

REGULAR MEETING
OF THE BOARD OF DIRECTORS
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
18700 Ward Street, Board Room, Fountain Valley, California
March 19, 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. 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#**

AGENDA

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS/PARTICIPATION

At this time, members of the public will be given an opportunity to address the Board concerning items within the subject matter jurisdiction of the Board. Members of the public may also address the Board about a particular Agenda item at the time it is considered by the Board and before action is taken. If the item is on the Consent Calendar, please inform the Board Secretary before action is taken on the Consent Calendar and the item will be removed for separate consideration.

The Board requests, but does not require, that members of the public who want to address the Board complete a voluntary "Request to be Heard" form available from the Board Secretary prior to the meeting.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize items(s) which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present, or, if less than two-thirds of the Board members are present, a unanimous vote of those members present.)

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>.

NEXT RESOLUTION NO. 2155

CONSENT CALENDAR (Items 1 to 7)

(All matters under the Consent Calendar will be approved by one motion unless a Board member requests separate action on a specific item)

1. MINUTES

- a. February 5, 2025 Workshop Board Meeting
- b. February 19, 2025 Regular Board Meeting

Recommendation: Approve as presented.

2. COMMITTEE MEETING REPORTS

- a. Planning & Operations Committee: February 3, 2025
- b. Administration & Finance Committee: February 12, 2025
- c. Executive Committee Meeting: February 20, 2025

Recommendation: Receive and file as presented.

3. TREASURER'S REPORTS

- a. MWDOC Revenue/Cash Receipt Register as of February 28, 2025
- b. Disbursement Registers (February/March)

Recommendation: Ratify and approve as presented.

- c. Summary of Cash and Investment and Portfolio Master Summary Report (Cash and Investment report) as of January 31, 2025
- d. PARS Monthly Statement (OPEB Trust)

Recommendation: Receive and file as presented.

4. FINANCIAL REPORT

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

Recommendation: Receive and file as presented.

5. ADMINISTRATION OF THE COUNTY OF ORANGE RAINSMART PILOT PROGRAM

Recommendation: Authorize the General Manager to enter into a contract with the County of Orange for MWDOC's administration of the County's RainSmart Rebates Pilot Program through MWDOC's existing Turf Replacement Program rebate processing infrastructure, with an administrative fee of up to \$265 for each RainSmart application processed.

6. APPROVE CHANGES TO RECORDS RETENTION SCHEDULE

Recommendation: Approve the changes to the Records Retention Schedule and authorize staff to incorporate these changes into the Administrative Code.

7. AWARD CONTRACT FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) NEEDS ASSESSMENT

Recommendation: 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.

End Consent Calendar

ACTION ITEMS

8-1 RECOMMENDATION ON WHETHER TO LEAVE AN INCREASE IN DIRECTOR COMPENSATION AS A PLACEHOLDER IN THE DRAFT FY 2025-26 BUDGET

Recommendation: 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.

8-2 ADOPTION OF THE 2025 ORANGE COUNTY WATER AND WASTEWATER MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN RES. NO. _____

Recommendation: Adopt by resolution (attached) the 2025 Orange County Water and Wastewater Multi-Jurisdictional Hazard Mitigation Plan.

DISCUSSION ITEMS

9. MEMBER AGENCY SPOTLIGHT – SANTA MARGARITA WATER DISTRICT

Recommendation: Receive and file presentation.

INFORMATION CALENDAR (All matters under the Information Calendar will be Received/Filed as presented following any discussion that may occur)

10. UPDATE TO OC LAFCO FOCUSED MSR AND CONSOLIDATION FEASIBILITY STUDY

Recommendation: Receive and file report(s) as presented.

11. GENERAL MANAGER'S REPORT, MARCH (ORAL AND WRITTEN)

Recommendation: Receive and file report(s) as presented.

12. MWDOC GENERAL INFORMATION ITEMS

- a. Board of Directors - Reports re: Conferences and Meetings
- b. Requests for Future Agenda Topics

Recommendation: Receive and file as presented.

ADJOURNMENT

Note: 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 contacting 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.

**MINUTES OF THE WORKSHOP BOARD MEETING
OF THE BOARD OF DIRECTORS OF
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC)
WITH THE MWDOC MET DIRECTORS
February 5, 2025**

At 8:30 a.m., President McVicker called to order the Workshop Meeting of the Municipal Water District of Orange County in Conference Room 101 at the District facilities located in Fountain Valley, as well as including attendance via the Zoom Webinar application. Director Dick led the Pledge of Allegiance, and Secretary Goldsby called the roll.

MWDOC DIRECTORS

Al Nederhood
Larry Dick*
Karl W. Seckel*
Bob McVicker
Randall Crane
Jeffery M. Thomas
Megan Yoo Schneider

STAFF

Harvey De La Torre, General Manager
Joe Byrne, Legal Counsel
Maribeth Goldsby, District Secretary
Melissa Baum-Haley, Assistant General Mgr.
Charles Busslinger, Dir. of Engineering/Dist. Eng.
Heather Baez, Director of Governmental Affairs
Joe Berg, Director of WUE
Alex Heide, Sr. Water Resource Analyst
Kevin Hostert, Sr. Water Resource Analyst
Sarina Sriboonlue, Principal Engineer
Rachel Waite, WUE Program Supervisor

*Also MWDOC-MET Directors

OTHER MWDOC-MET DIRECTORS

Linda Ackerman
Dennis Erdman

OTHERS PRESENT

Sara Tucker (absent)
Garrett Durst
Syrus Devers
Dick Ackerman
Peter Whittingham
Paul Jones
Doug Davert
Dave Youngblood
Kathryn Freshley
Mike Gaskins
Kay Havens
Wyatt McClean
Mark Monin
Dennis Cafferty
Sherri Seitz
Vu Chu
Dan Ferons
Doug Reinhart
Peer Swan

NRR
NRR
Syrus Devers Advocacy
Ackerman Consulting
Whittingham Public Affairs Advisors
Dopudja & Wells Consulting
East Orange County Water District
East Orange County Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
Irvine Ranch Water District
Irvine Ranch Water District
Irvine Ranch Water District

Paul Weghorst	Irvine Ranch Water District
Keith Van Der Maaten	Laguna Beach County Water District
Jim Atkinson	Mesa Water
Jim Fislser	Mesa Water
Dick Fiore	Moulton Niguel Water District
Don Froelich	Moulton Niguel Water District
Sherry Wanninger	Moulton Niguel Water District
Marina Lindsay	Moulton Niguel Water District
John Kennedy	Orange County Water District
Chris Olsen	Orange County Water District
Laura Freese	Santa Margarita Water District
Saundra Jacobs	Santa Margarita Water District
Margaret Novak	Santa Margarita Water District
Jerry Vilander	Serrano Water District
Bill Green	South Coast Water District
Trudi DesRoches	Yorba Linda Water District
Tom Lindsey	Yorba Linda Water District
Mark Toy	Yorba Linda Water District
Emily Novak	San Diego County Water Authority
Chuck Gibson	
Mike Markus	
Richard Bell	

TELECONFERENCE SITE

Director McVicker participated via teleconference locations (all agenda requirements pursuant to the Ralph M. Brown Act requirements were complied with).

PUBLIC PARTICIPATION/PUBLIC COMMENTS

President McVicker inquired whether any members of the public wished to comment on agenda items.

Newly appointed El Toro Water District Director Wyatt McClean was introduced to the Board.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED - Determine need and take action to agendize item(s), which arose subsequent to the posting of the agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present or, if less than two-thirds of the Board members are present, a unanimous vote.)

No items were presented.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

President McVicker inquired as to whether there were any items distributed to the Board less than 72 hours prior to the meeting.

Secretary Goldsby advised that the presentation material for Item 1 (regarding Metropolitan’s CAMP4W Process and Business Model) was distributed to the Board and made available to the public less than 72 hours prior to the meeting.

PRESENTATION / DISCUSSION ITEMS**PRESENTATION REGARDING METROPOLITAN'S CAMP4W PROCESS AND BUSINESS MODEL**

Senior Water Resources Analyst Alex Heide provided an update on MET's Business Model Process. The presentation included an overview of the CAMP4W process, Business Model background, process, and retreat, and an update on working group meetings (financial policies, water resources, and engineering sub-working groups). He concluded the presentation with an outline of the next steps, which include evaluating a potential program for MET to enable member agency local supply exchanges, as well as future discussions regarding a possible MET policy for water sales outside the service area, and additional conservation and local resource planning.

The Board and audience then discussed various topics, including funding for the programs outlined in the Business Model as well as other financial issues (surcharges, how to pay for the programs, how to incorporate the issues/programs into the biennial budget, revenue sources, how to remain revenue neutral, etc.). Additional topics addressed were State Water Project dependent areas, the budget schedule, the importance of having the CFO report directly to the Board, and cyber security issues.

Following discussion, the Board received and filed the information.

LEGISLATIVE ACTIVITIES**a. Federal Legislative Report (NRR)**

Mr. Garrett Durst of NRR reviewed his written report, and he highlighted (1) two Executive Orders signed by President Trump on California water which would loosen restrictions on the Delta, and (2) the federal funding freeze (which was subsequently rescinded), noting that Bureau of Reclamation projects are not the target of the funding freeze, and these projects should not be in jeopardy. Mr. Durst advised that Doug Burgum was appointed as Secretary of the Interior.

The Board received and filed the report.

b. State Legislative Report (SDA)

Mr. Syrus Devers of SDA reviewed his report, highlighting MWDOC staff's recent trip to Sacramento where the theme was to highlight returning issues in 2025 focusing on the reintroduction of SB 366 (Caballero), now SB 72 (Caballero) – California Water for All, Low Income Rate Assistance for water, and flood flow diversions. He also provided an update on the Governor's proposed budget, as well as the California Air Resources Control Board's (CARB) recent withdrawal of its request for a waiver from the EPA to implement the Governor's Advanced Clean Fleets (ACF) program.

The Board received and filed the report.

c. Legal and Regulatory Report (Ackerman)

Mr. Dick Ackerman reviewed his report, highlighting the Nutria situation (a beaver like rodent which has invaded the Delta), as well as the Palisades Fire and associated water related issues.

Following a discussion regarding the possible effects Nutria may have on the levees, the Board requested a future update. The Board received and filed the report.

d. County Legislative Report (Whittingham)

Mr. Peter Whittingham reviewed his report with the Board and the Board received and filed the written report.

QUESTIONS OR INPUT ON MET ISSUES FROM MEMBER AGENCIES/MET DIRECTOR REPORTS REGARDING MET COMMITTEE PARTICIPATION

Director Ackerman advised that David Palumbo was appointed Acting Director of the Bureau of Reclamation. She also highlighted various issues including MET’s pre-stressed concrete pipe rehabilitation project of \$3.1 billion, the Quagga mussels (which have been found in the State Water Project), the Sites Project, and Bay-Delta investments.

Director Erdman reported on MET’s Engineering, Operations & Technology Committee activities and he highlighted several projects which will be brought to the Committee in February.

Director Seckel reported on the Business Model, as well as the Pure Water Subcommittee activities.

Director Dick highlighted the following: (1) MET appointed Deven Upadhyay as its new General Manager, and (2) MET’s budget issues and the importance of focusing on revenue options.

ACTION ITEM

SB 72 (CABALLERO) – THE CALIFORNIA WATER PLAN: LONG-TERM SUPPLY TARGETS

Upon MOTION by Director Seckel, seconded by Director Crane, and carried (5-0), the Board adopted a support position on SB 72 (Caballero) and authorized staff to join CMUA’s coalition letter and outreach efforts, by the following roll call vote:

- AYES: Directors Nederhood, Dick, McVicker, Seckel & Crane
- NOES: None
- ABSENT: Directors Thomas and Yoo Schneider
- ABSTAIN: None

INFORMATION ITEMS

MWD ITEMS CRITICAL TO ORANGE COUNTY

- a. MET Finance and Rate Issues
- b. MET Water Supply Conditions Update
- c. Water Quality Update
- d. Colorado River Issues
- e. Delta Conveyance Activities and State Water Project Issues

The Board received and filed the report as presented.

METROPOLITAN (MET) BOARD AND COMMITTEE AGENDA DISCUSSION ITEMS

- a. Summary report regarding the January MET Board Meeting
- b. Review items of significance for the upcoming MET Board and Committee Agendas

The report was received and filed.

CLOSED SESSION ITEM

At 10:52 a.m., Legal Counsel Byrne announced that the Board would adjourn to closed session to discuss the following matter with Legal Counsel:

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

The Metropolitan Water District of Southern California et al. v. California Department of Fish & Wildlife et al. (MWDOC is a petitioner in this lawsuit), Sacramento County Superior Court Case No. 34-2021-80003692-CU-WM-GDS.

RECONVENE

The Board reconvened at 11:17 a.m., and Legal Counsel Byrne announced that no reportable action was taken in closed session.

ADJOURNMENT

There being no further business, the meeting adjourned at 11:18 a.m.

Maribeth Goldsby
District Secretary

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
February 19, 2025**

At 8:30 a.m., President McVicker called to order the Regular Meeting of the Municipal Water District of Orange County, in the Board Room at the District facilities located in Fountain Valley, as well as via the Zoom Webinar application. Following a moment of silence, General Manager De La Torre led the Pledge of Allegiance and Secretary Goldsby called the roll.

MWDOC DIRECTORS

Al Nederhood
Larry Dick (absent)
Bob McVicker
Karl Seckel
Randall Crane
Jeffery M. Thomas
Megan Yoo Schneider

STAFF

Harvey De La Torre, General Manager
Joe Byrne, Legal Counsel
Maribeth Goldsby, District Secretary
Melissa Baum-Haley, Assistant General Manager
Heather Baez, Director of Governmental Affairs
Sarina Sriboonlue, Principal Engineer
Damon Micalizzi, Director of Public Affairs
Hilary Chumpitazi, Director of Finance/IT
Cathy Harris, Director of Administration/HR
Joe Berg, Director of Water Use Efficiency
Hilary Chumpitazi, Director of Finance/IT
Vicki Osborn, Director of Emergency Management
Charles Busslinger, Dir. of Engineering/Dist. Engineer

ALSO PRESENT

Linda Ackerman
Dennis Erdman
Mike Gaskins
Kay Havens
Mark Monin
Vu Chu
Doug Reinhart
Peer Swan
Paul Weghorst
Keith Van Der Maaten
Jim Atkinson
Jim Fisler
Stacy Taylor
Dick Fiore
John Kennedy
Chris Olsen
Alicia Dunkin
Lindsay Leahy
Brad Reese
Jerry Vilander
Jennifer Lopez
Fernando Paludi
Brett Barbre
Gene Hernandez
Tom Lindsey

MWDOC/MET Director
MWDOC/MET Director
El Toro Water District
El Toro Water District
El Toro Water District
El Toro Water District
Irvine Ranch Water District
Irvine Ranch Water District
Irvine Ranch Water District
Laguna Beach County Water District
Mesa Water
Mesa Water
Mesa Water
Moulton Niguel Water District
Orange County Water District
Orange County Water District
Orange County Water District
Orange County Water District
Santa Margarita Water District
Serrano Water District
Serrano Water District
South Coast Water District
Trabuco Canyon Water District
Yorba Linda Water District
Yorba Linda Water District
Yorba Linda Water District

Dick Ackerman
Lisa Ohlund
Steven Kuo
Chuck Gibson
David Martinez

Ackerman Consulting
Ohlund Management & Technical Services
LADWP

TELECONFERENCE SITE

Director McVicker participated via teleconference location (all agenda requirements pursuant to the Ralph M. Brown Act requirements were complied with).

