volumetric Costs (\$/AF)			
Tier 1	\$903	\$912	\$984
Tier 2	\$1,102	--	--
Treatment Surcharge (\$/AF)	\$353	\$483	\$544
Full Service Treated Volumetric Costs (\$/AF)			
Tier 1	\$1,256	\$1,395 (11%)	\$1,528 (8%)
Tier 2	\$1,455	--	--
Readiness-to-Serve Charge (\$M)	\$167	\$181	\$188
Capacity Charge (\$/cfs)	\$11,200	\$13,000	\$14,500
Overall Rate Increase	5%	8.5%	8.5%

NOTE: On Nov. 14, 2023, the MET Staff proposed not to renew the 2014 Purchase Order, which ended on December 31, 2024. As a result, the Tier 2 rate is not included in the proposed rates and charges.



5

MWDOC FY 2025-26 Core Expense by Line Item



6

Department Priorities & Shared Services



Reliability & Engineering

- Water Quality Initiatives
- Supplemental Reliability Analysis of Water Supplies
- MET Shutdown Planning



Communications / Public Affairs

- Education: School Program (K-12) & WEEA
- Policy Dinners & Summit
- MWDOC's 75th Anniversary & MA Spotlight Videos



MET Issues & Policy

- MET Business Model and Long-Term Financial Plan
- Climate Adaptation Master Planning
- Local Resources Program



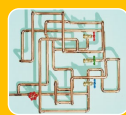
Governmental Affairs

- Legislation & Regulatory Leadership
- Grant Tracking



Water Use Efficiency

- Turf Removal, Device Incentives, Design Assistance
- Assist MAs in meeting their State Conservation Requirements



Water Loss Control

- Audit Validation
- Leak Detection
- Customer Meter Accuracy, Pressure Surveys



WEROC

- Response Readiness
- Training and Plan Development
- Emergency Response



Finance & IT

- Enterprise Resource Planning
- District Cyber Security

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MWDOC FY 2025-26 Budget Overview

RATES

- Fixed Meter Charge @ \$15.25 YTY Increase of 3.4% or \$0.50
- OCWD Contribution @ \$414,371 YTY Increase of 2.2% or \$8,908

REVENUES

- **Core** Revenues @ \$11,397,259 YTY Increase of 5.4% or \$589,017
(\$177,040 increase in Interest Revenue)

OPERATING EXPENSES

- **Core** Expenses @ \$11,289,402 YTY Increase of 4.0% or \$431,991

CHANGE IN STAFF LEVELS (MWDOC + WEROC)

- Core Staffing Level Increase 1.65 FTE
- Choice Staffing Level Increase 0.60 FTE

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MWDOC FY 2025-26 Budget Overview (cont.)

EXPENSE CATEGORY

- Staff Salaries & Benefits
- Director Salaries & Benefits
- Outside Consulting Expense
- Software Support
- Maintenance Expense

Y-T-Y CHANGE HIGHLIGHTS

(+) \$365,042 (6%)
 (+) \$33,685 (6%)
 (+) \$187,000 (64%)
 (+) \$203,123 (236%)
 (-) \$192,680 (-55%)

TOTAL OUTSIDE WUE FUNDING

@ \$8,349,498

(-) \$2,522,544 (-23%)

INITIAL CHOICE Y-T-Y REVENUE & EXPENSES

@ \$2,411,857

(+) \$367,223 (18%)

Municipal Water District of Orange County

Slide 9

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Choice Revenue & Expense Drivers

Choice Program Overview

- Choice Program format provides MWDOC's Member Agencies with the framework to pool resources for an economies-of-scale approach.
- The schedule for the Budget process is impacted by the timing of Choice Budget estimated activity elections by Member Agencies.
 - Choice Budget estimates should be considered preliminary.
 - Revenue and Expense is based on Member Agency actual activity.

Choice Program Revenue Key Drivers

- FY 24-25 Projected Actual – School Program Activity
- FY 25-26 Budget – Salary and Wages for WUE and WLC



Municipal Water District of Orange County

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10

Budget Assumption – Salary Merit Pool

Objectives of the Salary Pool Formula

- Guide for Budget Assumption
- Formula seeks to keep up with labor market conditions & retain our talented workforce

MWDOC does not provide a Cost-of-Living Adjustment (COLA) for employee salary increases

- Salary increases are solely merit based

MWDOC conducts an annual survey from water agencies for comparison

- Currently compiling water agency data and will present in April
- Historically, our formula has compared very well with other water agencies



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Budget Assumptions – Salary Merit Pool

SALARY CONTRIBUTION MERIT POOL FOR FY 2025-26

- **CPI @ 3.3% (Moderate)**
- **Budget Assumption @ 6.11% of Salaries & Wages**

COMPENSATION POOL CPI RANGES & FORMULAS		
Category	CPI Range	Formula
Negative	< 0%	2% + (CPI x 0.5)
Low	0% to 2.4%	2% + CPI
Moderate	2.4% to 4.7%	CPI x 1.85
High	> 4.7%	4% + CPI

12

New Items Incorporated in 1st Draft

Technology Infrastructure

- Implementation of a new Enterprise Resource Planning (ERP) system (\$120,000) to enhance financial operations, including payroll, accounts payable, billing, and personnel records management.

Program Enhancements

- Transition of Water Energy Education Alliance (WEEA) support to a shared service model (\$33,000), replacing current in-kind contributions based on A&F Committee input.
 - Additionally, per the Committee's suggestion, a business rationale/plan will be forthcoming for Committee review to describe and support the proposed funding level.
- Funds allocated for MWDOC's 75th Anniversary Celebration in 2026.
- Develop updated Urban Water Management Plans, including consultant support for MWDOC (Core-funded) and Member Agencies (Choice-funded).

Director Compensation

- Pursuant to Water Code Section 20202, Director compensation may be increased by a maximum of 5% for each consecutive year since the last approved compensation adjustment in Jan 2020.

Municipal Water District of Orange County

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13

NEW Items Incorporated in 2nd Draft

Program Enhancements

- Grants training (\$15,000) led by an experienced and successful grant consultant; MWDOC and Member Agency participants will learn strategies for crafting proposals, understanding funding agency priorities, and developing program/project budgets.

Form 700 Training

- Form 700 Training (\$2,500) - basic training for Form 700 filers on understanding the conflict-of-interest code, disclosure obligations, guide to reporting each schedule, and purpose of disclosure. Open for Elected Officials in Orange County, to be held in January 2026.

Municipal Water District of Orange County

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14

Items Not Yet Incorporated in Draft Budget

Technology Infrastructure

- The addition of GIS support services will strengthen MWDOC Core and Choice services, with the final scope to be determined through a consultant assessment. With the selection of the GIS Scoping Assessment consultant, staff are developing a budget placeholder to include in the 3rd Draft Budget.

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Updates to include in 3rd Draft

A&F Committee and Board Direction

- Budget Items and Assumptions
 - Direction from the Board for 3rd Draft Budget
- Items Not Yet Incorporated in 2nd Draft
 - Technology Infrastructure – GIS budget placeholder

Budget Refinements

- Choice Program Refinements



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INFORMATION ITEM

March 12, 2025

TO: Administration & Finance Committee
(Directors Crane, Thomas, Nederhood)

FROM: Harvey De La Torre, General Manager

Staff Contact: Tiffany Baca

SUBJECT: WATER ENERGY EDUCATION ALLIANCE (WEEA) BUSINESS RATIONALE & BUDGET NARRATIVE

STAFF RECOMMENDATION

It is recommended that the Board of Directors receive and file.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

The Water Energy Education Alliance (WEEA), led by the MWDOC since 2020, remains committed to breaking down barriers to workforce recruitment and development in California's water and energy sectors.

At the December 2024 A&F Committee meeting, the Committee supported moving forward with a shared-service model program. Through the FY 2025-26 Budget process, MWDOC will provide a financial contribution instead of "in-kind" support with a staff time allocation of 0.40 FTE for management and administrative functions, contributing 50% (\$33,000) of the WEEA-associated staff time allocation, and external sponsorships covering the remaining 50%.

The Committee additionally requested that staff create a business rationale, define the program's measurable deliverables, define a specific financial commitment needed by MWDOC and participants, inclusive of sponsoring partner contributions.

Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	Budgeted amount: N/A	Core: <input type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount:		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

This Business Rationale and Budget Narrative outlines WEEA’s goals, strategies, and FY 2025-26 activities to empower education and industry leaders to raise workforce awareness, forge strong partnerships, and cultivate a diverse, highly skilled workforce. The WEEA Business Rationale ensures long-term sustainability through a structured financial framework.

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- Clarifying MWDOC’s mission and role; defining functions and actions.*
- Balance support for Metropolitan’s regional mission and Orange County values and interests.*
- Strengthen communications and coordination of messaging.*
- Work with member agencies to develop water supply and demand objectives.*
- Solicit input and feedback from member agencies.*
- Invest in workforce development and succession planning.*

List of Attachments/Links:
Attachments: Water Energy Education Alliance (WEEA) Business Rationale & Budget Narrative

WATER ENERGY EDUCATION ALLIANCE (WEEA)

BUSINESS RATIONALE & BUDGET NARRATIVE

FY 2025-26



Program Director

Tiffany Baca
Municipal Water District of Orange County
tbaca@mwdoc.com
(714) 593-5013

Date

March 12, 2025

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WATER ENERGY EDUCATION ALLIANCE (WEEA)

BUSINESS RATIONALE & BUDGET NARRATIVE

The Water Energy Education Alliance (WEEA), led by the Municipal Water District of Orange County (MWDOC) since 2020, remains committed to breaking down barriers to workforce recruitment and development in California's water and energy sectors. This Business Rationale and Budget Narrative outlines WEEA's goals, strategies, and Fiscal Year (FY) 2025-26 activities to empower education and industry leaders, to raise workforce awareness, forge strong partnerships, and cultivate a diverse, highly skilled workforce. The WEEA Business Rationale ensures long-term sustainability through a structured financial framework. It builds on past achievements, anchored in the four pillars — Diversity, Awareness, Partnerships, and Skills — inspired by WEEA's statewide water workforce report.



Mission

Administered and led by the Municipal Water District of Orange County, the Water Energy Education Alliance (WEEA) is a statewide coalition of education and industry leaders working together to build and strengthen quality career pathways to water and energy jobs for all California students.

PROGRAM OBJECTIVE

As water providers, educational institutions, and statewide workforce advocacy organizations increasingly focus on workforce development, **WEEA's objective is to dismantle barriers to information, resources, data, and potential partnerships, making way for co-designing sustainable water and energy career pathways for all California students.**

Ensuring these quality, sustainable career pathways is mutually beneficial for businesses, educational institutions, young students, and their future families. Students participating in programs with a clear focus are more likely to graduate high school, attend college, find jobs, and earn higher wages. Water and energy sector jobs provide steady, long-term careers that ultimately contribute to the welfare of workers and the health of the state's economy.



Vision

The Water Energy Education Alliance (WEEA) will serve as the connector between formal and informal educational institutions and the water and energy sector to create visible, equitable, and sustainable career pathways to top-quality, living-wage jobs that ultimately contribute to the welfare of industry, industry workers and their families, and to the health of the state's economy.

PROGRAM REACH

The WEEA Program has a statewide reach for workforce benefits and outreach, primarily focusing on Orange, Los Angeles, Riverside, and San Diego counties. WEEA has expanded its reach to over 200 organizations comprised of water and energy industry professionals, educational institutions, and workforce advocacy and implementation groups. These organizations are referred to as “WEEA Members.” The extent of the membership reach is breaking down barriers to vital information and resources and providing members with quality educational experiences and connections. As membership reach grows, opportunities for networking, resource sharing, and strategic partnerships are increasing. These catalyze adaptive and productive collaborations, allowing participants to learn from each other and discover practical solutions for their needs.



PROGRAM KEY ACTIVITY DESCRIPTIONS

The key activities below are described and further detailed in the Budget Narrative. The items that pertain to this Program Tasks are also identified by Task number.

Sponsorship Partners: The WEEA Program focuses on strengthening key partnerships (Task 1) through financial sponsorships or in-kind contributions. Sponsoring Partners participate in the WEEA Leadership Roundtable meetings with direct collaboration and strategic planning. WEEA Sponsoring Partners provide programmatic support and review collateral material deliverables. An explanation of the sponsorship tiers is detailed in the Program Financial Sponsorship section below.

Support Workforce Pathways: Within WEEA’s workforce development initiatives, educational partnerships and professional development opportunities are strengthened (Task 2). This effort focuses on collaborating with academic institutions to enhance and support K-16 workforce programs. Tactics include:

- Creating and implementing professional development trainings specifically designed for educators, ensuring they have the tools and knowledge to prepare students for careers in the water and energy sectors.
- Education-to-workforce tours in cooperation with educational institutions, at the K-16 level (which includes post-secondary), and water and energy agencies.

Expand WEEA’s Reach and Impact: Since its inception, WEEA leadership has strived to increase awareness while expanding the reach and influence of its members. Welcoming new members with diverse backgrounds and areas of expertise strengthens and broadens the group's foundational knowledge, fostering a more dynamic and impactful community.

To enhance WEEA’s reach (Task 3), outreach efforts include establishing consistent communication channels via newsletters, social media presence, and event engagement. WEEA members are also invited to attend the WEEA Leadership Roundtable meetings to facilitate collaboration and network with potential partners to meet their regional goals.

To increase awareness and maintain community presence, WEEA staff participate as expert speakers/moderators in regional workforce advisory groups and speaking engagements.

Each year, WEEA develops and provides sponsors with a year-end report that highlights the significant accomplishments of the past year.

The WEEA FY 2023-24 Year-End Report can be found at:
<https://tinyurl.com/WEEA2023-24>



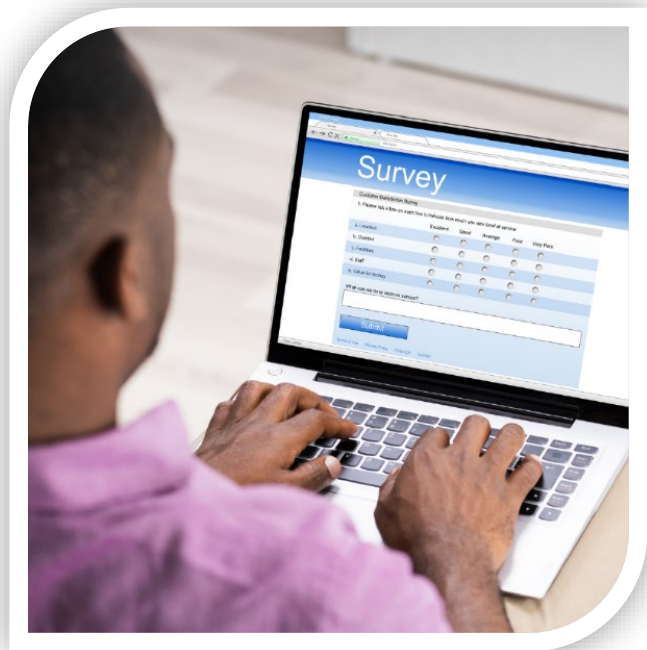
PERFORMANCE METRICS AND EVALUATION

Understanding Needs: Future WEEA initiatives are data-driven and responsive to community needs. Target-audience polls gather insights to inform and refine our strategic approach and program development. This enhances stakeholder engagement and helps develop meaningful interactions with sponsorship partners, members, program participants, and other impacted groups (Task 4). Valid workforce data is collected to inform, support, and advance initiatives across WEEA's Diversity, Awareness, Partnerships, and Skills pillars.

Program Performance and Evaluation: To ensure WEEA's effectiveness and continuous improvement, a comprehensive evaluation framework will be implemented for the program year (Task 5). Success metrics will be tracked with both quantitative and qualitative measures. Key performance indicators include:

- **Program Reach:** measuring the number of members who introduce students to water or energy sector education programs through WEEA initiatives, with a goal of achieving a 25% year-over-year increase in WEEA membership.
- **Industry Engagement:** assessing the strength of industry partnerships through quarterly satisfaction surveys, with a goal of achieving an 85% satisfaction rate.
- **Strengthening Career Pathways:** monitoring WEEA member engagement to assess equitable access across communities, using key metrics such as industry partnerships, professional development opportunities, member-led initiatives, and geographic reach.

Progress against these metrics will be reviewed annually by the Leadership Roundtable and compiled in the annual report, with data-driven adjustments to program strategies as needed.



PROGRAM FINANCIAL SPONSORSHIP

The WEEA sponsors provide financial or in-kind contributions to the WEEA Program to support and review Program deliverables. These financial partners and sponsors are primarily in Orange, Los Angeles, Riverside, and San Diego counties.

The sponsorship tiers are designated *Transformation*, *Advocate*, and *Community* Partners. Since MWDOC assumed program administrative leadership in 2020, the WEEA Program has increased annual sponsorship contributions.

TABLE 1. WEEA SPONSORSHIP FUNDING

FISCAL YEAR	NUMBER OF SPONSORSHIPS	ANNUAL SPONSORSHIP VALUE
2020-21	5	\$15,000
2021-22	5	\$16,000
2022-23	5	\$20,000
2023-24	6	\$25,000
2024-25	8	\$31,667
Projected 2025-26	12	≥ \$50,000

The financial contributors are engaged in the WEEA Leadership Roundtable and Workforce Advisory groups. The sponsors provide material content for the program deliverables. In turn, the sponsors promote the WEEA program and promote and distribute WEEA resources and collateral materials. The in-kind contributors (e.g., California Environmental Education Foundation and California Community Colleges) provide regionally specific, technical advice and market research on career exploration activities, curricula, and training.

TRANSFORMATION PARTNER \$5,000



Large logo featured on the WEEA webpage with a link to the organization's website. Logo also featured on quarterly WEEA Leadership Roundtable invitations and hosted presentation slides. Organization's name featured in select media opportunities. Representative invited to participate in developing Leadership Roundtable meeting agendas.

ADVOCATE PARTNER \$2,500



Small logo featured on the WEEA webpage with a link to the organization's website. Logo also featured on quarterly WEEA Leadership Roundtable invitations and hosted presentation slides. Organization's name featured in at least one (1) MWDOC eCurrents newsletter that reaches over 14,000 subscribers.

COMMUNITY PARTNER \$1,000



Organization's name featured on the WEEA webpage with a link to the organization's website. Organization name featured on select WEEA Leadership Roundtable hosted presentation slides, and in at least one (1) MWDOC social media post across all platforms.

**2024/25
WEEA Sponsors:**



California Environmental Education Foundation | California Community Colleges

ADMINISTRATIVE FUNDING STRUCTURE

At the December 2024 A&F Committee meeting, the Committee supported moving forward with a transitional shared-service model program. The Committee requested that staff create a business rationale, define the program's measurable deliverables, define a specific financial commitment needed by MWDOC and participants, determine the partnering agencies' efforts and position regarding WEEA.

Staff evaluated the historic WEEA staff time allocation along with conception-to-date and anticipated expenditures to determine the appropriate level of resource requirements. This evaluation determined that the current 0.15 FTE allocation appears insufficient, given WEEA's growth and resource needs. The administrative support that staff determine appropriate would be 0.40 FTE of time directly allocated to WEEA (with the reciprocal 0.60 FTE allocated to other duties within the Public Affairs department).

In concurrence with MWDOC's recent Needs Assessment recommendations and MWDOC's updated organizational structure, the Public Affairs Department Director is currently in the process of hiring a Public Affairs Manager with a communications focus. This will allow the WEEA and ongoing education initiatives to be delineated from communications/outreach-based Public Affairs responsibilities.

The recommendation for MWDOC's financial contribution of 50% of WEEA-associated staff time allocation aligns with sponsorship accrual. Staff also propose that future increases in staff time and effort should be recovered through expanded external/regional sponsorships. The structured, tier-based sponsorship demonstrates strong external support and validation for any future additional resource allocation needs.

MWDOC will provide a monetary contribution instead of "in-kind" support. This direct financial contribution by MWDOC will provide more transparent financial tracking by explicitly monetizing staff time allocation. Moving from in-kind to monetary support reduces the appearance of hidden costs. This will also allow for a dedicated budget line-item for future evaluation of and adjustments to resource allocations.



FY 2025-26 FUNDING SOURCES

Transitioning to a shared service model with external sponsorships will provide financial transparency and accountability for the program.

MWDOC will contribute financially through the FY 2025-26 Budget process and expand external sponsorships to fund the WEEA management and administrative functions. A monetized staff time for 0.40 FTE is approximately \$66,000, with MWDOC contributing 50% of the WEEA-associated staff time allocation within the FY 2025-26 Budget.

Therefore, as part of the FY 2025-26 Budget Process, the funding structure for WEEA will include:

- MWDOC to provide a financial contribution instead of “in-kind” support
 - Staff time allocation of 0.40 FTE for management and administrative functions
- MWDOC to assign \$33,000 (or WEEA-associated staff time contribution of 50%) in the upcoming FY 2025-26 Budget Process

The remaining 50% of WEEA-associated staff time will be funded through the external sponsorships. In the event there are any changes or variability to anticipated sponsorships, WEEA Program reserves will be utilized for unexpected budgetary variations or adjustments.

TABLE 2. SUMMARY OF PROJECTED WEEA FUNDING SOURCES

FY 2025-26 FUNDING SOURCES	FUNDING AMOUNT
<i>Direct Contribution</i>	
Municipal Water District of Orange County	\$33,000
<i>Direct Contribution Subtotal</i>	\$33,000
<i>External Sponsorships Targets</i>	
Sponsorship Tier 1 - \$5,000 (n = 8)	\$40,000
Sponsorship Tier 2 - \$2,500 (n = 4)	\$10,000
<i>External Sponsorships Subtotal</i>	\$50,000
TOTAL PROGRAM FUNDING:	\$83,000

WEEA PROGRAM BUDGET NARRATIVE

The total 2025-26 funding amount assigned to this Program is \$83,000. MWDOC’s contribution consists of direct-contribution monetary funding from MWDOC to cover MWDOC Staff time (salaries and benefits). No additional in-kind costs will be accrued as Program costs. Sponsorship funding included is subject to participation by other entities, based on fiscal year estimates.

PROGRAM ADMINISTRATION

Program administration refers to MWDOC staff hours needed for the day-to-day operations and documentation of the WEEA Program and constitutes the salaries/wages associated with the comprehensive Program administration. The total staff time equivalent to 0.4 FTE is 825 hours and includes staff time spent on subsequent tasks: sponsorship partners (Task 1), support workforce pathways (Task 2), expand WEEA’s reach and impact (Task 3), understanding partners, participants, and other impacted groups (Task 4), and staff time spent on program performance and evaluation (Task 5).