PUBLIC PARTICIPATION/PUBLIC COMMENT

President McVicker announced that members of the public wishing to comment on agenda items could do so after the item has been discussed by the Board and requested members of the public identify themselves when called on. President McVicker asked whether any member of the public had any comments on items that were not on the agenda.

No public comments were made.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were received.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

President McVicker inquired as to whether there were any items distributed to the Board less than 72 hours prior to the meeting.

No items were received.

EMPLOYEE SERVICE AWARD

General Manager De La Torre presented an award to Records Specialist, Pari Francisco, for ten years of service with the District.

CONSENT CALENDAR

President McVicker stated that all matters under the Consent Calendar would be approved by one MOTION unless a Director wished to consider an item separately.

Upon MOTION by Director Thomas, seconded by Director Seckel, and carried (6-0), the Board approved the following Consent Calendar items by the following roll call vote:

AYES:	Directors Nederhood, McVicker, Seckel, Crane, Thomas & Yoo Schneider
NOES:	None
ABSENT:	Director Dick
ABSTAIN:	None

MINUTES

The following minutes were approved.

January 2, 2025	Workshop Board Meeting
January 15, 2025	Regular Board Meeting

COMMITTEE MEETING REPORTS

The following Committee Meeting reports were received and filed as presented.

Planning & Operations Committee Meeting:	January 6, 2025
Administration & Finance Committee Meeting:	January 8, 2025
Executive Committee Meeting:	January 16, 2025
MWDOC/OCWD Joint Planning Committee:	January 22, 2025

TREASURER'S REPORTS

The following items were ratified and approved as presented.

MWDOC Revenue/Cash Receipt Register as of January 31, 2025
Disbursement Registers (January/February)

The following items were received and filed as presented.

Summary of Cash and Investment and Portfolio Master Summary Report (Cash and Investment Report) as of December 31, 2024

PARS Monthly Statement (OPEB Trust)

FINANCIAL REPORT

The following items were received and filed as presented.

Combined Financial Statements and Budget Comparative for the Period Ending December 31, 2024

ISDOC APPOINTMENT TO THE ORANGE COUNTY OPERATIONAL AREA EXECUTIVE BOARD

The Board ratified ISDOC’s appointment of Larry Dick as ISDOC’s representative to the Orange County Operational Area Executive Board.

INVESTING IN THE CALIFORNIA ASSET MANAGEMENT PROGRAM (CAMP)

The Board authorized the District Treasurer (Hilary Chumpitazi, Director of Finance/IT) to invest in the California Asset Management Program (CAMP) utilizing the funds from the Orange County Treasurer’s Pool (OCTP), but retain MWDOC’s OCTP account as part of the District investment portfolio, which will now include CAMP, LAIF, and OCTP.

APPROVE ADDITION OF SECTION 2311, SUCCESSION PLANNING POLICY TO THE PERSONNEL MANUAL

The Board approved the addition of Section 2311, Succession Planning Policy, to the Personnel Manual generally as presented, but asked that staff remove the specified six-month timeframe, thereby leaving the timing on filling of vacancies at the General Manager’s discretion.

AMENDMENT TO THE CITY OF FULLERTON’S MASTER AGREEMENT

The Board authorized the General Manager to execute the 1st amendment to the City of Fullerton’s Master Agreement for Shared Services, increasing the initial term funding obligation limit to \$1,500,000 and the total term funding obligation limit to \$3,000,000, subject to any non-substantive changes or modifications.

- END CONSENT CALENDAR -

ACTION ITEMS

BUREAU OF RECLAMATION GRANT RESOLUTION FOR THE ORANGE COUNTY COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL (CII) WATER CONSERVATION PLANNING PROJECT PHASE II

Upon MOTION by Director Yoo Schneider, seconded by Director Seckel, and carried (6-0), the Board adopted RESOLUTION NO. 2154 in support of MWDOC’s 2025 Water Conservation Field Services Program grant application to the Bureau of Reclamation for the Orange County Commercial, Industrial, and Institutional (CII) Water Conservation Planning Project Phase II, by the following roll call vote:

- AYES: Directors Nederhood, McVicker, Seckel, Crane, Thomas & Yoo Schneider
- NOES: None
- ABSENT: Director Dick
- ABSTAIN: None

INFORMATION CALENDAR

GENERAL MANAGER'S REPORT, FEBRUARY 2025

General Manager De La Torre advised that the full General Manager’s report was included in the Board packet.

Responding to an inquiry from Director Nederhood, Mr. De La Torre advised that the contract for the Geographic Information System (GIS) Needs Assessment would be presented to the Board in March.

A brief outline and status report was provided regarding the National Water Loss Program meeting held January 23, 2025 with researchers from Virginia Tech.

The Board received and filed the report as presented.

MWDOC GENERAL INFORMATION ITEMS**a. BOARD OF DIRECTORS**

The Board members each reported on their attendance at the regular (and special) MWDOC Board and Committee meetings. In addition to these meetings, the following reports were made on conferences and meetings attended on behalf of the District.

Director Nederhood advised that he attended the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), several MET Committee meetings, the WACO and WACO planning meetings, the Ad Hoc Committee meeting regarding LAFCO issues, and the OC Water Summit planning meeting.

Director McVicker reported that he attended all of the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop meeting and Regular Board meetings), the MET special Executive Committee and Board meetings, as well as MET Committees (including the Pure Water and Long Term planning Subcommittee meetings), the ISDOC Executive Committee meeting, and the WACO and WACO planning meetings.

Director Seckel advised that he attended the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the regularly scheduled MET Board and Committee meetings, the MET caucus, the WACO meeting, the MET Special Board/Committee meetings, the Pure Water Subcommittee meeting, a meeting with the LA Water Keeper group, the dedication of MET's Board Room in honor of Phil Pace, and the YLWD helihydrant demonstration. He also advised that he would be attending MET's Water Quality Lab naming ceremony later in the day (to be named after a prior MET employee, Mike McGuire). Director Seckel also provided an overview of MET activities.

Director Crane reported that he attended all of the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop and Regular Board meetings), the MET Committee meetings, the WACO meeting, the Ad Hoc Committee meeting regarding LAFCO issues, and the IRWD Board meeting.

Director Thomas stated that he attended the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, MWDOC/OCWD Joint Planning, and Executive Committee meetings, as well as the Workshop Board meeting), as well as MET Committee meetings.

Director Yoo Schneider advised that she attended the regularly scheduled MWDOC meetings (Planning & Operations, Administration & Finance, and MWDOC/OCWD Joint Planning Committee meetings, as well as the Workshop Board meeting), the SCWD and SMWD Board and Committee meetings, several CCEEB Water Chemistry and Waste Committee meetings, and the WACO meeting.

b. REQUESTS FOR FUTURE AGENDA TOPICS

No future agenda topics were requested.

ADJOURNMENT

There being no further business to come before the Board, President McVicker adjourned the meeting at 9:07 a.m.

Respectfully submitted,

Maribeth Goldsby, Secretary

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Jointly with the

PLANNING & OPERATIONS COMMITTEE MEETING

February 3, 2025 – 8:30 a.m. to 9:58 a.m.

The meeting was in-person at the Municipal Water District of Orange County's office and included attendance via the Zoom Webinar application.

P&O Committee:

Director Seckel, Chair
Director Dick
Director Yoo Schneider

Staff: Harvey De La Torre, Melissa Baum-Haley, Vicki Osborn, Joe Berg, Hilary Chumpitazi, Charles Busslinger, Tiffany Baca, Maribeth Goldsby, Tina Dubuque, Alex Heide,

Also Present:

MWDOC Director Nederhood
MWDOC Director McVicker
MWDOC Director Crane
MWDOC Director Thomas
MWDOC MET Director Ackerman
MWDOC MET Director Erdman
Kay Havens, ETWD
Vu Chu, ETWD
Wyatt McClean, ETWD
Sherri Seitz, ETWD
Mike Gaskin, ETWD
Kathryn Freshley, ETWD
Mark Monin, ETWD
Peer Swan, IRWD
Paul Weghorst, IRWD
Stacy Taylor, Mesa Water
Jim Atkinson, Mesa Water

Jim Fisler, Mesa Water
Donald Froelich, MNWD
Sherry Wanninger, MNWD
Donald Froelich, MNWD
Alicia Dunkin, OCWD
John Kennedy, OCWD
Jennifer Lopez, SCWD
Laura Freeze, SMWD
Margaret Novak, SMWD
Nate Adams, SMWD
Saundra Jacobs, SMWD
Brad Reese, SWD
Greg Mills, SWD
Jerry Vilander, SWD
Brett Barbre, YLWD
Arthur Perry, CMSD
Jennifer Nevius, Soto Resources
Joey Soto, Soto Resources

Chairperson Seckel called the meeting to order at 8:30 a.m.

ROLL CALL

Secretary Goldsby conducted a roll call attendance of the Planning & Operations Committee members. Committee members, Directors Seckel and Dick and Yoo Schneider were present. Directors Nederhood, McVicker, Thomas, and Crane were also present.

REMOTE/TELECONFERENCE SITES

Director McVicker participated via teleconference location (all agenda requirements pursuant to the Ralph M. Brown Act requirements were complied with).

Director Thomas participated via teleconference via the “just cause” exemption under AB 2449.

PUBLIC COMMENTS

Director Gaskins, El Toro Water District, introduced Director Wyatt McClean (ETWD's newest Board member, replacing Fred Adjarian).

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were presented.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS BEFORE MEETING

No items were distributed to the Board less than 72 hours before the meeting.

PRESENTATION ITEM

GRANTS TRACKING AND ACQUISITION PROGRAM UPDATE BY SOTO RESOURCES

Joey Soto of Soto Resources presented an update and review of Soto Resources' work on behalf of MWDOC and its member agencies for 2024.

Discussion ensued around the current political environment and how it might affect the grant funding process.

The Committee received and filed this presentation.

ACTION ITEM

BUREAU OF RECLAMATION GRANT RESOLUTION FOR THE ORANGE COUNTY COMMERCIAL, INDUSTRIAL, AND INSTITUTIONAL (CII) WATER CONSERVATION PLANNING PROJECT PHASE II

Rachel Waite, Water Use Efficiency Programs Supervisor, explained that Water Use Efficiency is pursuing a resolution in support of MWDOC's 2025 Water Conservation Field Services Program grant application to the Bureau of Reclamation for the Orange County Commercial, Industrial, and Institutional (CII) Water Conservation Planning Project Phase II.

Upon MOTION by Director Yoo Schneider, seconded by Director Dick, and carried (3-0), the Committee recommended the Board of Directors adopt the attached resolution in support of MWDOC's 2025 Water Conservation Field Services Program grant application for the Orange County CII Conservation Planning Project Phase II.

A roll call vote was taken, with Directors Seckel, Dick, and Yoo Schneider voting in favor. This item will be presented to the Board at the February 19, 2025, Board Meeting.

AMENDMENT TO THE CITY OF FULLERTON'S MASTER AGREEMENT

Upon MOTION by Director Yoo Schneider, seconded by Director Dick, and carried (3-0), the Committee recommended the Board of Directors: Authorize the General Manager to execute

the 1st amendment to the City of Fullerton's Master Agreement for Shared Services, increasing the initial term funding obligation limit to \$1,500,000 and the total term funding obligation limit to \$3,000,000, subject to any non-substantive changes or modifications.

A roll call vote was taken, with Directors Seckel, Dick, and Yoo Schneider voting in favor. This item will be presented to the Board at the February 19, 2025, Board Meeting.

DISCUSSION ITEM

WEROC 2025 BUSINESS PLAN

The Committee received and filed this report.

Director Yoo Schnieder left the meeting at 9:35 a.m.

INFORMATION ITEMS

UPDATE ON PARTICIPATION IN THE CALIFORNIA DATA COLLABORATIVE

The Committee received and filed this report.

QUARTERLY SPEAKERS BUREAU UPDATE

The Committee received and filed this report.

PUBLIC AFFAIRS HIGHLIGHTS

The Committee received and filed this report.

DEPARTMENT ACTIVITIES REPORTS

- a. Ongoing MWDOC Reliability and Engineering/Planning Projects
- b. WEROC
- c. Water Use Efficiency Projects
- d. Public and Government Affairs

The Committee received and filed these reports.

REVIEW OF ISSUES RELATED TO PLANNING OR ENGINEERING PROJECTS, WEROC, WATER USE EFFICIENCY, FACILITY AND EQUIPMENT MAINTENANCE, WATER STORAGE, WATER QUALITY, CONJUNCTIVE USE PROGRAMS, EDUCATION, PUBLIC AFFAIRS PROGRAMS AND EVENTS, PUBLIC INFORMATION PROJECTS, PUBLIC INFORMATION CONSULTANTS, DISTRICT FACILITIES, and MEMBER-AGENCY RELATIONS

ADJOURNMENT

As no further business was brought before the Committees, the meeting was adjourned at 9:58 a.m.

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY

Jointly with the

ADMINISTRATION & FINANCE COMMITTEE

February 12, 2025 – 8:30 a.m. to 11:04 a.m.

Director Crane called the meeting to order at 8:30 a.m. The meeting was held in-person at the District offices as well as including attendance via the Zoom webinar application.