TASK 1 – SPONSORSHIP PARTNERS

Staff Time Allocation ~100 hours

Staff will focus on strengthening key partnerships through external sponsorships. The FY 2025-26 goal is to secure four new external sponsorships for a total of 12 sponsorships, eight (8) Tier 1 (\$5,000) and four (4) Tier 2 (\$2,500) to support WEEA initiatives, targeting a total of \$50,000 in sponsorship funding. Staff will also convene three (3) WEEA Leadership Roundtable meetings with direct collaboration and strategic planning.

Task 2 Deliverables

- Sponsorship Tier 1 (n = 8)
- Sponsorship Tier 2 (n = 4)
- WEEA Leadership Roundtable (n = 3)

TASK 2 – SUPPORT WORKFORCE PATHWAYS

Staff Time Allocation ~350 hours

Within WEEA’s workforce development initiatives, staff will dedicate approximately 350 hours to strengthening educational partnerships and professional development opportunities. This effort will focus on collaborating with two (2) educational institutions to enhance and support K-16 workforce programs. Additionally, staff will develop and implement: one (1) professional development training specifically designed for educators, and two (2) education-to-workforce tours of water and energy agencies in cooperation with educational institutions at the K-12 and post-secondary levels.

Task 3 Deliverables

- Collaborate with educational institution (n = 2)
- Educator development training (n = 1)
- Education-to-workforce tour (n = 2)

TASK 3 – EXPAND WEEA’S REACH AND IMPACT

Staff Time Allocation ~200 hours

Staff will focus on expanding the organizational reach. WEEA will aim to boost member participation by 25% through concentrated outreach efforts such as establishing consistent communication channels via newsletters, social media presence, and event engagement. WEEA will participate in two (2) regional workforce advisory groups to maintain our presence in the community and secure three (3) speaking engagements as an expert speaker/moderator. Members are also invited to participate in the WEEA Leadership Roundtable meetings to facilitate collaboration and network with potential partners to meet their regional goals.

Task 4 Deliverables

- Membership outreach (n = 250)
- Regional workforce advisory groups (n = 2)
- Expert speaker/moderator (n = 3)

TASK 4 – UNDERSTANDING PARTNERS, PARTICIPANTS, AND OTHER IMPACTED GROUPS

Staff Time Allocation ~75 hours

To enhance stakeholder engagement, staff will allocate approximately 75 hours toward meaningful interaction with partners, participants, and other impacted groups. To ensure future WEEA initiatives are data-driven and responsive to community needs, staff will conduct two target-audience polls, using the gathered insights to inform and refine our strategic approach and program development.

Task 5 Deliverables

- Target audience polls (n = 2)

TASK 5 – PROGRAM PERFORMANCE AND EVALUATION

Staff Time Allocation ~100 hours

To ensure WEEA's effectiveness and continuous improvement, a comprehensive evaluation framework will be implemented for the FY 2025-26 program year. Success metrics will be tracked with both quantitative and qualitative measures.

The framework will include the development of a fiscal-year-end report that highlights the significant accomplishments of the past year and provides a deliverable to financial sponsors. The Leadership Roundtable will review progress against these metrics annually and compile the annual report, with data-driven adjustments to program strategies as needed.

Task 6 Deliverables

- Year-End Report (n = 1)

WEEA PROGRAM BUDGET

3 outlines the estimated Program Budget and breaks down budget items by corresponding budget category, denoting associated WEEA programmatic tasks.

TABLE 3. FY 2025-26 BUDGET

BUDGET ITEM DESCRIPTION	FUNDING SOURCE		TOTAL COST
	MWDOC	External	
Salaries and Wages			
Program Director – 0.4 FTE; 825 hours (Tiffany Baca, Public Affairs Manager)	50%	50%	\$66,000
Administrative Subtotal			\$66,000
Travel			
Meetings and Conferences	-	100%	\$5,000
Equipment			
Not Applicable (Administration housed at MWDOC)	100%	-	-
Supplies and Materials			
Reproduction Expenses (Task 1; Task 2)	-	100%	\$1,500
Contractual			
Subscriptions (Task 4)	-	100%	\$500
Other			
Training and Workshops (Task 2)	-	100%	\$5,000
Career Events (Task 2; Task 3)	-	100%	\$5,000
Program Reporting (Task 5)	Admin costs captured in Task 1		-
Direct Expense Subtotal			\$17,000
TOTAL ESTIMATED PROGRAM COSTS			\$83,000

PROPOSED WEEA PROGRAM DETAILED TIMELINE (FY 2025-26)

Subject to change based on actual event scheduling

QUARTER 1 (JULY-SEPTEMBER 2025)

July 2025

- Launch sponsorship renewal campaign for existing partners
- Schedule first Leadership Roundtable meeting
- Begin outreach to two target educational institutions for workforce program collaboration

August 2025

- Finalize and distribute FY 2024-25 Year-End Report to current sponsors
- Prepare to conduct first target audience poll to inform strategic planning for the year
- Design and develop educational materials for fall training sessions
- Begin social media campaign to boost member engagement by 25%

September 2025

- Secure commitments from 50% of targeted sponsors (target: 6 renewals)
- Finalize partnership agreement with first educational institution
- Develop quarterly newsletter content
- Begin planning first Education-to-Workforce tour

QUARTER 2 (OCTOBER-DECEMBER 2025)

October 2025

- Host first Leadership Roundtable meeting
- Launch outreach to potential new sponsors (target: 4 new agencies)
- Participate in first regional workforce advisory group meeting
- Distribute fall highlighting program achievements and upcoming opportunities through appropriate outreach platforms

November 2025

- Implement first education-to-workforce tour
- Secure additional 25% of sponsorships (target: 9 total secured)
- Facilitate first professional development training for educators
- Begin planning for second Leadership Roundtable meeting

December 2025

- Deliver first expert speaker/moderator presentation at industry event
- Conduct mid-year progress review of all program tasks
- Analyze membership growth metrics against 25% growth target
- Complete partnership agreement with second educational institution

QUARTER 3 (JANUARY-MARCH 2026)

January 2026

- Host second Leadership Roundtable meeting
- Launch specialized outreach to remaining target sponsors

- Begin planning second Education-to-Workforce tour
- Develop content for newsletter content
- Participate in second regional workforce advisory group meeting

February 2026

- Secure remaining sponsorship commitments (target: 12 secured)
- Distribute newsletter content
- Distribute fall highlighting program achievements and upcoming opportunities through appropriate outreach platforms
- Deliver second expert speaker/moderator presentation
- Analyze first-half program metrics and adjust strategies as needed

March 2026

- Begin planning third Leadership Roundtable meeting
- Launch social media campaign highlighting career pathways and success stories
- Conduct member engagement analysis to track progress toward 25% growth goal

QUARTER 4 (APRIL-JUNE 2026)

April 2026

- Implement second education-to-workforce tour
- Host third Leadership Roundtable meeting
- Conduct second target audience poll to evaluate program impact and gather future input
- Develop content for newsletter contribution
- Begin compiling data for FY 2025-26 Year-End Report
- Develop preliminary FY 2026-27 program goals and strategy

May 2026

- Distribute newsletter content
- Distribute fall highlighting program achievements and upcoming opportunities through appropriate outreach platforms
- Deliver third expert speaker/moderator presentation
- Evaluate membership growth metrics against 25% target
- Begin sponsor outreach for FY 2026-27 renewals

June 2026

- Begin compiling FY 2025-26 Year-End Report
- Analyze all program metrics against established key performance indicators
- Finalize program accomplishments documentation





Administration Activities Report

February 6, 2025 – March 5, 2025

Activity	Summary
Administration/ Board	<p>The administration team worked on the following:</p> <ul style="list-style-type: none"> • Scheduled meetings for Harvey De La Torre and Board members (including Special meetings and Ad Hoc meetings). • Assisted Harvey with various write-ups and follow-ups for the Committees and Board. • Continue to send Water Supply Reports to the member agencies. • Processed and reviewed agreements for appropriate Board approval and insurance requirements as well as execution, following approval. • Research and response to one Public Records Act request. • Made various updates/changes to the website including financial items, Harassment Prevention, Ethics Certificates, etc.; worked with various Board members regarding Ethics and Harassment Prevention training • Worked with Director Crane regarding Public Hearing processes, etc. • Reviewed files for Records Management clean-up. • Kicked off the Form 700 process • Interviewed candidates for the Board Secretary position • Registered Staff and Directors for various conferences, training, made travel accommodations, processed business expenses, and updated the travel budget spreadsheet. • Updated and paid membership accounts as needed. • Prepared agreements, solicited signatures, and requested insurance documents for Engineering. • Hosted the ISDOC Executive Meeting • Drafted and sent ISDOC Associate Member dues email. • Planning upcoming MWD OC Office events
Records Management	<ul style="list-style-type: none"> • Working on cleaning/reorganizing Shared Drive. • Continued to review incoming mail and log necessary documents into the Laserfiche system. • Staff continue to review documents and update information in Laserfiche.
Health and Welfare Benefits	<ul style="list-style-type: none"> • No new information this month.
Recruitment / Departures	<ul style="list-style-type: none"> • Recruitment activities for the Executive Assistant to the GM/Board Secretary and Assistant Board Secretary are well under way. Final interviews will be scheduled in the next week. • Recruitment activities have been initiated for a part-time Accountant as well as for the full-time Public Affairs Communications Manager. • Human Resources continues to coordinate with the General Manager and Department Directors on recruitment and staffing needs due to vacancies and retirements.



Projects/ Activities	<p>The Administration Team worked on the following:</p> <ul style="list-style-type: none">• Assisted with WACO on Meetings via Zoom, PowerPoint presentations, preparing for hybrid meetings, various correspondence, note taking and coordinating with WACO president and speakers and updating WACO information to website.• Attended Board and Committee Meetings, as well as preparation for these meetings, including packet preparation, meeting setup/take-down, Zoom coordination, etc.• Assisted Finance Department with filing, processing of invoices, purchase requisitions, business expense reports and credit card reconciliations.• The Supervisor Training course through The Centre for Organizational Effectiveness is underway, with 2 sessions remaining. The course will be completed April 7th. Staff are looking into scheduling/hosting a 2nd session.• Continue to review and organize all electronic files in preparation for transitioning to SharePoint.• The 2025 Directory was distributed to all MWDOC staff, City Clerks, and Board Secretaries in Orange County.• Staff is updating the District Contacts lists with the latest changes based on the 2025 Directory.• HR met with Hyas Group Representative, Ted Grigsby, to discuss their review of the District’s 401 and 457 Plan Assets, Investment Funds, best practices and recommended next steps. Discussion was also held regarding the formation of an Evaluation Committee comprised of staff members to meet with Hyas Group to review the 401 and 457 plans, current investment funds and evaluate proposed changes to the Funds. Following review with the Evaluation Committee, Hyas will hold an introductory meeting with all staff to review the Plans, current market conditions and the Evaluation Committee’s proposed recommendations. Based on input received, Hyas Group will provide an overview and presentation of its findings and proposed recommendations to the Board for consideration and approval.• HR is preparing for the upcoming 25-26 Fiscal Year Budget• A Lunch & Learn session on “How to Avoid Breakdowns in Communication” was presented by Cal State Fullerton’s Bringing Learning to Work on February 20th.• An educational session with CalPERS to help keep employees informed on the benefits for Classic and PEPRA enrollees was held on February 27th.• HR is currently compiling the Annual Water Agency Merit/Cola survey in preparation for 25/26 Budget.• HR is in coordinating with Anne Sandberg, of Predict Success on scheduling one-on-one coaching sessions to begin in Mid-March. This is consistent with MWDOC Board Strategic Priorities, Staff Development.
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	<ul style="list-style-type: none">• HR is coordinating two ½ day training sessions one for all staff and one for management.• HR participated in Interviews for the Board Secretary position.• HR is scheduling required Harassment Prevention training for all employees in June 2025.• Staff are assisting the Board Secretary in preparation for the Elected Officials Forum.• Staff are meeting with PeopleSpace in evaluating workspaces for new positions.
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INFORMATION ITEM

March 12, 2025

TO: Board of Directors

FROM: **Administration & Finance Committee**
(Directors Crane, Thomas, Nederhood)

Harvey De La Torre, General Manager

Staff Contact: Steven Hung

SUBJECT: **Finance and IT Pending Items Report**

SUMMARY

The following list details the status of special projects in progress or to be completed during this Fiscal Year.

Finance

Accounting	Rebate Program(s)	Currently holding 3 rebate check(s) awaiting W-9 form(s)
Accounting	RFP	New OPEB Actuary to begin July 2025
Finance	Annual Budget	FY 2025/26 Budget is approximately 88% complete
Finance	ERP	Began discovery stages and attended various ERP demos
Finance	Other	On-going process improvement

Information Technology (IT)

Security	Backups	Weekly reviews of backup reports show systems are consistently and securely backed up according to schedule.
	Email	Continue to tune email defense system for impersonation, fraud detection, and incident response. Of the nearly 25K emails received in the month, 45% were rejected due to unsafe content and impersonation attacks, and 6 incident responses (i.e. multiple users effected requiring analyst intervention) opened
	Policies/Procedures	Project underway to develop, evaluate, and update IT Policies and Procedures to improve overall security.
Services Services	Board Room A/V	Worked with OCWD to select/recommend vendor for new Board Room A/V system; project kick-off scheduled for 3/5
	Network Consolidation	Final phase of network consolidation efforts were completed where the Audio/Visual network was merged with core network. This move reduced hardware requirements, licenses, and maintenance costs, while modernizing our environment.
	Server Room	Implemented enhanced hardware to detect and notify when heat or humidity issues arise in our server room. Added a portable air conditioner to be used as a backup system.
	SharePoint	One department remaining for migration from legacy file share system to SharePoint/Document Library, which provides file synchronization across devices, enhanced security and privacy, and integration with Microsoft 365.
		Planning project to deploy an Intranet site using SharePoint for District staff. Anticipate release in April or May.
	Support Tickets	100 new support tickets opened: 74 tickets completed and 26 remain pending, in progress, or on-hold status.
	Vulnerability Scanning	Weekly external vulnerability scans report no identified exposures or weaknesses
Training	Cybersecurity	IT Analyst attended 3 hours of California Water Summit and 1 hour of Barracuda training on hardening email security.



INFORMATION ITEM
March 12, 2025

TO: Administration & Finance Committee
(Directors Crane, Nederhood, Thomas)

FROM: Harvey De La Torre, General Manager

Staff Contact: Kevin Hostert

SUBJECT: Monthly Water Usage Data and Water Supply Info.

STAFF RECOMMENDATION

Staff recommends the Administration & Finance Committee receive and file this information.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

REPORT

The attached figures show the recent trend of water consumption in Orange County (OC), an estimate of Imported Water Sales for MWD OC, and selected water supply information.

- OC Water Usage, Monthly by Supply **OCWD Groundwater was the main supply in January.**
- Estimated OC Water Usage, Monthly, Comparison to Previous Years Water usage in January **2025 was above average compared to the last 5 years.** We are projecting an increase in overall water usage compared to FY 2023-24.
- Historical OC Water Consumption Orange County M & I projected water consumption is **518,000 AF for FY 2024-25** (this includes ~7 TAF of agricultural usage and non-retail water agency usage). This is about **45,000 AF more than FY 2023-24** and is about **38,000 AF more than FY 2022-23**. Water usage per person is projected to be **at 147 gallons per day in FY 2024-25 for Orange County** (This includes recycled water usage). Although OC population has increased 20% over the past two decades, water usage has not increased, on average. A long-term decrease in per-capita water usage is attributed mostly to Water Use Efficiency

Budgeted (Y/N): N	Budgeted amount: N/A	Core <u>X</u>	Choice <u>__</u>
Action item amount: N/A		Line item:	
Fiscal Impact (explain if unbudgeted):			

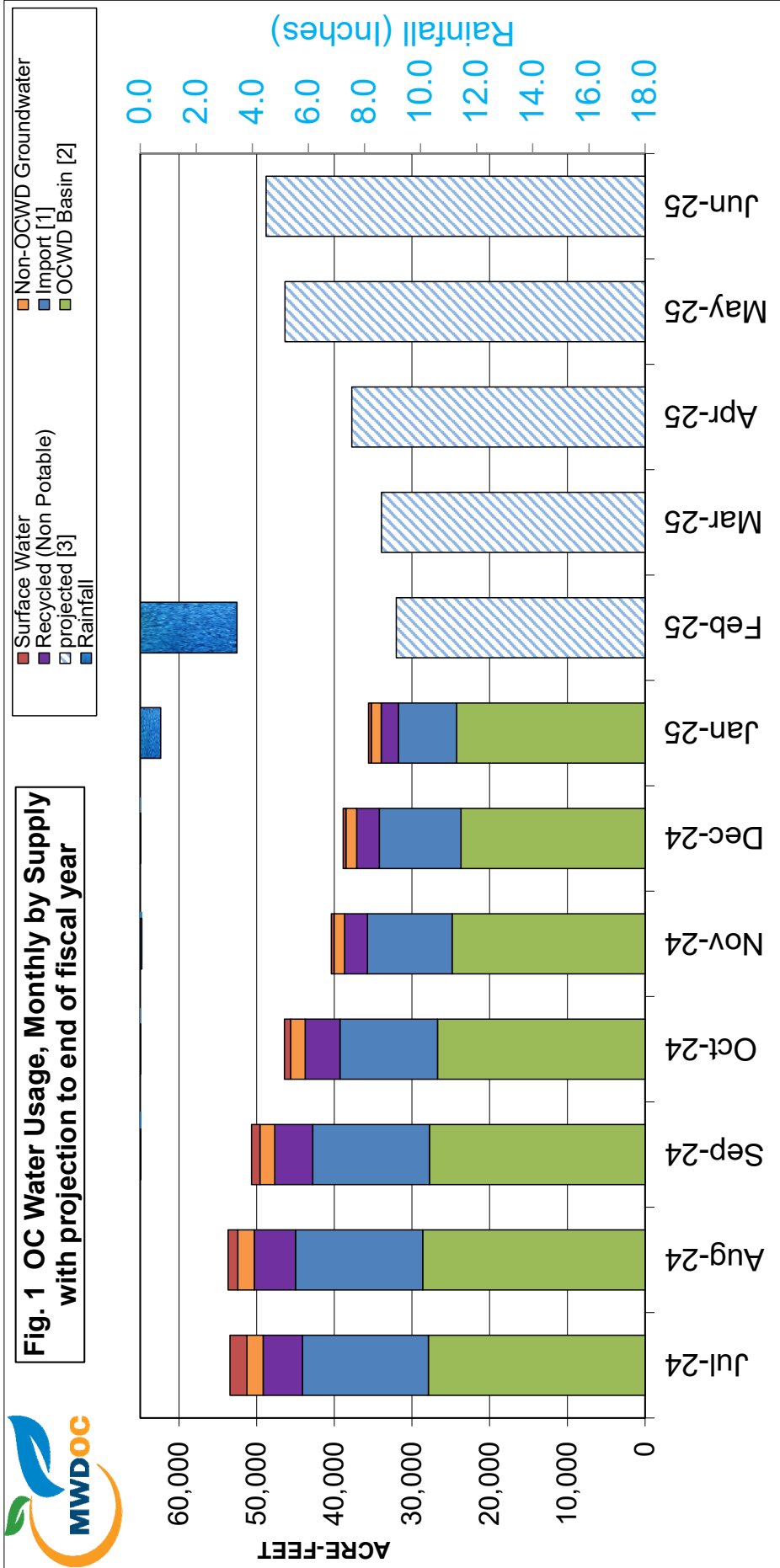
(water conservation) efforts. ***O.C. Water Usage has declined significantly since the end of FY 2013-14. Since FY 2013-14 average O.C. Annual Water usage is 523,000 AF, a decline of 98,500 AF since FY 2013-14. FY 2023-24 Orange County M & I water consumption was the lowest since FY 1978-79 (45 Years).***

Water Supply Information Includes data on Rainfall in OC; the OCWD Basin overdraft; Northern California and Colorado River Basin hydrologic data; the State Water Project (SWP) Allocation, and regional storage volumes. The data have implications for the magnitude of supplies from the three watersheds that are the principal sources of water for OC. Note that a hydrologic year is Oct. 1st through Sept. 30th.

- Orange County's accumulated precipitation through ***early March was well below average*** for this period. Water year to date rainfall in Orange County is ***4.28 inches***, which is ***44% of normal***.
- Northern California accumulated precipitation through early ***March was 121% of normal for this period***. Water Year 2023 was 133% of normal while water year 2022 was 48% of normal. The ***Northern California snowpack was 96% of normal as of March 4th, 2025. As of early March, 41.58%*** of California is experiencing ***moderate drought conditions. 24.83%*** of California is experiencing ***severe to exceptional drought conditions***. The State Water Project Contractors Table A Allocation was increased to 35% as of March for WY 2025.
- Colorado River Basin accumulated precipitation through ***early March was 89% of normal*** for this period. The ***Upper Colorado Basin snowpack was 86% of normal*** as of March 3rd 2025. ***Lake Mead and Lake Powell*** combined have about ***52% of their average storage volume*** for this time of year and are at ***33.9% of their total capacity***. Lake Mead's ***levels have been below the "trigger" limit of 1,075 ft. since the start of CY 2022***. The US Bureau of Reclamation (USBR) has declared a shortage at Lake Mead, impacting Colorado River water deliveries to the Lower Basin states. Lake Mead as of early March was ***6.79' BELOW the "trigger" limit***. The USBR has declared a ***shortage on the Colorado River that started on January 1st 2022. There is a 93% chance of shortage continuing in 2026, 83% in 2027 and 80% in 2028.*** Lake Mead as of ***early March was 23.21' ABOVE the State of California "trigger" limit. There is a 0% chance of mandatory cutbacks for California in 2026, 7% in 2027 and 3% in 2028.***



Fig. 1 OC Water Usage, Monthly by Supply
with projection to end of fiscal year



[1] Imported water for consumptive use. Includes "In-Lieu" deliveries and CUP water extraction. Excludes "Direct Replenishment" deliveries of spreading water and deliveries into Irvine Lake.