A&F Committee:

Director Crane
Director Thomas
Director Nederhood

Staff:

Harvey De La Torre, Melissa Baum-Haley,
Maribeth Goldsby, Katie Davanaugh,
Hilary Chumpitazi, Cathy Harris,
Damon Micalizzi, Heather Baez,
Charles Busslinger

Also Present:

Director Seckel
Director McVicker
Director Dick
Director Yoo Schneider
MWDOC Met Director Linda Ackerman
MWDOC Met Director Dennis Erdman
Dick Ackerman
Crystal Lynn, California CLASS
Kyle Tanaka, CAMP
Dawn Koepke, McHugh Koepke Padron
Government Relations
Dennis Cafferty, ETWD
Vu Chu, ETWD
Mike Gaskins, ETWD
Kay Havens, ETWD
Wyatt McClean, ETWD

Mark Monin, ETWD
Sherri Seitz, ETWD
Donald Froelich, MNWD
Diane Rifkin, MNWD
Sherry Wanninger, MNWD
Jim Atkinson, Mesa Water
Paul Weghorst, IRWD
Peer Swan, IRWD
Keith Van Der Maaten, LBCWD
Brad Reese, SWD
Greg Mills, SWD
Jerry Vilander, SWD
Lindsay Leahy, SMWD
Margaret Novak, SMWD
John Horst, TCWD
Brett Barbre, YLWD

ROLL CALL

Secretary Goldsby conducted a roll call attendance of the Committee members with Directors Crane, Thomas and Nederhood acknowledging attendance for the Administration and Finance Committee, and Directors Dick, McVicker, Yoo Schneider and Seckel also present.

TELECONFERENCE SITES

Directors Thomas and McVicker participated via teleconference locations. All agenda requirements pursuant to the Ralph M. Brown Act requirements were complied with.

PUBLIC COMMENTS

No comments were received.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were presented.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

No items were presented.

PROPOSED BOARD CONSENT CALENDAR ITEMS

TREASURER'S REPORT

- a. Revenue/Cash Receipt Report – January 2025
- b. Disbursement Approval Report for the month of February 2025
- c. Disbursement Ratification Report for the month of January 2025
- d. GM Approved Disbursement Report for the month of January 2025
- e. Consolidated Summary of Cash and Investment – December 2024
- f. OPEB and Pension Trust Fund statement

The Committee reviewed the Treasurer's Report and held general discussion on several disbursements on the disbursement approval report.

Upon MOTION by Director Thomas, seconded by Director Nederhood and carried (3-0), the Committee recommended approval of the Treasurer's Report at the February 19, 2025 Board meeting. The vote was taken via roll call with Directors Crane, Thomas and Nederhood all voting in favor.

FINANCIAL REPORT

- a. Combined Financial Statements and Budget Comparative for the Period Ending December 31, 2024

The Committee reviewed the Financial Report and upon MOTION by Director Thomas, seconded by Director Nederhood and carried (3-0), the Committee recommended approval of the Financial Report at the February 19, 2025 Board meeting. The vote was taken via roll call with Directors Crane, Thomas and Nederhood all voting in favor.

ACTION ITEMS

APPROVE ADDITION OF SECTION 2311, SUCCESSION PLANNING POLICY TO THE PERSONNEL MANUAL

General Manager De La Torre advised that the District's recently completed Needs Assessment identified a recommendation that a policy be adopted to allow the General Manager to fill planned vacancies for key positions (typically due to retirement) and allow for an overlap of staffing to facilitate an appropriate amount of time to recruit, fill, on-board and provide training for new, incoming staff.

The Committee held discussion on the appropriate amount of time needed to allow for the transfer of institutional knowledge and appropriate training, noting that recruitment time varies depending on a number of factors. Following discussion, the Committee requested staff remove the reference “of up to six months prior to the incumbent’s last day of employment” from the proposed policy (leaving the timing of filling the vacancies at the General Manager’s discretion); this change will be made prior to presenting the item to the Board.

Upon MOTION by Director Thomas, seconded by Director Thomas and carried (3-0), the Committee recommended approval of the Succession Planning Policy, Section 2311 of the Personnel Manual but removing the specified six-month timeframe (thereby leaving the timing on filling vacancies at the General Manager’s discretion), at the February 19, 2025 Board meeting. The vote was taken via roll call with Directors Crane, Thomas and Nederhood all voting in favor.

INVESTING IN THE CALIFORNIA ASSET MANAGEMENT PROGRAM (CAMP)

Mr. De La Torre advised that staff had been asked to evaluate whether other investment options should be considered to enhance the District’s investment portfolio. As a result, Hilary Chumpitazi, Director of Finance/IT, researched options and is recommending that the District move a portion of the District’s investment portfolio to the California Asset Management Program (CAMP), utilizing funds from the existing Orange County Treasurer’s Pool (OCTP).

Kyle Tanaka, CAMP, provided an overview of CAMP and its investment yields, noting that it is a public agency and follows GASB 79 requirements, and it is presently producing a better yield than OCTP.

Upon MOTION by Director Nederhood, seconded by Director Thomas and carried (3-0), the Committee recommended approval of moving the District’s current investment funds from the existing OCTP to CAMP at the February 19, 2025 Board meeting; with the caveat that staff retain MWDOC’s OCTP account as part of the District investment portfolio, which will now include CAMP, LAIF, and OCPT.

DISCUSSION ITEMS

UPDATE AND PRESENTATION ON THE CALIFORNIA COUNCIL OF ENVIRONMENTAL AND ECONOMIC BALANCE (CCEEB)

Heather Baez, Director of Government Affairs, noted that the Board had requested additional follow-up from CCEEB on membership benefits, and she introduced Dawn Koepke.

Dawn Koepke (McHugh Koepke Padron Government Relations) Project Manager for the Water, Chemistry and Waste (WCW) project and CCEEB advocate, provided a comprehensive overview of CCEEB’s mission, projects, some specific project issues, a listing of key partners, and membership fees. Ms. Koepke went on to review the benefits to MWDOC, noting that active participation by Board members and/or staff is crucial and will allow a “seat at the table” to work through policy issues on matters of interest to MWDOC. Some of the recent legislative engagement topics and regulatory priorities were also

reviewed.

The Committee held discussion on topics that are relevant to the water community and Orange County specifically, noting regulations pertaining to *Conservation as a Way of Life*; and inquired how CCEEB can assist with this. Ms. Koepke responded that activities throughout the state are of interest, and acknowledged CCEEB works with water agencies throughout the state, from a variety of stakeholders, and that they continue to work with the State Water Resources Control Board to address concerns and issues. The Committee requested that Ms. Koepke provide MWDOC with a membership list, noting that it is not listed on the CCEEB website.

It was noted that MWDOC is considering membership in the upcoming budget and will continue to evaluate the benefits of membership.

As a note, CCEEB will be hosting their next main meeting on March 14th and several Directors and staff expressed interest in attending via Zoom.

MWDOC FY 2025-26 1ST DRAFT BUDGET

General Manager De La Torre presented the 1st draft budget for review, discussion and feedback. Items reviewed included a budget schedule, key budget assumptions, a review of adopted MET rates and charges, MWDOC FY 2025-26 core expenses, and department priorities. Mr. De La Torre went on to cover the budget overview, salary merit pool and new items incorporated into the 1st draft budget in additional detail, as outlined in the staff report. Those include technology enhancements and improvements, support for the Water Energy Education Alliance, the District's 75th anniversary celebration in 2026, the 2026 Urban Water Management Plan and a 5% increase in Director's per diem compensation.

Mr. De La Torre went on to review water rates, revenues, operating expenses and staffing level adjustments. It was noted that there has been a slight reduction in participation levels for the water use efficiency projects in the current fiscal year, which will impact next year's budget, as noted in the year-to-date change. Additionally, he reviewed the budget assumptions including the salary merit pool and the formula associated with that calculation.

Regarding *Items Not Yet Incorporated* in the Draft Budget, the Committee held discussion on the Director compensation component which allows for a maximum increase of 5% (per year since the last increase). It was noted that the last increase was effective in 2020. Staff was advised to change the wording from "Operational Considerations" to Director Compensation in the next draft budget. Additional discussion on this subject will be continued at the March Administration & Finance Committee meeting. Mr. De La Torre confirmed that an award for the GIS needs assessment contract will be presented to the Board in March, which will aid in a budget estimate that will be added to the final draft budget for consideration. Additionally, Melissa Baum-Haley reported that training opportunities are planned to be expanded in the upcoming fiscal year and will include courses for grant writing and grant management, which could be expanded to include member agencies. In addition to these, Director Dick suggested MWDOC host a Form 700 training workshop in early 2026. Other training opportunities include leadership training and on-going mandated human resources training for all. The IT department will continue to ensure that the District's computer equipment and related technology is up-to-date and with that, additional computers and equipment will be budgeted for FY 2025-26; this information

is provided in the proposed budget.

Staff was directed to review the Choice programs year-to-year expenses to validate the numbers in the 2nd draft budget.

It was noted that the updated election expense invoices have not yet been received, but once received, staff will forward such invoices to the Board.

INFORMATION ITEMS

SEMI-ANNUAL DIRECTORS ACTIVITIES REPORT

SEMI-ANNUAL OVERTIME REPORT

ANNUAL AUTO ALLOWANCE REPORT

DEPARTMENT ACTIVITIES REPORT

- a. Administration
- b. Finance and Information Technology

The informational staff reports were received and filed.

MONTHLY WATER USAGE DATA AND WATER SUPPLY INFO

The monthly water data reports were received and filed.

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

Director Seckel requested that budget discussions be removed from the Elected Officials Forum agenda. Mr. De La Torre noted this subject will be discussed at the Executive Committee as that agenda develops.

Director Nederhood noted that LAFCO has agendized the topic of consolidation for smaller agencies at their March 12th meeting and requested that a representative from MWDOC attend (Director and staff).

ADJOURNMENT

There being no further business brought before the Administration & Finance Committee; the meeting was adjourned at 11:04 a.m.

MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF THE
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
jointly with the
EXECUTIVE COMMITTEE
February 20, 2025, 8:30 a.m. to 9:10 a.m.
Conference Room 101

Committee:

Director McVicker, President
Director Thomas, Vice President (absent)
Director Yoo Schneider, Immediate Past President

Staff:

H. De La Torre, M. Goldsby,
M. Baum-Haley, D. Micalizzi,
H. Baez

Also Present

Director Nederhood	Jim Atkinson, Mesa Water
Director Dick (absent)	Stacy Taylor, Mesa Water
Director Seckel	Don Froelich, MNWD
Director Crane	Sherry Wanninger, MNWD
Director Erdman, MWDOC/MET Dir.	Laura Freese, SMWD
Director Ackerman, MWDOC/MET Dir.	Margaret Novak, SMWD
Wyatt McClean, ETWD	Betty Olson, SMWD
Mark Monin, ETWD	Chuck Gibson
Keith Van Der Maaten, LBCWD	

President McVicker called the meeting to order at 8:30 a.m. The meeting was held in-person at the District offices as well as including attendance via the Zoom Webinar application. Secretary Goldsby called the roll, and Committee members McVicker and Yoo Schneider were present. Directors Seckel, Nederhood, and Crane were also present; Directors Thomas and Dick were absent.

TELECONFERENCE SITES

Directors McVicker and Yoo Schneider participated via teleconference locations (all agenda requirements pursuant to the Ralph M. Brown Act requirements were complied with).

PUBLIC PARTICIPATION

No items were presented.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

No items were presented.

ITEMS DISTRIBUTED TO THE BOARD LESS THAN 72 HOURS PRIOR TO MEETING

Secretary Goldsby advised that the draft agendas for the upcoming month were distributed to the Board and made available to the public.

EXECUTIVE COMMITTEE REVIEW OF FUTURE AGENDAS

The Committee reviewed and discussed the draft agendas for each meeting and made revisions/additions as listed below.

a. Workshop Board Meeting

Following a discussion regarding the agenda presentations, Director Nederhood asked that Syrus Devers give an update on SB 31 (new uses of recycled water).

b. Planning & Operations Committee Meeting

No new items were added to the agenda.

c. Administration & Finance Committee (A&F)

Director Crane (Chair of the A&F Committee) suggested the Board take a definitive action on whether to leave the 5% increase in director compensation in the draft budget as a placeholder or whether to remove it.

Director Nederhood referenced the WEEA business plan and asked that the information include a historical accounting (as well as future projections).

General Manager De La Torre advised that because of the conflict in meeting times with OC LAFCO and MWDOC's A&F Committee meeting, he would be attending the LAFCO meeting, leaving Assistant General Manager Baum-Haley to attend the A&F Committee meeting.

DISCUSSION REGARDING UPCOMING ACTIVITIES OF SIGNIFICANCE

Mr. De La Torre referenced the upcoming Elected Officials Forum (scheduled for April 9), noting that he would be discussing the format and potential topics at the March Executive Committee meeting. Several potential topics were discussed and the Board members present were generally supportive of changing the format to be more engaging with the elected officials.

He also reported that MET's newly appointed General Manager, Deven Upadhyay, would be the keynote speaker at the upcoming Water Policy dinner scheduled for March 20.

MEMBER AGENCY RELATIONS

Mr. De La Torre noted that OC LAFCO's MSR Focused Study was scheduled to go before the LAFCO Commissioners on March 12. The Board members present asked that the OC LAFCO report be distributed to the Board when it is received.

GENERAL MANAGER'S REPORTS

Mr. De La Torre advised that several Board and staff members would be out of town the week of February 24th attending both the ACWA DC conference and the Urban Water Institute conference. He also reported that staff would host a "lunch and learn" later in the day to address breakdowns in communication.

REVIEW AND DISCUSS DISTRICT AND BOARD ACTIVITIES

It was reported that OCWD approved an award to upgrade its audio-visual system in the Board room and that the costs apportioned to MWDOC (\$170,000) are consistent with the amounts budgeted and approved by the Board. The work is anticipated to commence in March or April and will take approximately 3 months.

Mr. De La Torre then advised that recruitment efforts are under way to fill the District Secretary position.

ADJOURNMENT

There being no further business to be brought before the Committee, the meeting adjourned at 9:10 a.m.