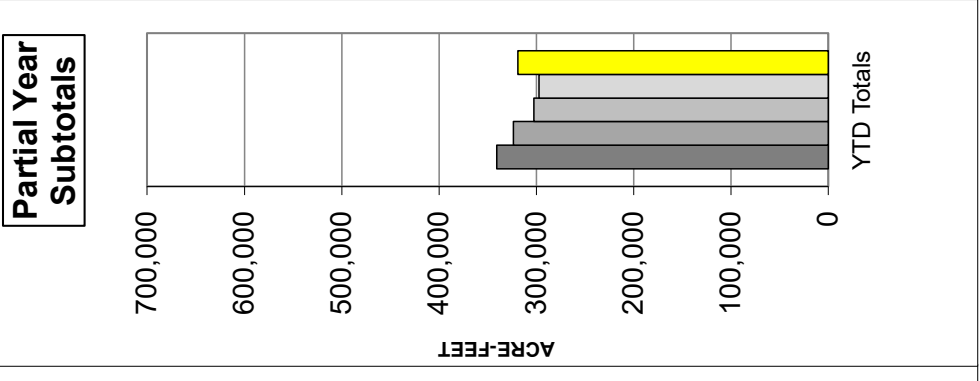
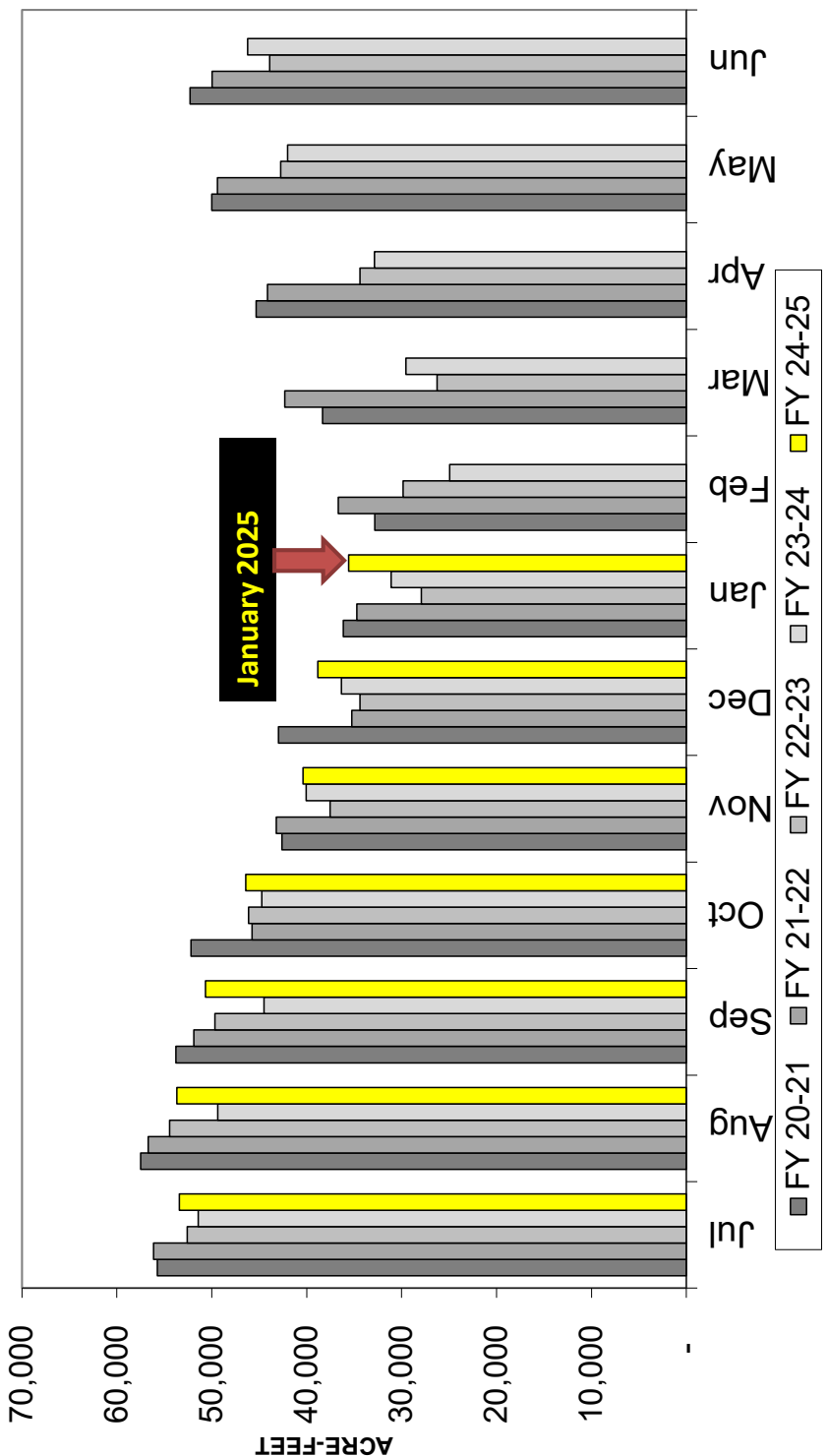
[2] GW for consumptive use only. Excludes In-Lieu water deliveries and CUP water extraction that are counted with Import. BPP in FY '24-25 is 85%.

[3] MWD OC's estimate of monthly demand is based on the projected 5 Year historical retail water demand and historical monthly demand patterns.

[4] Total water usage includes IRWD groundwater agricultural use and usage by non-retail water agencies.