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

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

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

Name/ Date	Check/ EFT	Invoice	Description	Amount
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	EFT02282025	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:		338.16
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:		6,700.20

**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 Chumpitazi
Treasurer

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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 Investments	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 La Torre, General Manager Date 3/05/2025
 Hilary Chumtazi, 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	288	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	48126GV56	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				

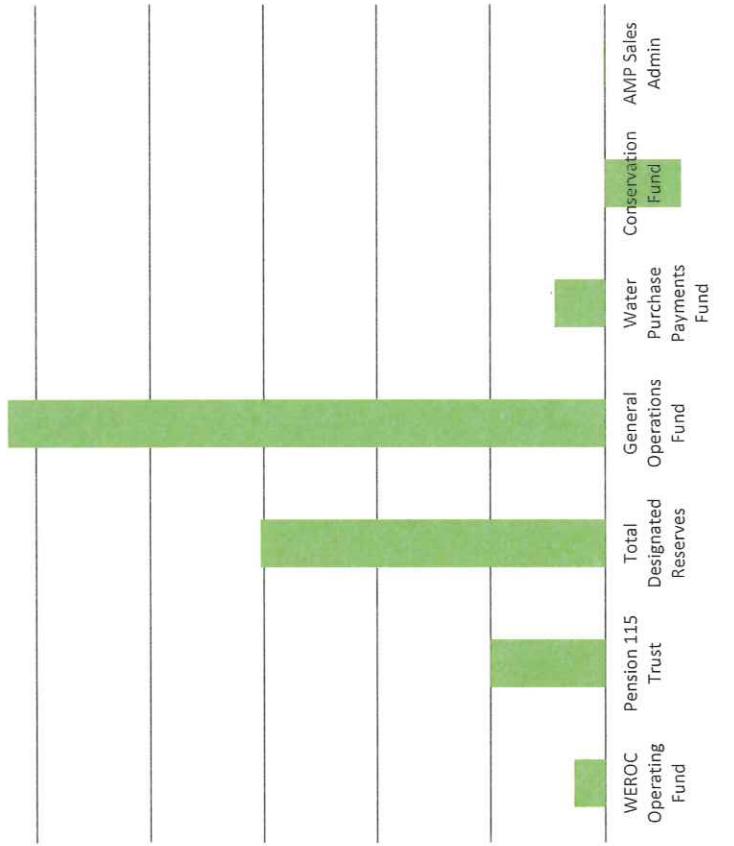
MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
Portfolio Management
Short-Term Portfolio Details - Cash and Investments
January 31, 2025

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	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

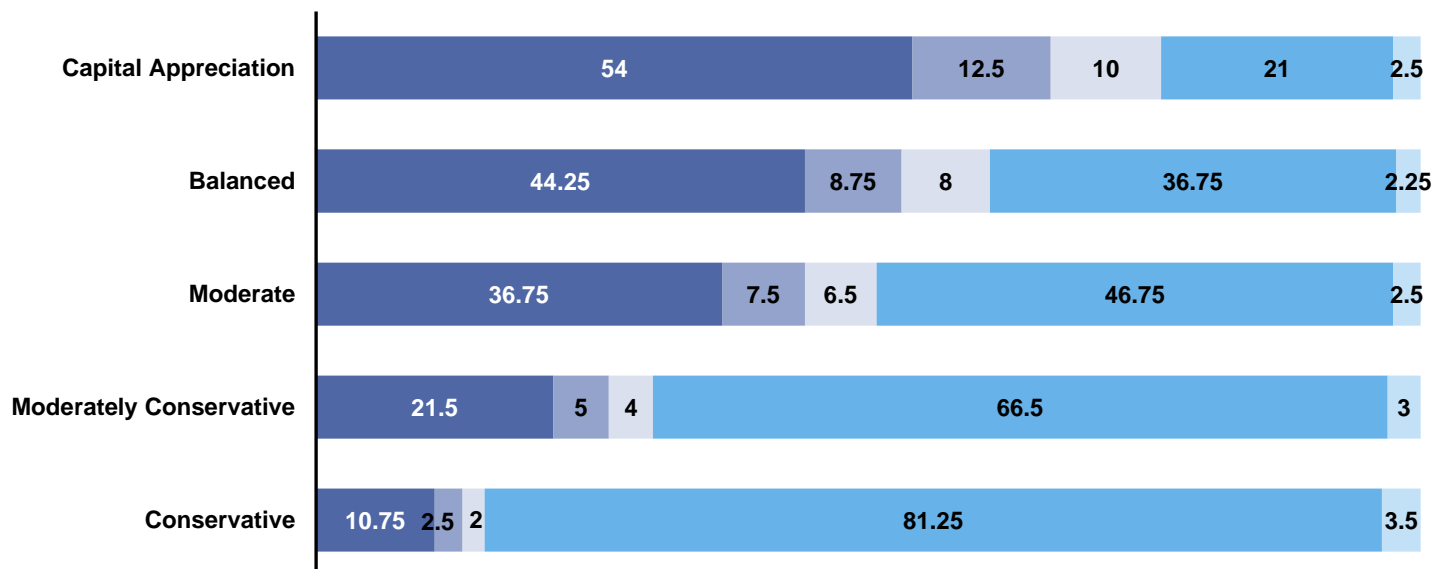


Strategy	Asset Class	Strategic Range	Policy	Tactical	Gross Annualized Total Rate of Return						
					Portfolio	4Q24*	YTD	1-Yr	3-Yr	5-Yr	ITD
Conservative	Equity	5-20%	15%	15%	Strategic Blend	-2.41	4.54	4.54	-0.11	2.08	3.07
	Fixed Income	60-95%	80%	81%	Benchmark	-1.58	4.77	4.77	0.34	2.17	2.97
	Cash	0-20%	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>
REVENUES						
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	



CONSENT CALENDAR ITEM

March 19, 2025

TO: Board of Directors

FROM: **Planning & Operations Committee**
(Directors Seckel, Yoo-Schneider, Dick)

Harvey De La Torre, General Manager

Staff Contact: Rachel Waite-Harvey, WUE Programs Supervisor
Joe Berg, Director of Water Use Efficiency

SUBJECT: ADMINISTRATION OF THE COUNTY OF ORANGE RAINSMART PILOT PROGRAM

STAFF RECOMMENDATION

It is recommended that the Board of Directors authorize the general manager to enter into a contract with the County of Orange for MWDOC’s administration of the County’s RainSmart Rebates Pilot Program through MWDOC’s existing Turf Replacement Program rebate processing infrastructure, with an administrative fee of up to \$265 for each RainSmart application processed.

COMMITTEE RECOMMENDATION

Committee concurred with staff recommendation.

SUMMARY

Over the last several years, MWDOC and County of Orange (County) staff have discussed how the Water Use Efficiency and County Stormwater Departments could collaborate on mutually beneficial efforts. Through a series of meetings and information-sharing sessions, landscape transformation has been identified as a key area of overlap and mutual benefit. MWDOC’s Turf Replacement Program and the County RainSmart Rebates Pilot Program (RainSmart Program) both utilize the transformation of residential and commercial landscapes as the conduit for their goals (i.e., water savings and stormwater capture), respectively.

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

To maximize efficiencies and streamline customer experience, MWDOC and County staff propose that MWDOC administer the County’s RainSmart Program rebates on a pilot basis through MWDOC’s existing Turf Replacement Program rebate processing infrastructure. The County will provide upfront funding to MWDOC to pay for MWDOC’s Choice-funded administrative staff time expenses along with the associated incentives paid to RainSmart Program participants. The administrative fee has been calculated to be \$265 for each fully processed RainSmart application. Approximately ten (10) commercial and fifty (50) residential RainSmart rebates will be processed over a two-year period.

DETAILED REPORT

Collaboration

The MWDOC Turf Replacement Program and County RainSmart Program share a common goal: transforming water-thirsty turfgrass into California-friendly, watershed-wise landscapes.

The County is interested in constructing green infrastructure as a control measure to reduce the discharge of pollutants contained in urban runoff as it relates to compliance with National Pollutant Discharge Elimination System (NPDES) permitting for their Municipal Separate Storm Sewer Systems (MS4s). To achieve this, the County has established the RainSmart Program at h2oc.org/rainsmart. The Program offers incentives and assistance for upgrading landscapes to be watershed-wise, effectively reducing stormwater runoff and the urban pollutants it carries. The RainSmart Program started as a small pilot focusing on landscapes in Moulton Niguel Water District’s service territory. The pilot has since expanded to the broader South Orange County region, focusing on MS4s that fall under the San Diego Regional Water Quality Board jurisdiction.

Participants in MWDOC’s Turf Replacement Program are required to include a green infrastructure component (also commonly referred to as a sustainability feature or stormwater capture feature) in their project area. Options include vegetated berms, dry creek beds, rain gardens, rain barrels, rock gardens, swales, and eligible trees (recently adopted for the MWDOC service area on a pilot basis).

The key area of overlap between the two programs is the conversion of turfgrass to watershed-wise landscaping. To maximize water savings, the Turf Replacement Program offers incentives specifically for landscaped areas that are verified turfgrass. This ensures a reduction in plant water requirements and irrigation use.

The County’s RainSmart Program includes turfgrass conversions; however, it also encompasses a broader scope that

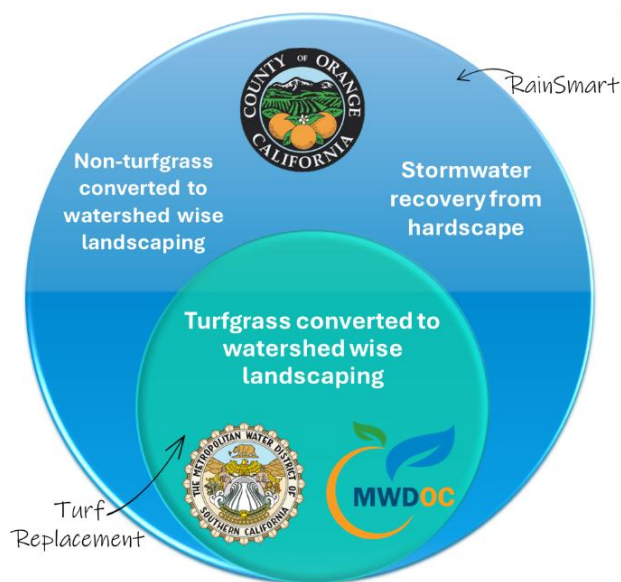


Figure 1. Areas of overlap (green circle) and unique components (blue circle) between MWDOC’s Turf Replacement Program and the RainSmart Program.

addresses the transformation and stormwater recovery of hardscape and non-turf plant material, such as planter beds or shrubbery, shown in Figure 1. This allows each project to be tailored to maximize stormwater capture, particularly from impermeable surfaces.

Currently, most applicants who qualify for the County's RainSmart Program also participate in MWDOC's Turf Replacement Program, engaging in both programs simultaneously. The two programs currently operate separately and require distinct applications. Incentive checks for the water savings aspect of the projects and the stormwater reduction components are also issued separately, and there is no established communication mechanism or protocol between the MWDOC and County Programs.

MWDOC and County of Orange staff have identified clear parallels and areas for increased collaboration and agency efficiencies between the two programs. It is proposed that MWDOC administer the RainSmart Program on behalf of the County, utilizing the already established Turf Replacement rebate processing system. The purpose of the proposed Rebate Program Pilot is to evaluate the feasibility of expanding mutually beneficial partnerships in the future.

Implementation

To streamline the process for participants and reduce duplicative administrative burdens, MWDOC will administer OC RainSmart Rebates on behalf of the County. MWDOC will utilize the existing rebate processing infrastructure for the Turf Replacement Program. MWDOC's main responsibility will be to issue single rebate checks to participants.

MWDOC's role in the RainSmart program is strictly administrative, and it will base payments entirely on the County-provided documentation approving receipts and payment amounts. MWDOC staff will not be responsible for verifying RainSmart landscape qualifications or calculating rebate incentives. The County will be responsible for all RainSmart-related inspections, verifications, and funding authorizations for their rebate. MWDOC will receive documentation authorizing payee information and incentive amounts.

The RainSmart Program is available for both commercial and residential properties. The proposed Pilot Program will target approximately ten (10) commercial and fifty (50) residential rebates over a two-year period. This level of RainSmart participation is not expected to strain staff resources.

Further details on the collaborative Rebate Program implementation workflow and incentive levels can be found in Attachment 1.

Cost and Benefit

There are no direct costs to MWDOC associated with this partnership. The County will provide upfront funding to MWDOC to pay for MWDOC's administrative expenses and incentives paid to RainSmart Program participants. For MWDOC's staff time to administer the County's program, the County will pay MWDOC an administrative fee of \$265 for each RainSmart application processed. This fee is intended to offset MWDOC Choice-funded staff time. If a participant withdraws before completing the process and receiving their rebate check, the County will pay \$132.50 (50% of the fee). The administrative fee may be recalculated if MWDOC staff resources are not adequately covered.

MWDOC will benefit from the targeted outreach and messaging carried out by the County and cities. Their marketing and recruitment efforts will attract new applicants for MWDOC’s Turf Replacement Program who may not have otherwise participated. This results in additional water savings to support member agencies to meet their Conservation as a California Way of Life urban water use objective.

Upon completion of the proposed pilot partnership, MWDOC and County staff will evaluate the feasibility of expanding the partnership. There is potential for geographic expansion throughout the entire MWDOC service area, as well as opportunities to offer a wider variety of joint incentives, and to create a more integrated process, such as a joint application.

A draft agreement between MWDOC and the County of Orange is attached, pending final counsel reviews (Attachment 2).

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- | | |
|--|--|
| <input type="checkbox"/> Clarifying MWDOC’s mission and role; defining functions and actions. | <input checked="" 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 checked="" type="checkbox"/> Solicit input and feedback from member agencies. |
| <input checked="" type="checkbox"/> Strengthen communications and coordination of messaging. | <input type="checkbox"/> Invest in workforce development and succession planning. |

BOARD OPTIONS

Option #1: It is recommended that the Board of Directors authorize the general manager to enter into a contract with the County of Orange for MWDOC’s administration of the County’s RainSmart Rebates Pilot Program through MWDOC’s existing Turf Replacement Program rebate processing infrastructure, with an administrative fee of up to \$265 for each RainSmart application processed.

Fiscal Impact: None; MWDOC will receive up to \$265 per processed RainSmart application to compensate for Choice-funded staff time.

Option #2: Take no action.

Fiscal Impact: No impact.

List of Attachments/Links:
Attachment 1: Program Workflow and Incentive Levels
Attachment 2: Draft Agreement Between Municipal Water District of Orange County and County of Orange for Administration of a Residential and Commercial Rainwater Collection Incentives Pilot Program
Link 1: https://h2oc.org/rainsmart/

Attachment 1 MWDOC Turf Replacement -plus- County of Orange RainSmart Rebate Pilot Program Workflow

To streamline the process for participants and reduce duplicative administrative burdens, MWDOC will administer OC RainSmart Rebates on behalf of the County. MWDOC will utilize the existing rebate processing infrastructure for the Turf Replacement Program. MWDOC’s main responsibility will be to issue a single rebate check to participants.