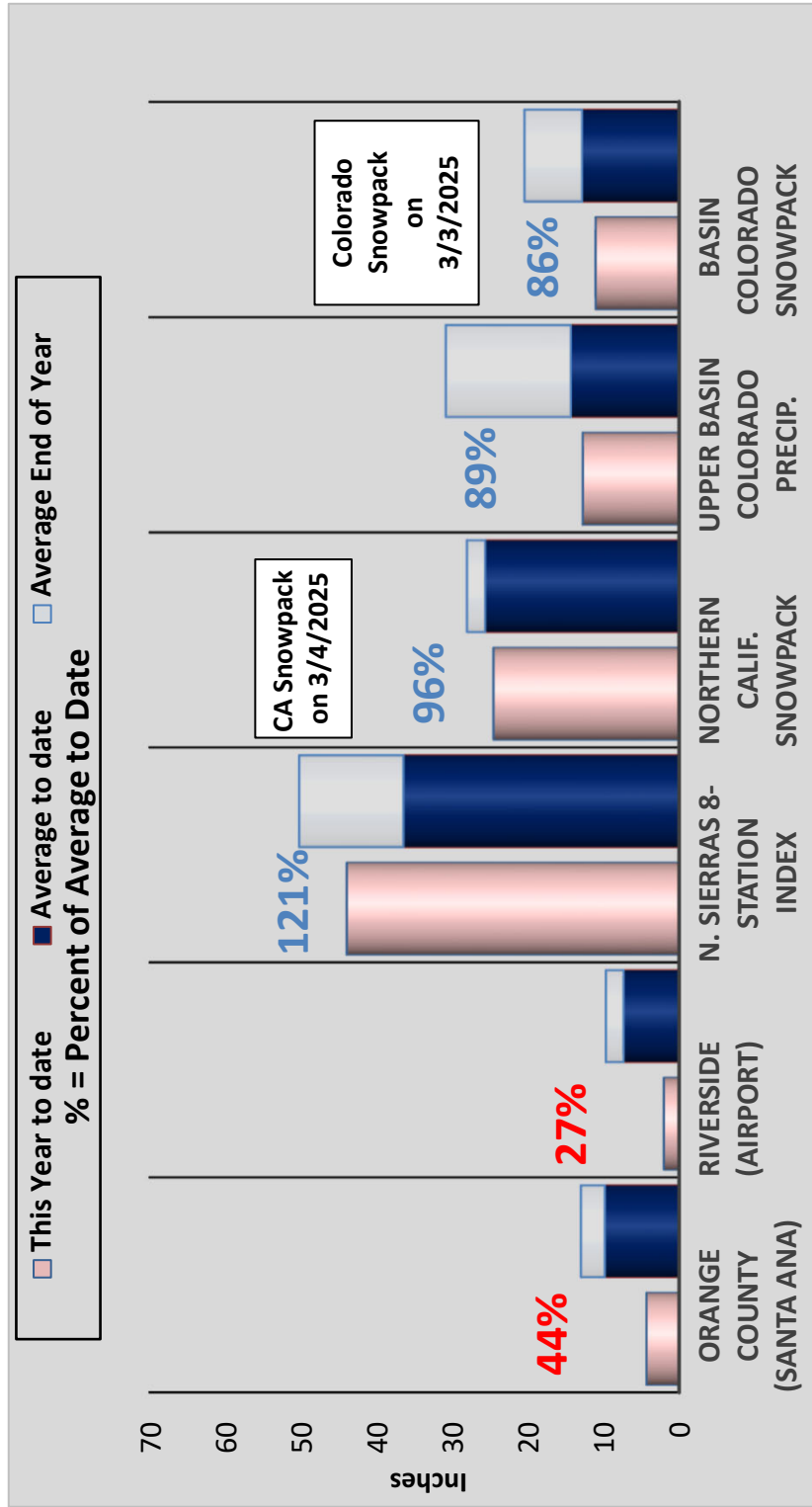


Fig. 2 OC Monthly Water Usage [1]: Comparison to Last 4 Fiscal Years



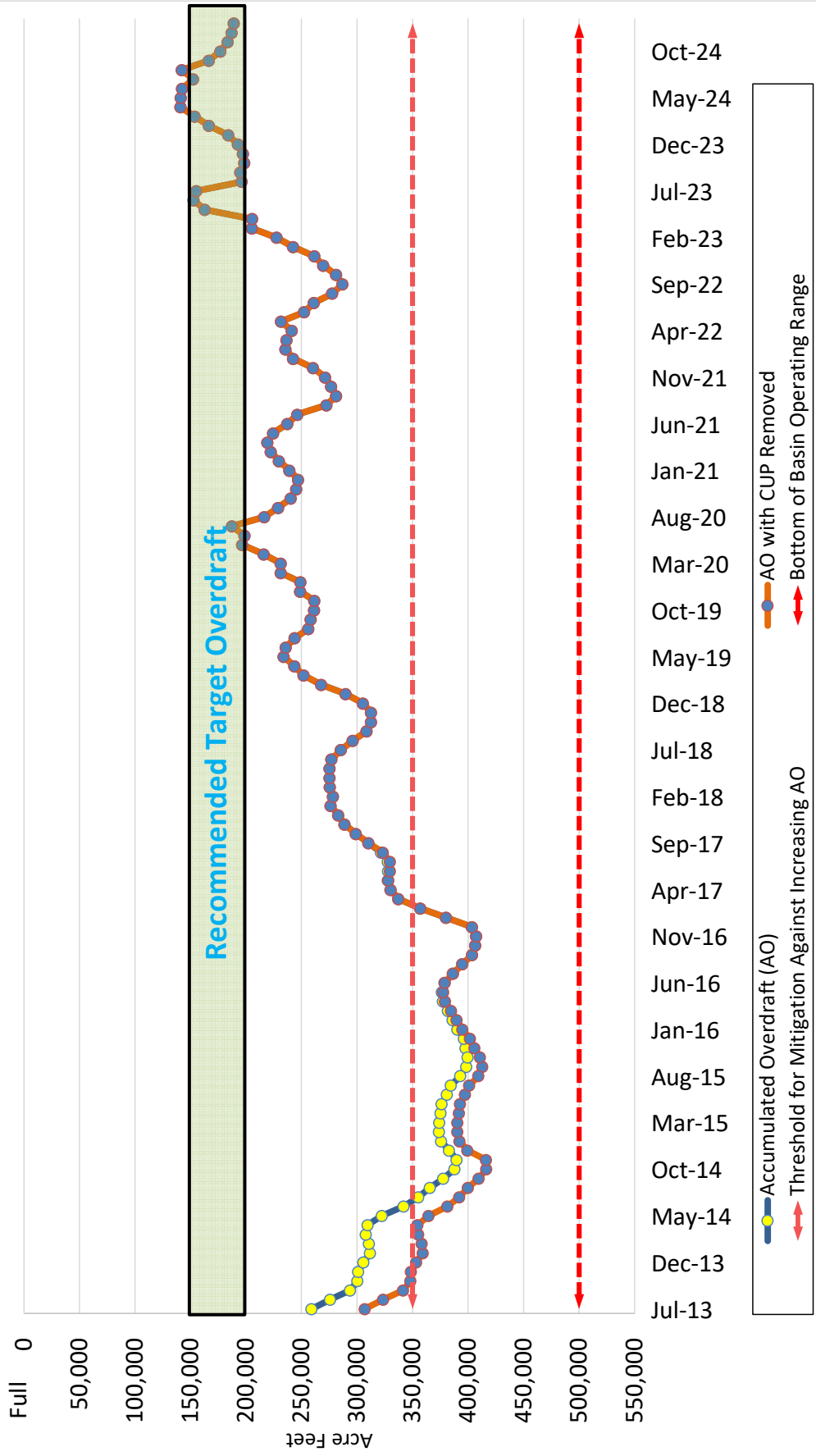
[1] Sum of imported water for consumptive use (includes "In-Lieu" deliveries; excludes "Direct Replenishment" and "Barrier Replenishment") and Local water for consumptive use (includes recycled and non-potable water and excludes GWRS production) Recent months numbers include some estimation.

Accumulated Precipitation for the Oct.-Sep. water year, as of early March 2025



* The date of maximum snowpack accumulation (April 1st in Northern Calif. , April 15th in the Upper Colorado Basin) is used for year to year comparison.

Accumulated Overdraft of the OCWD Groundwater Basin as of January 2025

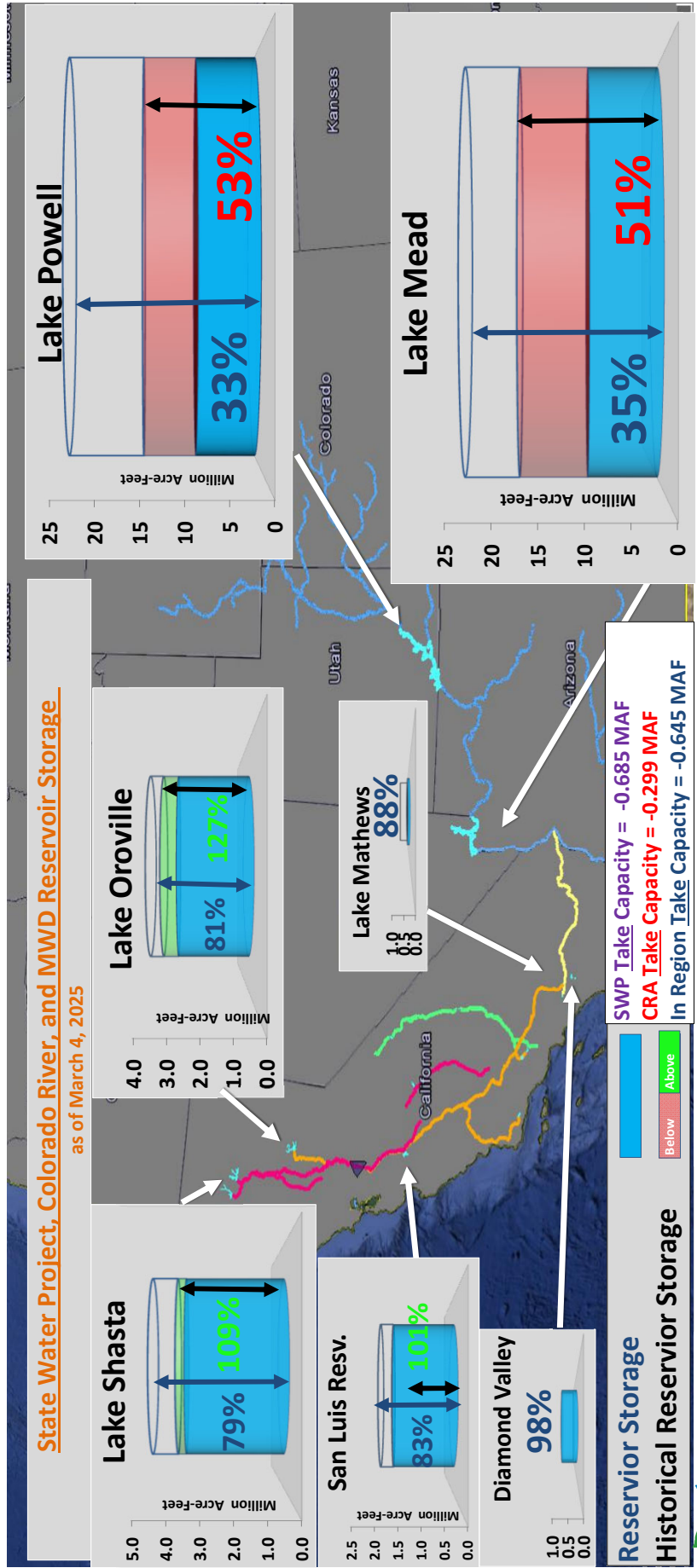


	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
AO (AF)	155,360	196,275	194,961	198,554	197,412	192,806	184,258	166,730	153,904	141,024	141,462	142,581
AO w/CUP removed (AF)	155,360	196,275	194,961	198,554	197,412	192,806	184,258	166,730	153,904	141,024	141,462	142,581
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
AO (AF)	152,428	142,325	166,580	176,943	183,767	187,298	189,159					
AO w/CUP removed (AF)	152,428	142,325	166,580	176,943	183,767	187,298	189,159					

* Source ~ OCWD Monthly Board of Directors Packet, Water Resources Summary



State Water Project, Colorado River, and MWD Reservoir Storage
as of March 4, 2025

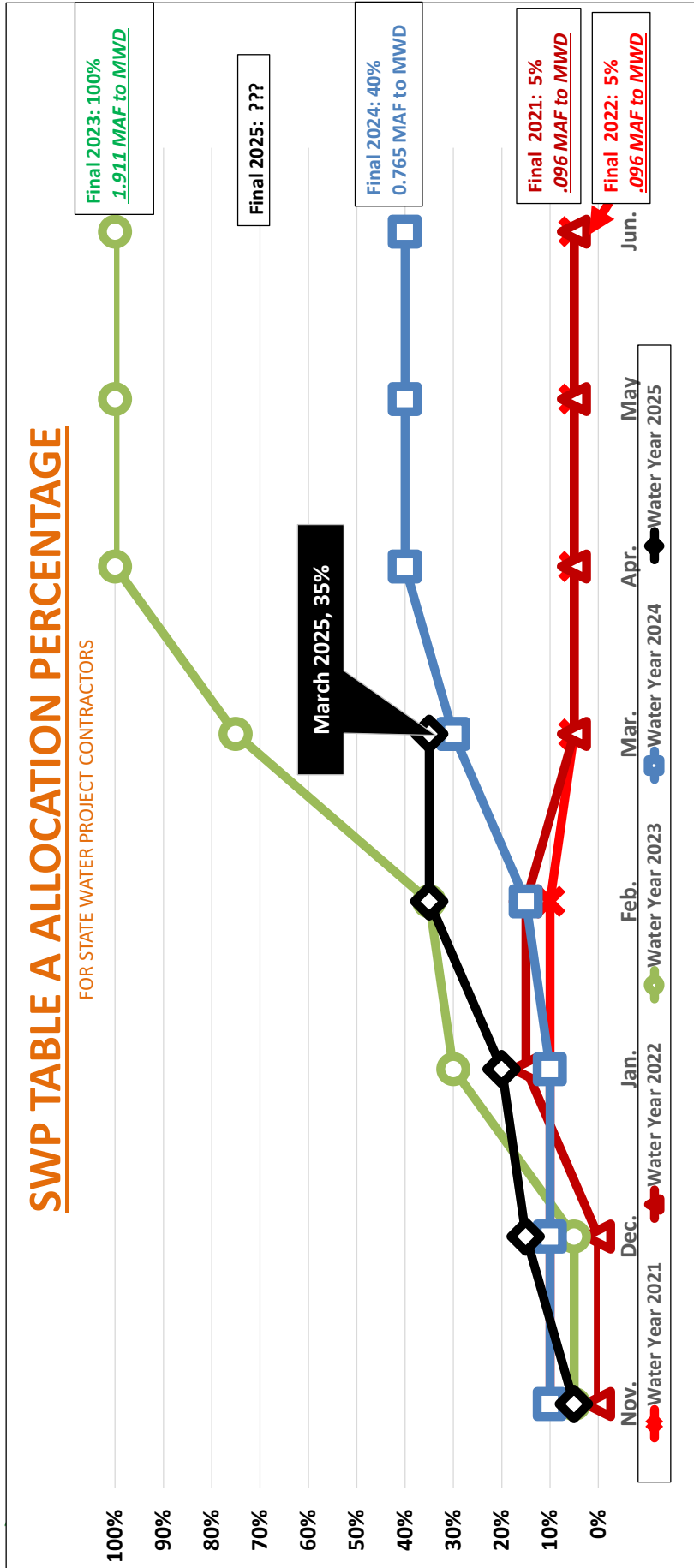


Prepared by the Municipal Water District of Orange County
Numbers are subject to change