Since the RainSmart Program facilitates not just the transformation of turfgrass, but also impermeable surfaces and non-turf plant material, there are two rebate processing scenarios:

- Scenario (1) MWDOC Turf Replacement plus RainSmart
- Scenario (2) RainSmart-only

In Scenario (1), when participants are enrolled in both Turf Replacement and RainSmart, there will be several communication points between MWDOC’s Water Use Efficiency department and County staff, as shown in Figure 1. MWDOC will be notified of the dual-program application at the start of the process; a separate RainSmart application will be submitted to County staff, who will notify MWDOC of the matching Turf Replacement application. County staff will conduct all necessary pre-inspections and communicate with the participants regarding rules and regulations for RainSmart. Upon approval, the County will provide the pre-approved incentive amount to MWDOC, reserving County funds for each participant. After the customer project is complete, County staff will perform all RainSmart post-project inspections and provide MWDOC with documentation verifying approved rebate totals. MWDOC will include that incentive with the Turf Replacement check to mail one combined check to the participant.

In Scenario (2), the RainSmart-only scenario, there is no need for communication with MWDOC until County staff provide authorization for MWDOC to process a rebate check. The process for issuing the rebate will follow the established monthly procedures completed by MWDOC’s Water Use Efficiency and Accounting staff. The integrated workflow is shown at the bottom of Figure 1.

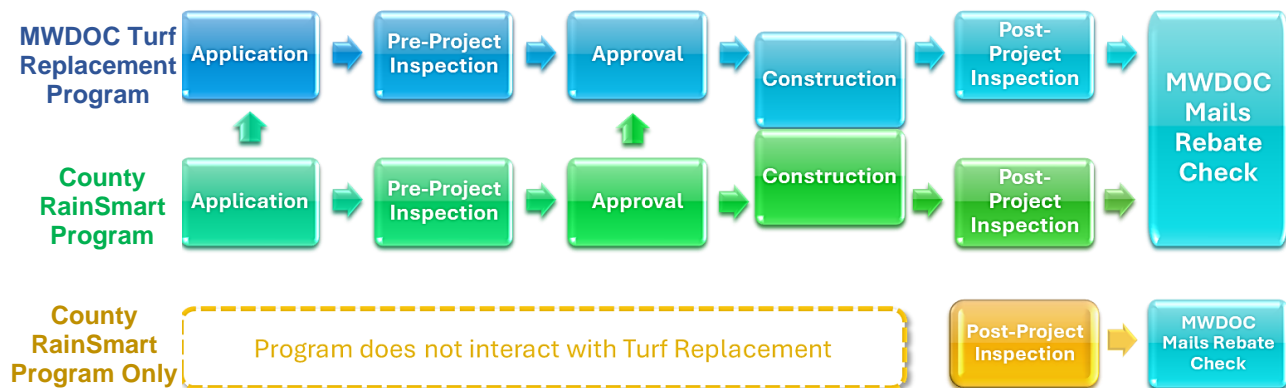


Figure 1. Integrated workflow for the streamlined processing of Turf Replacement and RainSmart Program rebates, administered by MWDOC.

The RainSmart Program is available for both commercial and residential properties. Any component can be bundled with a MWDOC Turf Replacement project. The complete list of incentive options for commercial and residential properties is shown in Table 1.

Table 1. RainSmart Rebate categories and incentive levels

RainSmart Component	RainSmart Incentive Level	Notes
Large Landscape Upgrades (Commercial)		
Supplemental Turf Rebate	\$1 per square foot <i>(in addition to the MWDOC Turf Rebate)</i>	50,000 square foot maximum
Stormwater Feature Incremental Cost	100% of costs for approved rainwater treatment features needed to treat impermeable surfaces	May cover curb cuts, permits, underdrains, additional grading, etc.
Stormwater Treatment	\$0.10 per cubic foot of stormwater runoff reduction per year	Determined by OC Stormwater Tool analysis (average \$3-7k)
Rainwater Collection Incentives (Residential)		
Rain Garden and Container Rebate	\$0.75 per square foot of impermeable surface treated	Maximum \$1,500
Rain Gutter Rebate	\$5 per linear foot of new rain gutters installed	Maximum \$300

AGREEMENT BETWEEN MUNICIPAL WATER DISTRICT OF ORANGE COUNTY AND COUNTY OF ORANGE FOR ADMINISTRATION OF A RESIDENTIAL AND COMMERCIAL RAINWATER COLLECTION INCENTIVES PILOT PROGRAM

This Agreement is made and entered into as of _____ 2025, by and between the Municipal Water District of Orange County (“MWDOC”), and the County of Orange, through OC Public Works (“OCPW” or “County”; with MWDOC, collectively referred to as “Parties”).

RECITALS

WHEREAS, section 402 of the federal Clean Water Act (CWA) and implementing regulations (Code of Federal Regulations [CFR] Title 40, Part 122 [40 CFR 122]) adopted by the United States Environmental Protection Agency, and chapter 5.5, division 7 of the California Water Code (commencing with section 13370) gives authority to Regional Water Quality Control Boards to issue orders, and CWA section 402(p)(3)(B) and 40 CFR 122.26(a)(1)(v) provide Regional Quality Control Boards authority to issue National Pollutant Discharge Elimination System (NPDESs) permits for discharges from Municipal Separate Storm Sewer Systems (MS4s) to waters of the United States.

WHEREAS, the San Diego Regional Water Quality Control Board (“Regional Water Board”) issued Order No. R9-2013-0001, as amended by Order Nos. R9-2015-0001 and R9-2015-0100 NPDES No. CAS0109266 (“NPDES Permit”) to the County and cities in the region known as South Orange County.

WHEREAS, the NPDES Permit includes requirements to effectively prohibit non-storm water discharges into MS4s and require controls to reduce the discharge of pollutants in storm water to the maximum extent practicable.

WHEREAS, a Model Water Quality Management Plan and Technical Guidance Document has been prepared for South Orange County, pursuant to the NPDES Permit, as guidance for “priority” new development and significant redevelopment projects within the jurisdiction of South Orange County cities, unincorporated Orange County, and the right of way of the Orange County Flood Control District.

WHEREAS, OCPW currently administers the H2OC RainSmart Rebates Pilot Program, a rebate program to incentivize installation of landscape features that would benefit the water quality of South Orange County (“OC RainSmart Program”). The OC RainSmart Program is available to residential and commercial property owners for properties receiving water from El Toro Water District, Laguna Beach County Water District, Moulton Niguel Water District, Santa Margarita Water District, South Coast Water District, Trabuco Canyon Water District, and the City of San Clemente (“SOC Agencies”).

WHEREAS, OCPW desires to work with MWDOC, on a trial basis, to have MWDOC assist in the administration of rebates for the OC RainSmart Program.

WHEREAS, MWDOC administers a suite of landscape-focused programs including, but not limited to, the MWDOC Turf Replacement Program, the Spray to Drip Rebate Program, the

Rain Barrel Rebate Program, and the Smart Timer Rebate Program (collectively “Landscape Programs”).

WHEREAS, the OC RainSmart Program provides South Orange County residents and commercial customers with the potential to combine certain elements of the OC RainSmart Program with the MWDOC Turf Replacement Program, and other Landscape Programs, creating opportunities for additional rebates for individual residents, homeowners associations, and commercial properties.

WHEREAS, MWDOC is willing to provide administration of and process and issue rebates for the OC RainSmart Program together with its Landscape Programs, pursuant to this Agreement.

NOW, THEREFORE, in consideration as set forth below and the mutual promises of the Parties hereto, it is agreed:

1. Section 1: Agreement and Term

1.1 This Agreement sets forth the Parties’ mutual understanding and respective obligations related to MWDOC’s processing and issuance of rebates for the OC RainSmart Program. This Agreement will have an effective date of _____ or the date the last party executes this Agreement, whichever is later, and shall terminate two years after the effective date (“Term”), or until either Party provides notice of termination pursuant to Section 1.2, whichever shall first occur. Continuance of this Agreement beyond the two-year term will be subject to approval by the County and MWDOC’s Board of Directors. This Agreement may be amended at any time by written agreement of the Parties.

1.2 This Agreement may be terminated by either party for any reason upon thirty (30) days written notice to the other party. Within one hundred (120) days of the termination date, MWDOC will provide a final report to OCPW of any rebate activity coordinated by MWDOC.

1.3 In the event the Agreement is terminated early, OCPW is responsible for funding any applications and accompanying administrative fees that were initiated prior to the effective date of termination.

1.4 Notwithstanding any other provision in this Agreement, funds for each of the Landscape Programs described below are conditioned upon availability, and MWDOC is under no obligation to provide funding for any of the programs if MWDOC determines, in its own discretion, that such funding is exhausted, reduced, eliminated, or unavailable from any funding source, for any reason.

2. Section 2: MWDOC Program Description, Funding, and Obligations

2.1 MWDOC will process and issue rebates for the OC RainSmart Program under its existing rebates system for the Landscape Programs (the MWDOC Program). Rebate amounts may vary by water agency and are subject to change at any time.

The Parties agree that MWDOC's participation in the OC RainSmart Program is limited to the tasks described in this Agreement.

2.2 Under the MWDOC Program, OCPW will:

2.2.1 Submit applications to MWDOC for qualifying OC RainSmart Program Participants and/or will direct each Program Participant to the MWDOC Program for rebate administration and issuance. All obligations under this Agreement will come into effect when a Program Participant is eligible to participate in the OC RainSmart Program by implementing one of the scenarios described in Section 3 below.

2.2.2 Pay one lump sum payment to MWDOC [*in the amount of \$* _____ *or as described in Exhibit "#," attached hereto and incorporated by reference*] ("Payment") to cover the costs of projected OC RainSmart Program rebates and administrative fees under the MWDOC Program ("OC RainSmart Program Fund") by [INSERT DATE WHEN PAYMENT DUE]. OCPW may provide additional funding, at its sole discretion. In such case, OCPW will notify MWDOC of the availability of additional funds and work with MWDOC to establish payment arrangements for the additional funding.

2.2.3 Provide MWDOC with terms and conditions for the OC RainSmart Program.

2.2.4 Issue a Notice to Proceed to those OC RainSmart Program applicants/applications qualifying for the OC RainSmart Program rebate (Program Participants), and forward said application, Notice to Proceed, and estimated rebate amount to MWDOC for processing under the MWDOC Program. OCPW to work with MWDOC to provide Program Participants with the MWDOC Turf Replacement Terms and Conditions.

2.2.5 In the event of cancellation of, a delay in, or an extension of a Program Participant's project, provide written notice to MWDOC of such cancellation, delay, or extension within 10 business days of becoming aware of the cancellation, delay, or extension, should OCPW become aware.

2.2.6 Upon each OC RainSmart Program project completion, determine whether the final project meets the OC RainSmart Program requirements and inform MWDOC of the approved project and the final approved rebate amount.

2.2.7 Monitor OC RainSmart Program estimated and approved rebates and inform MWDOC when it is estimated that fifty and seventy-five percent of the OCRainSmart Program Fund will be exhausted.

OCPW will not submit any application and/or request for payment for any Program Participant they are unable to pay.

- 2.2.8 For each Program Participant under the OC RainSmart Residential Program Only scenario, as described in Section 3, collect a completed Internal Revenue Service W9 form and forward the W9 form to MWDOC for issuance of a 1099.
- 2.2.9 Adhere to the reporting requirements and deadlines, as set forth in Section 4 – Reporting Requirements.
- 2.2.10 Upon the approval of any grant application from the federal or state government, for the OC RainSmart Program, notify MWDOC within five (5) business days of the receipt of said grant approval. OCPW will work with MWDOC to establish any necessary controls to ensure that cross-mingling of grant funds does not occur.
- 2.2.11 Communicate with Program Participants regarding the program and the rebates, including but not limited to:
 - 2.2.11.1 Program and rebate details, requirements, tax implications, and release of personal information;
 - 2.2.11.2 Program Participant’s responsibility for quality of work and compliance with applicable Federal, State, and local laws, as well as applicable CC&Rs and/or homeowners association restrictions; and
 - 2.2.11.3 Notify Program Participants that any and all claims or causes of action the Program Participant may have in connection with any defect or failure of performance of any contracted service or installed product or device for the OCPW RainSmart Project may only be pursued with the contractor they hired or the appropriate manufacturer/distributor.
- 2.2.12 In any agreement for work performed in accordance with the OC RainSmart Program and/or the MWDOC Program, OCPW will require any contracting party, such as a consultant, contractor, or other professional, to:
 - 2.2.12.1 Name MWDOC, its Directors, officers, agents, employees, attorneys, consultants, authorized volunteers, and SOC Agencies as additional insureds as to OCPW’s liability coverage, as described in Section 6 below.
 - 2.2.12.2 Hold harmless and indemnify MWDOC, its Directors, officers, agents, employees, attorneys, consultants, authorized volunteers, and SOC Agencies, from any and all claims and causes of action

that may arise out of the OC RainSmart Program, as described in Section 5 below.

2.3 Under the MWDOC Program, MWDOC will continue to administer the existing MWDOC Turf Replacement Program and:

2.3.1 Deduct a \$265.00 administrative fee per application from the OC RainSmart Program Fund for all applications approved and forwarded by OCPW. If an application is canceled for any reason at any point prior to project completion, MWDOC will deduct half of the administrative fee (\$132.50) from the MWDOC Program Fund.

2.3.2 In the event of cancellation of, a delay in, or an extension of a Program Participant's project, provide written notice to OCPW of such cancellation, delay, or extension within 10 business days of becoming aware of the cancellation, delay, or extension.

2.3.3 Upon receipt of the Notice to Proceed from OCPW, reserve the estimated OC RainSmart Program rebate for Program Participant.

2.3.4 Work with OCPW to include the OC RainSmart Program terms and conditions in the MWDOC Program Notice to Proceed.

2.3.5 Upon OCPW approval of project completion and rebate amount, collect Internal Revenue Service (IRS) W9 tax forms from Program Participants, process rebates to the Program Participants and deduct the rebate amount from the MWDOC Program Fund, and issue IRS 1099 forms.

2.3.6 Adhere to the reporting requirements and deadlines, as set forth in Section 4 – Reporting Requirements.

2.3.7 Communicate with SOC Agencies regarding the MWDOC Program and rebates.

2.3.8 Should there be remaining funds at the end of the first year of the MWDOC Program, MWDOC will roll over the remaining funds into the second year of the MWDOC Program; and

2.3.9 Should there be remaining funds at the end of the Term, MWDOC will refund any remaining funds to OCPW.

2.4 Notwithstanding any other provision in this Agreement, MWDOC may terminate this Agreement as it relates to the MWDOC Turf Replacement Program at any time without prior notice in the event that MWDOC determines that funding is exhausted, reduced, eliminated, or unavailable from any funding source, for any reason.

3. Section 3: MWDOC Program Scenarios

3.1 MWDOC will issue OC RainSmart Program rebates to Program Participants approved by OCPW. Likely rebate scenarios include:

3.1.1 MWDOC Turf Replacement Program + OC RainSmart Residential and Small Commercial Rainwater Collection Incentives Program (Residential Rainwater Program): Under the Turf + Residential Rainwater Program scenario, an eligible Program Participant removes turf and integrates a rain garden and/or a container (cistern or rain barrel) as the required sustainability feature, with the potential to utilize the following rebates:

3.1.1.1 MWDOC Turf Replacement Program

3.1.1.2 MWDOC Spray to Drip Rebate Program, if applicable

3.1.1.3 OC Rain Garden, Rain Container, and optional Gutter rebates

3.1.1.4 Metropolitan Water District of Southern California rain barrel or cistern

3.1.2 MWDOC Turf Replacement Program + OC RainSmart Large Commercial Landscape Upgrade Program (Large Landscape Program): Under the Turf + Large Landscape Program scenario, an eligible Program Participant removes turf and integrates a rain garden and/or a container (cistern or rain barrel) as the required sustainability feature, with the potential to utilize the following rebates:

3.1.2.1 MWDOC Turf Replacement Program

3.1.2.2 MWDOC Spray to Drip Rebate Program, if applicable

3.1.2.3 OC Rainwater Treatment and landscape Design rebates

3.1.3 OC RainSmart Residential Rainwater Program Only: Under the OC RainSmart Residential Program Only Scenario, the Program Participant does not participate in MWDOC's Turf Replacement Program. Participant installs a combination of a rain container (cistern or rain barrel), feature, and/or gutters, with the potential to utilize the following rebates:

3.1.3.1 OC Rain Garden, Rain Container, and optional Gutter rebates

3.1.3.2 MWD Rain barrel or cistern

3.1.4 The Parties proposed workflow process for the aforementioned scenarios is described in Exhibit [“#”], attached hereto and incorporated by reference.

4. Section 4: OCPW and MWDOC Reporting Requirements

4.1 MWDOC to develop reporting templates for OCPW to use to provide Program Participant rebate reservation (Pre-Project) and rebate payment (Post-Project) information to MWDOC. Each MWDOC-Program Scenario may have its own Pre-Project and Post-Project reporting requirements. Pre-Project reporting to be provided to MWDOC at such time as the Program Participant receives approval from OCPW to participate in the OC RainSmart Program. Post-Project reporting to be provided to MWDOC by _____ of each month in order to be included in that month’s check run. Post-Project reporting received after _____ of each month will be included in the following month’s check run.

4.2 OCPW and MWDOC will collaborate on all information necessary for its reporting needs to its funding partners.

4.3 OCPW and MWDOC to establish a file-sharing location for submission of all reports.

4.4 OCPW is required to submit to MWDOC upon request of MWDOC and within fourteen (14) days of receipt of such request, copies of documentation submitted by Program Participants (and not already forwarded to MWDOC) at any time throughout the term of this Agreement.

4.5 Parties are required to keep OC RainSmart Program and MWDOC Program documentation for a minimum of five (5) years after the termination date.

5. Section 5: Release and Indemnity

5.1 All losses or liabilities resulting from any and all actions, claims, penalties, obligations or liabilities, in law or in equity, of every kind or nature whatsoever, that may be asserted or claimed by any person, firm, entity, corporation, political subdivision, or other organization arising out of or in any manner directly or indirectly connected with any work contemplated by this Agreement shall be subject to the indemnification described in this Section 5.

5.2 County will defend, indemnify, and hold MWDOC, its Directors, officers, agents, employees, attorneys, consultants and authorized volunteers, and its SOC Agencies harmless from any claim, expense or cost, damage or liability incurred by reason of the acts or omissions of County, its officers, board members, employees or agents, arising out of this Agreement.

5.3 MWDOC will defend, indemnify and hold County, its Board of Supervisors, Directors, commissioners, officers, employees, agents, and assigns harmless from

any and all liabilities for any claims, expense or cost, damage, or liability incurred by reason of the acts or omissions of MWDOC, its officers, board members, employees or agents arising out of this Agreement.

5.4 No Party, nor any officer, board member, employee, or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Party hereto, their officers, board members employees, or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to any other party under this Agreement.

5.5 MWDOC and its SOC Agencies make no representations or warranties regarding the contracted services or products that OCPW or Program Participants may select pursuant to the OC RainSmart Program. MWDOC is not responsible or liable for any services provided by OCPW or Program Participants' designers, consultants, contractors, or the outcomes of any projects undertaken with them.

6. Section 6: Insurance

6.1 OCPW will ensure that adequate insurance coverage is provided by OCPW and/or its contractors and subcontractors for work performed pursuant to the OC RainSmart Program. Such insurance shall include adequate coverage for comprehensive commercial general liability, business auto liability, workers compensation liability, professional and errors and omissions liability, property insurance, including all builders risk insurance. Such insurance coverage will, at a minimum, insure against injuries to third parties, damage to property owned by third parties, physical damage, theft of physical property, delays in Program completion, delays in Program completion due to strikes and governmental actions, liquidated damages, employee injuries and work-related illnesses, design errors resulting in increased costs, environmental damage caused by construction activities related to the Program, and nonperformance by contractors and subcontractors. Such insurance coverages shall be provided by admitted insurance companies authorized to do business in the State of California, and with a minimum "Best's Insurance Guide" rating of "A:VII."

6.2 OCPW will require that the insurance coverage in Section 6.1 names, as additional insureds, MWDOC, its Directors, officers, agents, employees, attorneys, consultants, authorized volunteers, and its SOC Agencies.

7. Section 7: Non-Appropriation of Funds

7.1 In the event the County does not appropriate sufficient funds for the OC RainSmart Program, this Agreement shall cover payment for such work only to the exhaustion of any Program Fund and shall automatically terminate upon said exhaustion of funds, if any.

7.2 OCPW acknowledges that MWDOC is facilitating payment to Program Participants under this Agreement for benefit of OCPW and South Orange County residents.

8. Section 8: Notice

8.1 Any notice or communication required to be given under this Agreement shall be in writing and effective when deposited, first class postage prepaid with the United States Postal Service addressed to the contracting Parties as set forth below or, for notices sent by electronic means, effective on the date of transmission, as reflected in the transmission.

Notice to Parties	
Municipal Water District of Orange County	Harvey De La Torre, General Manager Municipal Water District of Orange County 18700 Ward St. P.O. Box 20895 Fountain Valley, CA 92728 HDeLaTorre@mwdoc.com <i>With copy to:</i> Beth Fahl, Sr. Water Use Efficiency Analyst Municipal Water District of Orange County BFahl@mwdoc.com
County of Orange, Public Works	

9. Section 9: Jurisdiction and Venue

9.1 In all matters concerning the validity, interpretation, performance, or effect of this Agreement, the laws of the State of California shall govern and be applicable. The Parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought hereunder shall be in Orange County, California.

10. Section 10: Counterparts and Facsimile

10.1 This Agreement may be executed by the Parties in counterparts, which counterparts shall be construed together and have the same effect as if all the Parties had executed the same instrument. Counterpart signatures may be transmitted by facsimile, email, or other electronic means and have the same force and effect as if

they were original signatures. The Uniform Electronic Transactions Act, California Civil Code section 1633.1 et seq., authorizes Parties to conduct business electronically. In accordance with California Civil Code section 1633.5, Parties acknowledge, consent, and agree that transactions subject to this Agreement may be effectuated by electronic means through the use of electronic and/or digital signatures. For purposes of this section, an electronic signature means an electronic symbol or process logically associated with the intent to sign an electronic record pursuant to Civil Code section 1633(h). A digital signature, which is a type of electronic signature, means an electronic identifier, created by a computer, that is intended to have the same force and effect as the use of a manual signature under Government Code 16.5(d). An example of an electronic signature would be a JPG of a manual signature imposed onto this Agreement, an example of a digital signature would be the use of DocuSign or similar provider that requires an encrypted key that certifies the authenticity of the signature. This consent to conduct transactions by electronic means through the use of electronic and/or digital signatures extends to the execution of this Agreement or any related contract or other document necessary for the performance of this Agreement including, without limitation, any related offers, proposals, bids, amendments, change orders, task orders and notices.

10.2 All parties have participated in the drafting of this Agreement.

11. Section 11: Severability

11.1 If any provision of this Agreement shall be held illegal, invalid, or unenforceable, in whole or in part, the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

12. Section 12: Entire Agreement

12.1 This Agreement contains the entire agreement of the Parties relating to the subject matter hereof; and the Parties have made no agreements, representations, or warranties, either written or oral, relating to the subject matter hereof that are not set forth herein. Except as provided herein, this Agreement may not be modified or altered without prior written approval from both parties.

IN WITNESS WHEREOF, the Parties have hereunto affixed their names as of the day and year hereinafter written, which shall be and is the effective date of this Agreement.

Execution of Agreement by the Parties

MWDOC	Date: _____ By: _____ Harvey De La Torre, General Manager Municipal Water District of Orange County Approved as to Form: Date: _____ By: _____ Joseph P. Byrne, Partner Best Best & Krieger LLP
OCPW	Date: _____ By: _____ [INSERT NAME] Approved as to Form: Date: _____ By: _____ [INSERT NAME]

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DRAFT



CONSENT CALENDAR 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

Committee concurred with staff recommendation.

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)			
Cathy	Administration	ADM13	Records Management Files	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	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	

**RECORDS RETENTION SCHEDULE
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; RPO 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			

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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.



CONSENT CALENDAR 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 concurred with staff recommendation.

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

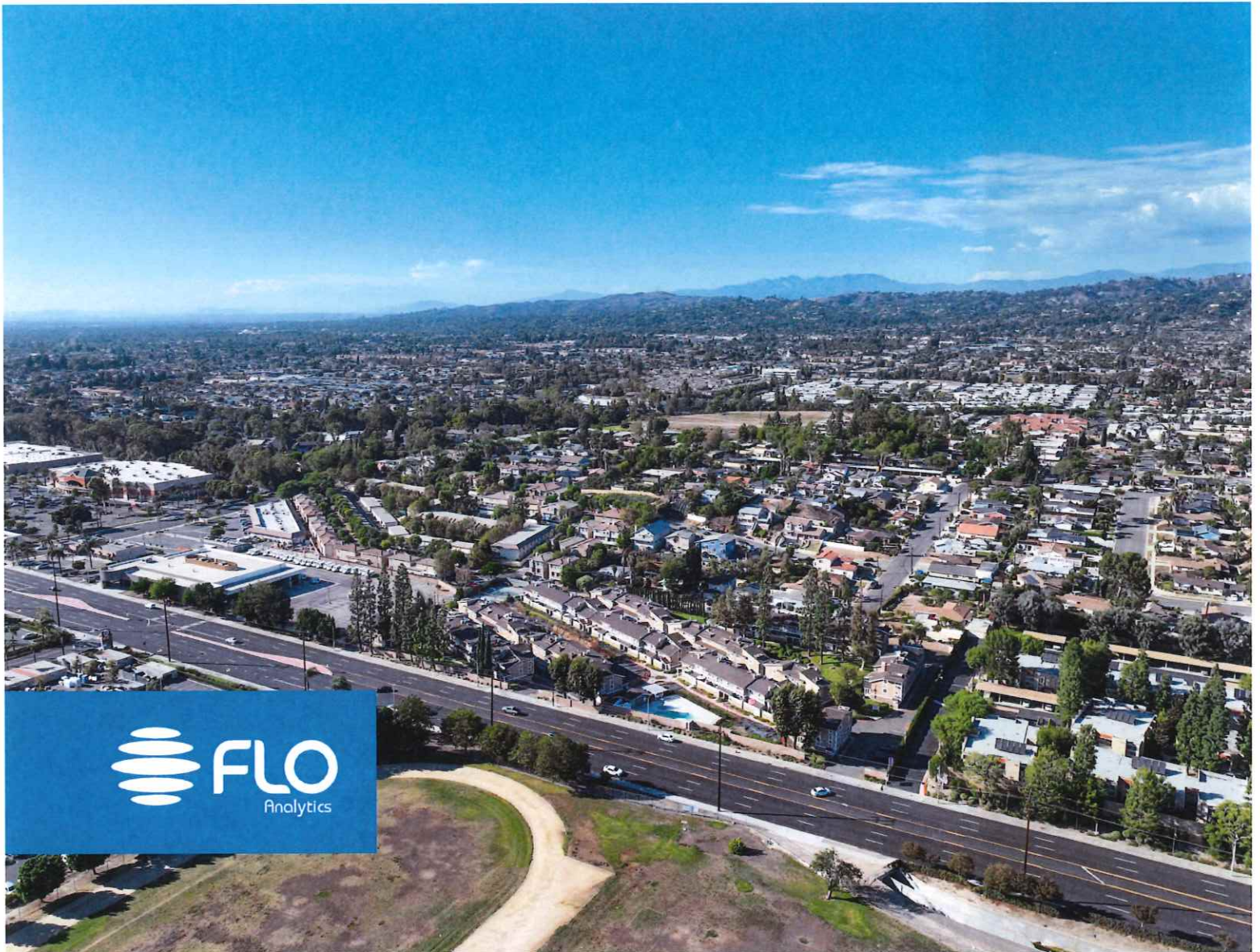




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- G. Attachments 16

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



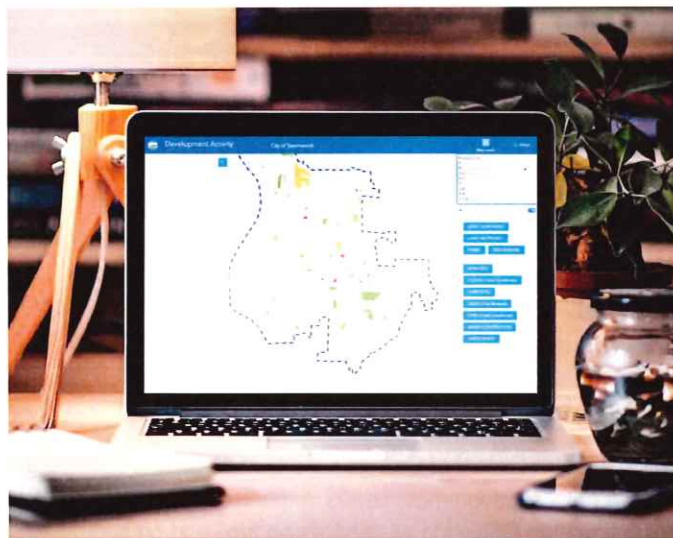
Experienced Local Government Consultants—Since 2012, we have built a reputation for providing exceptional GIS technical support to cities, towns, counties, utility districts and other local public agencies. As the cofounder and sole GIS services provider for the Association of Washington Cities and the 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