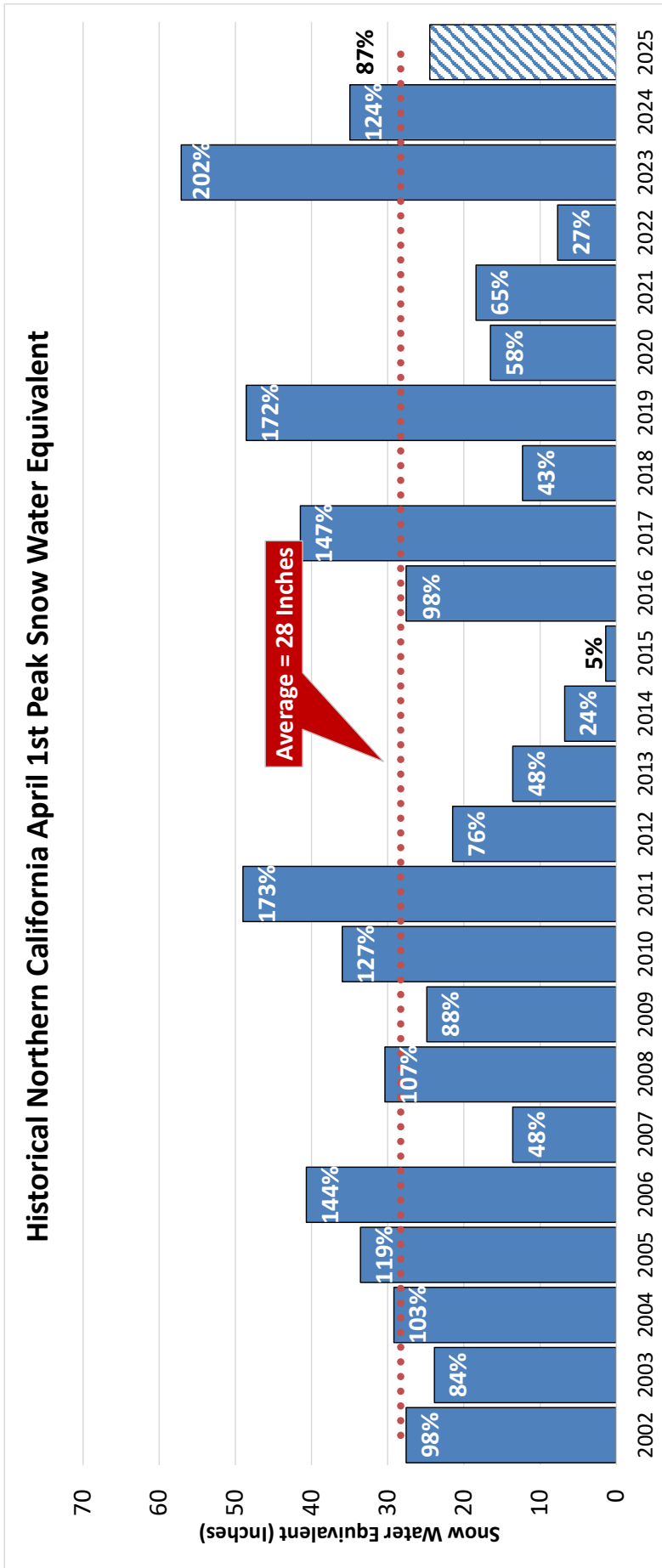


SWP TABLE A ALLOCATION PERCENTAGE

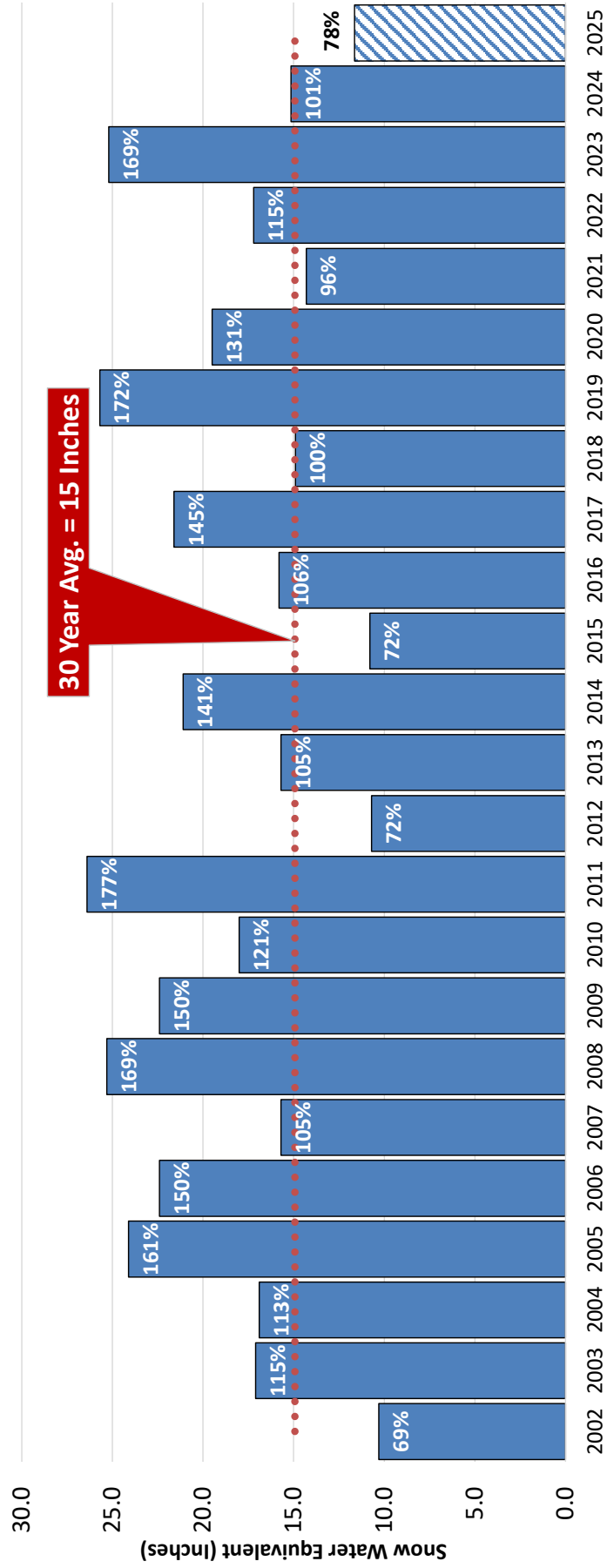
FOR STATE WATER PROJECT CONTRACTORS



Historical Northern California April 1st Peak Snow Water Equivalent

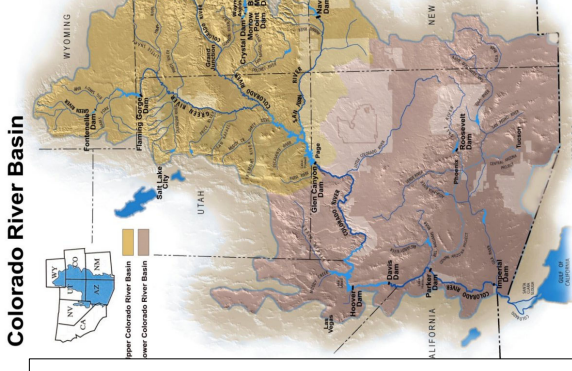
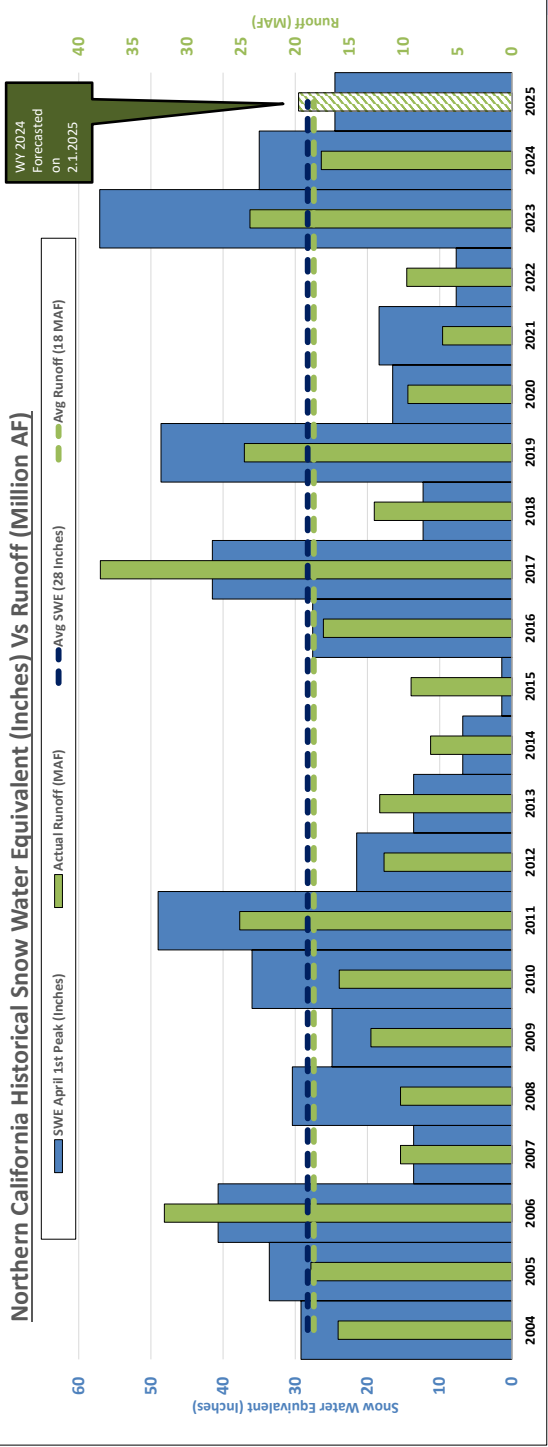