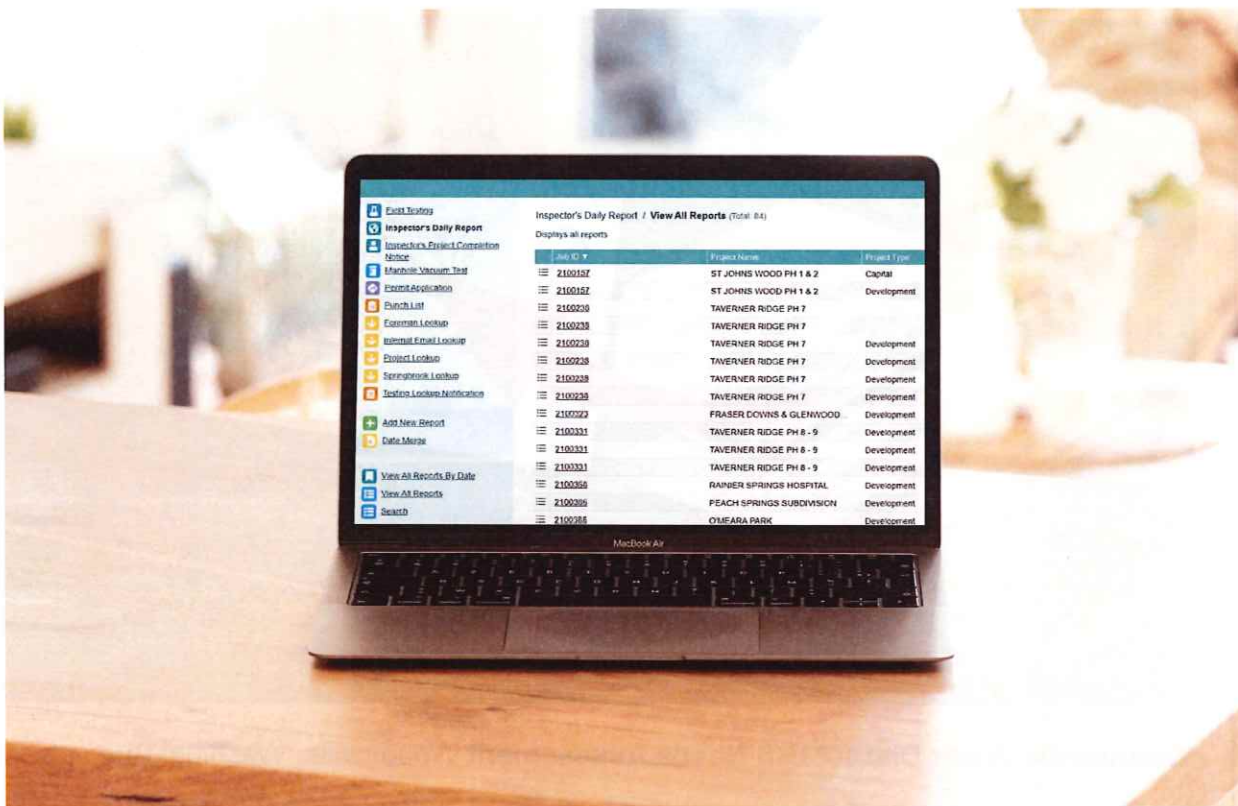
Woodinville Water District has served customers in King County, Washington, since 1963, adding sewer services in 1969. It is the tenth-largest water and sewer district in Washington state, with over 14,700 water customers and nearly 3,500 sewer customers. FLO Analytics conducted a focused needs assessment 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

425.295.0568

BCarpenter@Sammamish.us

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 CESCL
- 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.

Key Attributes of Data

- The measurement or observation
- Unit of the measurement
- Time the observation was made
- Location of the measurement

2

2

What is GIS?



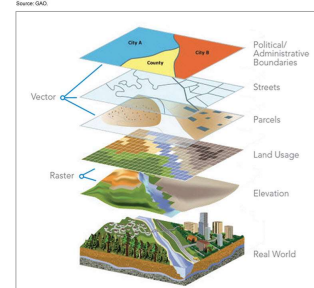
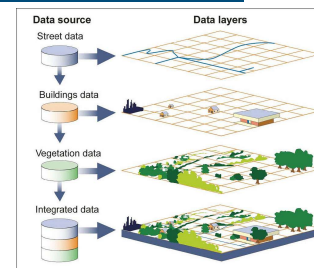
- GIS is much more than a mapping tool
- Enhances effectiveness, guides decision-making, improves communication

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.



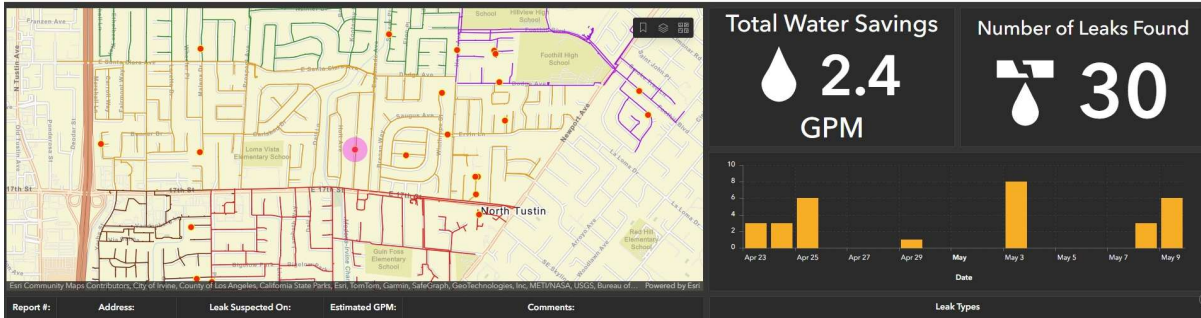
4

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

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

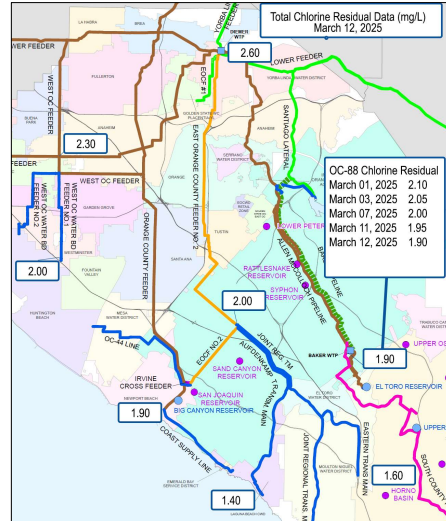
6

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

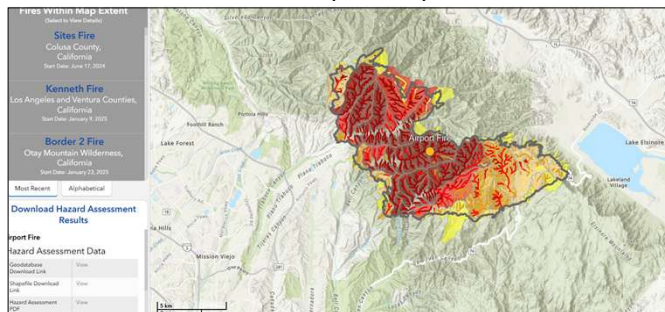
7

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

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

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.

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.
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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
- AMS: 3



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



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

The Committee referred this item for discussion by the full Board (without a recommendation). Chair Crane asked that the most recent Board Compensation survey (prepared by IRWD) be included in the packet (attached).

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

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	

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 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>December 2024 Board Compensation Survey</i>

2024 BOARD OF DIRECTORS PER DIEM SURVEY

(as of December 16, 2024)

Agency	Service Connections	Combined Operating & Capital Budgets	Per Diem (10 meetings per month unless noted)
Contra Costa Water Agency	61,699	\$233.4 million	\$100
East Bay Municipal Utility District	403,388	\$1.2599 billion	Monthly salary of \$1,606.50
Eastern Municipal Water District	170,843	\$618.7 million	\$258
Elsinore Valley Municipal Water District	84,802	\$322.1 million	\$221.43 (3 Directors) \$232.50 (1 Director) \$244.13 (1 Director)
Inland Empire Utilities Agency	--	\$421.9 million	\$312
Irvine Ranch Water District	131,300	\$345.5 million	\$331
Moulton Niguel Water District	55,144	\$172.5 million	\$294
Municipal Water District of Orange County	--	\$232.3 million	\$327.43
Orange County Water District	~200	\$254.6 million	\$330.75
Rancho California Water District	54,296	\$161.2 million	\$245
San Diego County Water Authority	--	\$1.85 billion Two-year Budget	\$150 Board \$180 Officers
Santa Clara Valley Water District	--	\$964 million	\$384.16 <i>15 days per month</i>
Santa Margarita Water District	70,177	\$124.3 million	\$324
South Coast Water District	13,837	\$89.7 million	\$310
West Basin Municipal Water District	335	\$232.9 million	\$303.88 Monthly: \$520.32 auto + \$434.48 communications
Western Municipal Water District	24,519	\$209.2 million	\$300 MWD representative receives 10 add'l mtgs

Distributed by Irvine Ranch Water District



ACTION ITEM
March 19, 2025

TO: Board of Directors

FROM: **Planning & Operations Committee**
(Directors Seckel, Yoo Schneider, Dick)

Harvey De La Torre, General Manager

Staff Contact: Vicki Osborn

SUBJECT: ADOPTION OF THE 2025 ORANGE COUNTY WATER AND WASTEWATER MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

STAFF RECOMMENDATION

It is recommended that the Board of Directors adopt by resolution (attached) the 2025 Orange County Water and Wastewater Multi-Jurisdictional Hazard Mitigation Plan.

COMMITTEE RECOMMENDATION

Committee concurred with staff recommendation.

SUMMARY

Background on Hazard Mitigation

The Disaster Mitigation Act of 2000 amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) to establish a framework for state, local, tribal, and territorial governments to engage in hazard mitigation planning as a prerequisite for receiving certain types of non-emergency disaster funding assistance. The requirements and procedures for implementing hazard mitigation planning provisions are outlined in Title 44, Chapter 1, Part 201 (44 CFR Part 201) of the Code of Federal Regulations.

Since the passage of the Disaster Mitigation Act of 2000, additional legislation has further shaped hazard mitigation policy, including:

- The Sandy Recovery Improvement Act (SRIA) of 2013

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 checked="" type="checkbox"/>
Action item amount:	Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No		

- The National Flood Insurance Act of 1968
- The Water Infrastructure Improvements for the Nation (WIIN) Act of 2016

To be eligible for certain federal grant programs, an approved and adopted Hazard Mitigation Plan is required. These grant programs include:

- Hazard Mitigation Grant Program (HMGP)
- Public Assistance Grant Program (PA)
- Building Resilient Infrastructure and Communities (BRIC)
- Safeguarding Tomorrow Revolving Loan Fund Program
- Fire Management Assistance Grant Program (FMAG)
- Rehabilitation of High Hazard Potential Dam Grant Program (HHPD)

2025 Orange County Water and Wastewater Multi-Jurisdiction Local Hazard Mitigation Plan (MJHMP) Update

In January 2024, WEROC initiated the update of the Orange County Water and Wastewater Multi-Jurisdiction Local Hazard Mitigation Plan (MJHMP) to ensure continued eligibility for Federal Emergency Management Agency (FEMA) hazard mitigation funding. Water and wastewater agencies are required to maintain a current and approved Hazard Mitigation Plan (HMP). The existing Orange County Water and Wastewater MJHMP remains valid through March 9, 2025.

WEROC's mission for this project was to provide project management and guidance to ensure compliance with FEMA's 2023 Hazard Mitigation Requirements. A key change in the 2023 guidelines emphasized public outreach, participation, and engagement as essential components for plan approval. One of the project's main challenges was ensuring that all participating agencies understood these changes and adhered to required timelines and milestones. WEROC provided direct assistance to agencies facing challenges to ensure successful compliance.

To facilitate comprehensive community input, WEROC incorporated regular feedback from key stakeholders, including but not limited to:

- The Costa Mesa Sanitary District's Citizens Advisory Committee
- The Orange County Emergency Management Organization
- The Orange County Operational Area Executive Board
- Additional community meetings and events (as outlined in the plan)

Participating Agencies in the 2025 MJHMP

The 2025 MJHMP includes the following agencies:

- Costa Mesa Sanitary District
- El Toro Water District
- Irvine Ranch Water District
- Laguna Beach County Water District
- Mesa Water
- Moulton Niguel Water District
- Municipal Water District of Orange County
- Orange County Sanitation District
- Orange County Water District
- Santa Margarita Water District
- Serrano Water District
- South Coast Water District
- South Orange County Wastewater Authority
- Trabuco Canyon Water District
- Yorba Linda Water District

Plan Submission & Approval Process

WEROC submitted the MJHMP to the California Office of Emergency Services (CalOES) on December 3, 2024, in accordance with the project milestones. The submission included all necessary documentation for compliance.

CalOES completed its review on January 16, 2025, and provided revision requests for every agency annex. In response, WEROC collaborated with the project contractor to implement the required changes and resubmit the plan for final CalOES approval.

On February 14, 2025, CalOES approved the required changes and transmitted the plan to FEMA for final review, a process that typically takes approximately 45 days.

Plan Adoption Process

One of FEMA's requirements is that all participating agencies must formally adopt the Hazard Mitigation Plan by resolution. In a Multi-Jurisdictional Plan, the process is slightly different:

- The regional base plan serves as a foundation, containing public outreach efforts, overall strategy, and key descriptions.
- Each agency annex includes details specific to its jurisdiction.

To expedite FEMA approval, WEROC has requested FEMA to approve the plan pending adoption. Given past experiences, this approach ensures a smoother process.

During the 2018 plan revision, all agencies initially adopted the plan in 2019, but FEMA later required modifications, resulting in agencies re-adopting the revised plan in late 2019. When the new Director of Emergency Management joined WEROC in January 2020, resolving this issue became a priority, and the plan was fully adopted by March 2020. Based on these lessons, WEROC has implemented an improved adoption process for the 2025 update to minimize delays and ensure efficiency.

Ongoing Mitigation Planning

The Hazard Mitigation Plan is a living document that will evolve alongside the needs of participating agencies and communities. Agencies may identify new priorities or shift their goals based on emerging risks, updated data, or evolving circumstances.

To accommodate these changes:

- Adjustments will be documented throughout the plan implementation process.
- Formal plan updates will be conducted every five years, as required by FEMA.

By maintaining an active and adaptive approach to hazard mitigation planning, participating agencies can effectively reduce risks, enhance resilience, and ensure compliance with federal and state mitigation policies.