Historical Colorado Basin April 15th Peak Snow Water Equivalent

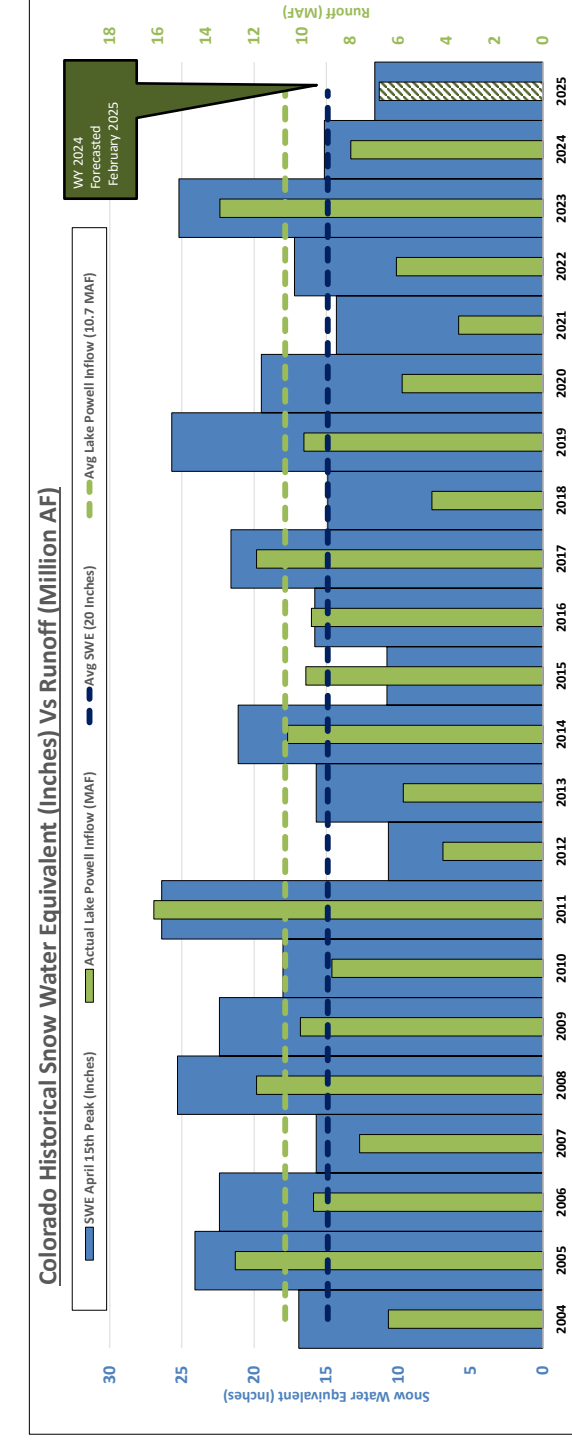




Sacramento River Basin

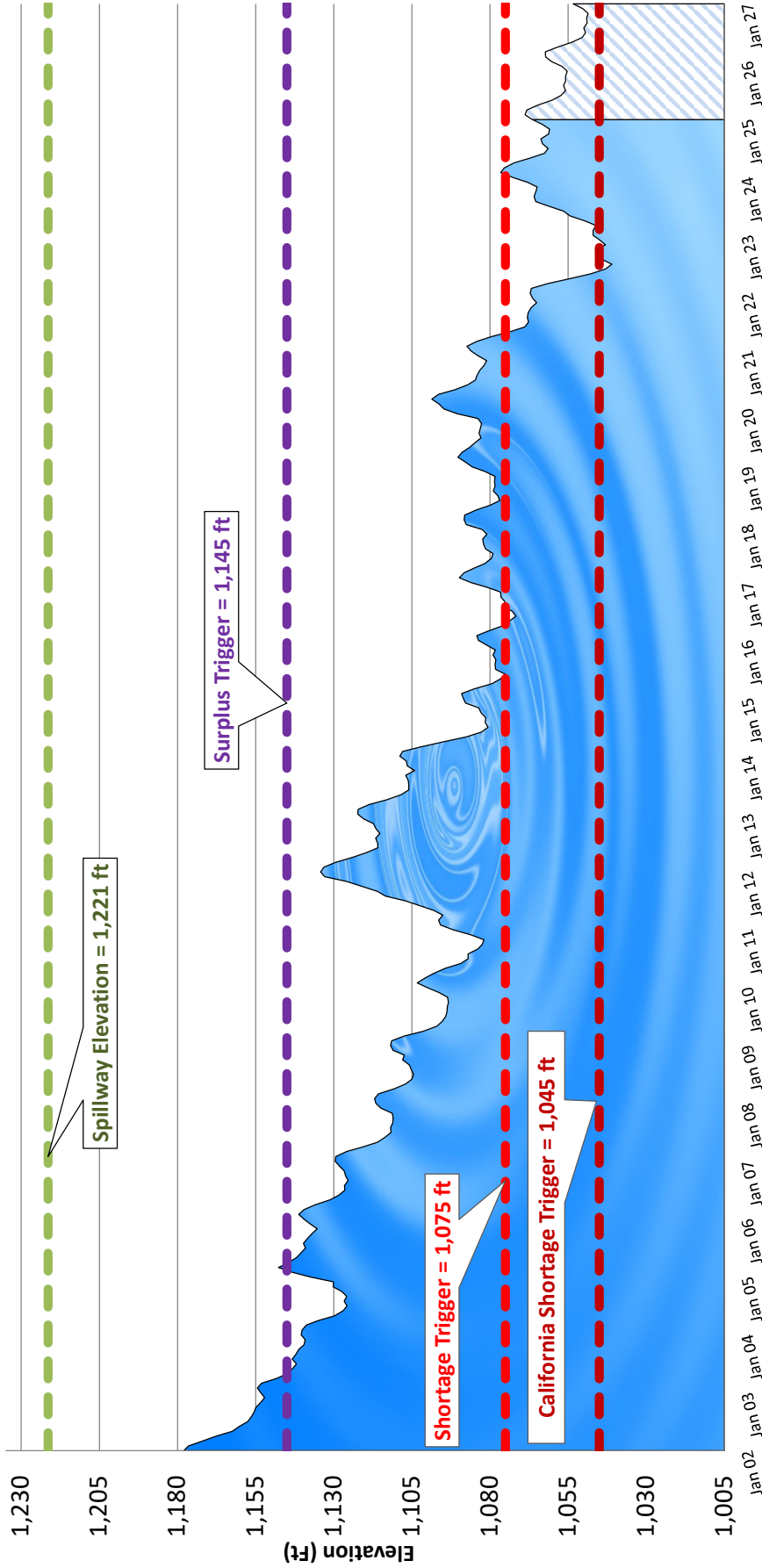


Colorado River Basin





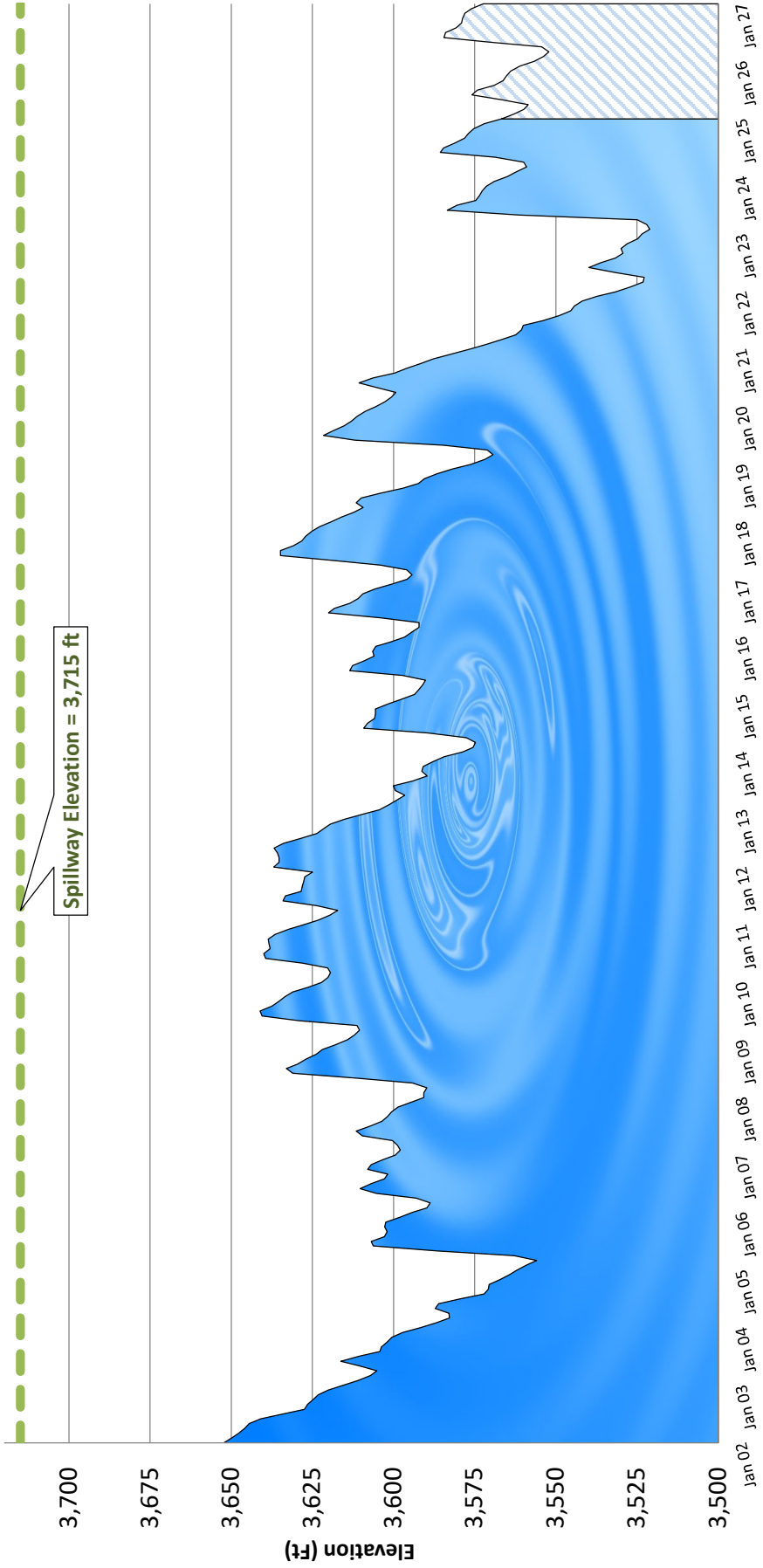
Lake Mead Levels: Historical and Projected projection per USBR 24-Month Study





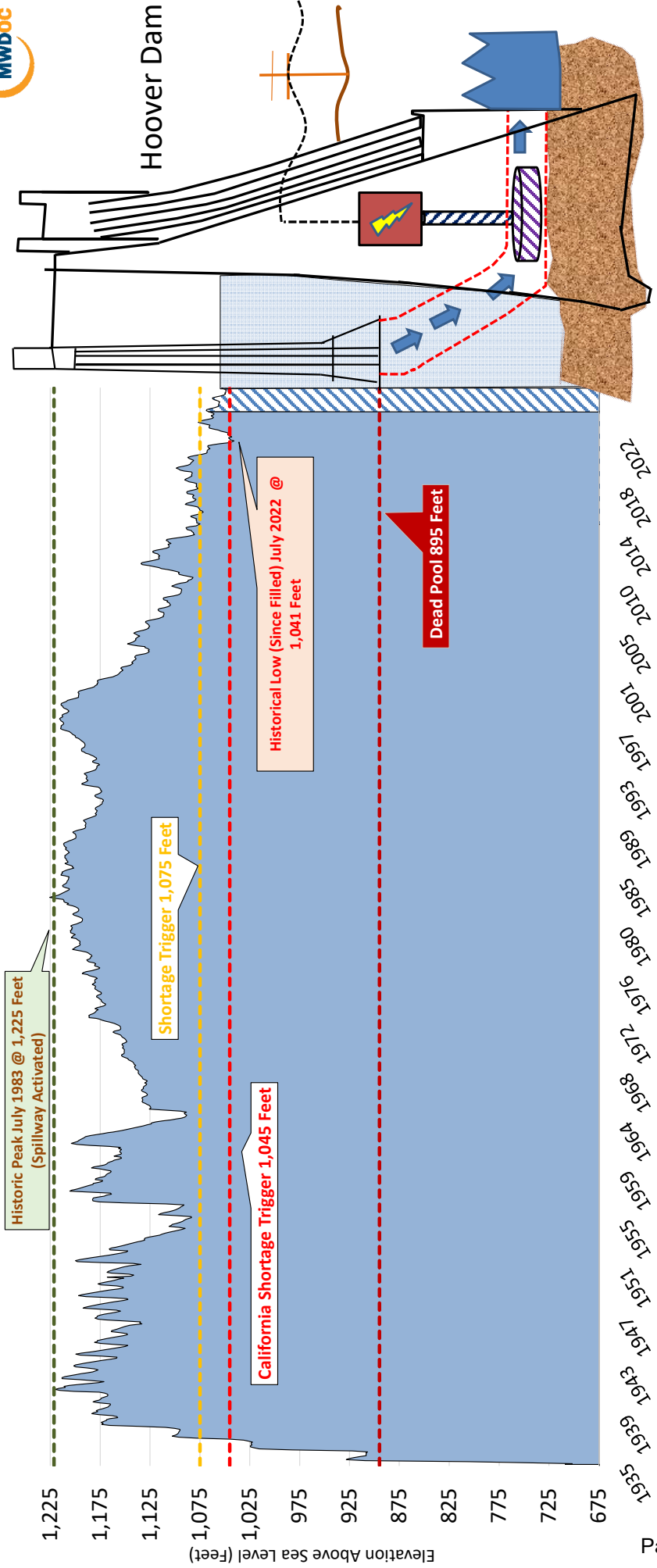
Lake Powell Levels: Historical and Projected projection per USBR 24-Month Study

■ Historical □ Projected





Lake Mead Historical Water Elevation Level



Lake Mead Storage Level