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 checked="" type="checkbox"/> Solicit input and feedback from member agencies. |
| <input checked="" type="checkbox"/> Strengthen communications and coordination of messaging. | <input type="checkbox"/> Invest in workforce development and succession planning. |

BOARD OPTIONS

Option #1: Staff recommends the MWDOC Board of Directors adopt by resolution (attached) the 2025 Orange County Water and Wastewater Multi-Jurisdictional Hazard Mitigation Plan.

Fiscal Impact: None

Option #2: Take no action and provide staff with additional guidance.

Fiscal Impact: Agencies, as well as WEROC, will be unable to apply for funding programs without an approved Hazard Mitigation Plan. Additionally, without a resolution in place could cause further delay in a final plan.

List of Attachments/Links:

Attachment 1: *Orange County Water and Wastewater MJHMP Adoption Resolution*

Attachment 2: *LHMP to FEMA Submittal Letter 2_14_25*

Link: [Orange County Water & Wastewater MJHMP-Annex-Review-Tool 2-13-2025.xlsx](#)

Link: [MWDOC MJHMP_w Annexes FEMA Review 2_2025.pdf](#) - *Orange County Water and Wastewater Multi-Jurisdictional Hazard Mitigation Plan and Annexes*

RESOLUTION NO. ____

RESOLUTION OF THE BOARD OF DIRECTORS OF MUNICIPAL WATER DISTRICT OF ORANGE COUNTY ADOPTING THE ORANGE COUNTY WATER AND WASTEWATER MULTI-JURISIDICITIONAL HAZARD MITIGATION PLAN

WHEREAS, the Municipal Water District of Orange County (MWDOC) recognizes that the threat from natural hazards poses a risk to water and wastewater utilities and the individuals they serve, and impacts can result in regional economic and public health consequences; and

WHEREAS, MWDOC and 14 other member agencies participated in the development of the Orange County Water and Wastewater Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS, the Orange County Water and Wastewater MJHMP identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Orange County from the impacts of future hazards and disasters; and

WHEREAS, a Planning Team was formed to participate in the FEMA-prescribed mitigation planning process to prepare the HMP; and

WHEREAS, a public outreach strategy to include whole community planning was implemented by including posting information on member agency websites, email and social media distribution, community survey, and presentations at the community meetings for inclusion and opportunity to participate in the planning process by community members, community based organizations and people with access and functional needs; and

WHEREAS, on December 3, 2024, the MJHMP was provided to the California Office of Emergency Services (CalOES) Hazard Mitigation Division for review; and

WHEREAS, the MJHMP was revised based on CalOES requirements relating to the new Federal Hazard Mitigation Standards released in 2023 by the Federal Emergency Management Agency (FEMA); and

WHEREAS, MWDOC with the consultant made all required changes, and the plan was approved by CalOES and submittal to FEMA for review on February 14, 2025; and

WHEREAS, MWDOC has requested FEMA to grant approval pending adoption in the event there are any required changes, and subject to the member agencies adopting resolutions approving and adopting the MJHMP once FEMA review states all requirements are met; and

WHEREAS, adoption by the MWDOC Board of Director demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Orange County Water and Wastewater Multi-Jurisdictional Hazard Mitigation Plan.

NOW, THEREFORE, BE IT RESOLVED by the MWDOC Board of Directors that the ORANGE COUNTY WATER AND WASTEWATER MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (2025) is hereby adopted by MWDOC.

NOW, THEREFORE, BE IT FURTHER RESOLVED, while content related may require revisions to meet the plan approval requirements, changes occurring after adoption will not require MWDOC to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

Said Resolution was adopted on February 19, 2025, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY the foregoing is a full, true, and correct copy of Resolution No. ____ adopted by the Board of Directors of Municipal Water District of Orange County at its meeting held on March 19, 2025.

Maribeth Goldsby, Secretary
Municipal Water District of Orange County



February 14, 2025

Alison Kearns
Risk Analysis Branch Chief
Mitigation Division
Federal Emergency Management Agency, Region IX
1111 Broadway Street, Suite 1200
Oakland, California 94607

Subject: Orange County Water & Wastewater MJHMP

Dear Ms. Kearns:

The California Governor's Office of Emergency Services (Cal OES) is forwarding the Orange County Water & Wastewater Multi-Jurisdiction Hazard Mitigation Plan for formal review. The documents were transmitted to FEMA electronically through Teams.

If you have any questions, please contact me at (916) 328-7778 or at (916) 715-9408.

Sincerely,

CONSTANTIN RAETHER, Program Manager
Local Mitigation Planning Unit

Enclosures

cc: Vicki Osborn, Director of Emergency Management, Municipal Water
District of Orange County



INFORMATION ITEM

March 19, 2025

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

FROM: Harvey De La Torre, General Manager

**SUBJECT: UPDATE TO OC LAFCO FOCUSED MSR AND CONSOLIDATION
FEASIBILITY STUDY**

STAFF RECOMMENDATION

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

COMMITTEE RECOMMENDATION

As a Board information item, this item was not presented to a Committee.

SUMMARY

On March 5, the Local Agency Formation Commission of Orange County (LAFCO) released the finalized report for the Update to Focused Municipal Service Review (MSR) and Sphere of Influence (SOI) Update for the Orange County Water District (MSR 23-06 and SOI 23-06) and Feasibility Analysis of the Potential Consolidation of Orange County Water District (OCWD) and Municipal Water District of Orange County (MWD OC).

The public review period for the draft report ran from November 15 to December 30, 2024, during which seven comment letters containing 36 total comments were received. As a result, 11 modifications were made within the finalized report. The core findings regarding potential consolidation feasibility and estimated cost savings remained intact.

At the March 12 LAFCO Board Meeting, the Commission acted to receive and file the Focused MSR and Sphere of Influence Update for OCWD.

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	

DETAILED REPORT

Background

The Focused MSR includes the comprehensive MSR and SOI update consistent with LAFCO's five-year cycle of MSRs for OCWD. The feasibility study was conducted at OCWD's request, spurred by the 2022 Grand Jury Report that recommended exploration of consolidation. The feasibility study was specifically designed to evaluate potential cost savings of an unidentified Successor Agency and examine legal steps depending on who the Successor Agency might be.

WEBB Associates & WEBB Municipal Finance, LLC was responsible for conducting the comprehensive MSR of OCWD and preparing the feasibility analysis of the potential consolidation of OCWD and MWDOC. Mr. John Schatz focused on reviewing and preparing an assessment of the required legislative changes concerning the feasibility of a potential consolidation of OCWD and MWDOC.

On November 15, LAFCO released a Public Review Draft of the MSR and SOI Update for OCWD and the Feasibility Analysis of Potential Consolidation of OCWD and MWDOC. After carefully reviewing the Draft, particularly the feasibility study of potential consolidation between MWDOC and OCWD, MWDOC submitted a comprehensive comment letter (attachment link below).

Status Update

On March 5, LAFCO released the finalized report for the Update to Focused MSR and SOI for OCWD and associated Feasibility Analysis of the Potential Consolidation of OCWD and MWDOC (attachment link below).

The public review period for the draft report ran from November 15 to December 30, 2024, during which seven comment letters containing 36 total comments were received. A comment log with the responses by the consultants is attached to the report. Commenters identified several aspects of the analysis that warrant the Commission's attention, analysis, and consideration. As a result, 11 modifications were made to the Focused Municipal Service Review and Sphere of Influence Update for OCWD and Feasibility Study for the Potential Consolidation of OCWD and MWDOC. However, the core findings regarding potential consolidation feasibility and estimated cost savings remained intact.

MWDOC Staff Observations

The 11 modifications primarily involved corrections, clarifications, and refinements to the report's content without significantly changing the overall findings or conclusions.

- 1. Text deletion in Executive Summary (OCWD Comment 1/12):** Removed the phrase "and to calculate the fee that each groundwater producer pays for each AF pumped (Replenishment Assessment)" as it was an errant carryover from a previous draft.

2. **Text deletion regarding OCWD Act limitations** (OCWD Comment 2/12): Deleted incorrectly stated text that the "OCWD Act limits the District from providing water outside of the Basin unless it is for the purpose of managing the Basin (OCWD Act, Section 2)."
3. **Revision about Basin adjudication** (OCWD Comment 3/12): Changed text about the Basin not being adjudicated to clarify that "[t]he Basin has not been comprehensively adjudicated by a court. However, the OCWD Act has long served to provide economic incentives and disincentives for OCWD to manage groundwater production based upon desired Basin conditions." A footnote was added to mention court cases that OCWD referenced.
4. **Change in data presentation** (OCWD Comment 4/12): Changed Charts 6 and 7 from pie charts to bar charts that better separate water demand from water supply for showing water budgets.
5. **Terminology change** (OCWD Comment 5/12): Removed the word "Shared" when used in the phrase "Shared Office Facilities" to be consistent with the agreement between OCWD and MWDOC.
6. **Salary correction** (OCWD Comment 7/12): Updated the Average Annual Salary for Administrative Assistant to \$61,144 in Table 14.
7. **Clarification of Finding Number 12** (OCWD Comment 8/12): Rephrased to read: "The unified representation resulting from consolidation of OCWD and MWDOC may offer opportunities at the local, state, and federal levels for grants and low-interest loan funding opportunities, and legislative advocacy."
8. **Discount rates correction** (OCWD Comment 11/12): Fixed Table 17 by reversing the discount rates and price inflation rates that were incorrectly presented.
9. **Clarification about Grand Jury reports** (OCWD Comment 10/12): Rephrased text to clarify that "The 2013 study did not specifically investigate the merits of consolidating OCWD and MWDOC and recommended that the two agencies 'should continue their role in coordinating water planning.' The 2022 study had two recommendations," which were then detailed.
10. **Addition regarding bond obligations** (MWDOC Comment 13/15 and South Orange County Water Agencies Comment 1/5): Included a reference to Government Code Section 57502 in Section 5.3 of the Feasibility Analysis under "Programs, Contracts, and Agreements" that addresses how debt existing prior to consolidation would remain only applicable to the territory of the district that obtained the debt before consolidation.
11. **Addition to Finding No. 7** (MWDOC Comment 9/15): Added "OPEB liabilities" to the finding regarding transition costs that would need to be considered in consolidation.

March 12 LAFCO Board Meeting

At the March 12 LAFCO Board Meeting, the Commission acted to receive and file the Focused MSR and Sphere of Influence Update for OCWD prepared in accordance with Government Code Sections 56425 and 56430 and adopted the statement of determinations.

Public comments were given by: MWDOC Board Member Al Nederhood, MWDOC General Manager Harvey De La Torre, and OCWD Board President Denis Bilodeau.

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 checked="" type="checkbox"/> Solicit input and feedback from member agencies. |
| <input checked="" type="checkbox"/> Strengthen communications and coordination of messaging. | <input type="checkbox"/> Invest in workforce development and succession planning. |

List of Attachments/Links:
<p>Attachment/Link: (1) MWDOC Comment letter (https://www.mwdoc.com/wp-content/uploads/2024/01/2024-LAFCO-F-MSR_MWDOC-Comments.pdf)</p> <p>(2) Update to Focused Municipal Service Review and Sphere of Influence Update for the Orange County Water District (MSR 23-06 and SOI 23-06) and Feasibility Analysis of the Potential Consolidation of Orange County Water District and Municipal Water District of Orange County (https://oclafco.org/wp-content/uploads/2025/03/7b_OCWD-MSR-SOI-Update.pdf)</p>



GENERAL MANAGER REPORT OF STAFF ACTIVITIES

March 2025

MWDOC held its Member Agency Managers' meeting at its office in Fountain Valley on Thursday, February 20, 2025.

In attendance: Rudy Correa – Brea, Mike McGee – Buena Park, David Youngblood – East Orange County Water District, Mark Sprague – Fountain Valley, Ken Vecchiarelli – Golden State Water Company, John Poehler & Kristen Schroeder – Huntington Beach, Paul Weghorst – Irvine Ranch Water District, Keith Van Der Maaten – Laguna Beach County Water District, Andrew Wiesner – Mesa Water District, Johnathan Cruz & Matt Collings – Moulton Niguel Water District, Mark Vukojevic & Steffen Catron – Newport Beach, Chris Olsen – Orange County Water District, Dustin Burnside – San Clemente, Robert Grantham – Santa Margarita Water District, Iris Lee – Seal Beach, Jerry Vilander – Serrano Water District, Tustin, Noelani Leal – Westminster, Mark Toy & Freddie Ojeda – Yorba Linda Water District

Staff in attendance: Harvey De La Torre, Melissa Baum-Haley, Charles Busslinger, Heather Baez, Hilary Chumpitazi, Sarina Sriboonlue, Joe Berg, Alex Heide, & Kevin Hostert

General Meeting Information/Discussion Items:

- Draft Board Agendas
- MWDOC Draft Budget
- Engineering Update
- MET Update

Announcements

- Water Quality Workgroup - Feb. 25 at 1 pm
- Water Policy Dinner Deven Upadhyay - March 20 Westin South Coast Plaza

Report Items

- Monthly GM Report
- Legislative Reports
- WEROC Matrix
- Grant Funding Opportunities
- Additional Reports or Materials

Future Meetings

Next managers meeting March 20, 2025

ENGINEERING & PLANNING

WATER QUALITY & OPERATIONAL PLANNING WORKSHOPS AND WORKGROUP MEETINGS

Significant changes to Orange County's imported water demands are expected over the next few years as a number of local supply projects are completed and water use efficiency efforts continue to reduce water demands.

The anticipated reduction of imported water demands can potentially increase water aging in the imported water distribution system. Additional water aging could potentially lead to water quality issues (e.g., disinfection by-product formation, disinfectant decay, and nitrification).

MWDOC hosted two collaborative workshops in the Fall of 2024 to bring together retail water agencies, MWDOC, and MET management staff. The intent was a regional dialogue forum to share knowledge about the integrated imported water conveyance system, promote a common understanding of water aging and nitrification issues, and promote a shared understanding of operations and control measures within key Orange County pipelines and local distribution systems as we look to the future.

The collaborative workshop series yielded unanimous support for more coordination through a structured communication channel, allowing for a more coordinated and efficient response to future events. As a result, MWDOC staff, in collaboration with MET staff (Water Quality, Engineering, and Operations), began quarterly workgroup meetings to continue regional communication. The first workgroup meeting occurred in late January 2025; the next one was planned for May 2025. At the January 2025 meeting, MWDOC obtained support from Member Agencies on specific next steps, including,

- MWDOC to establish a Water Quality (GIS) Data Platform to improve communication and timeliness of data sharing. MWDOC will work with MET and 1-2 MWDOC Member Agencies to pilot the platform with the goal of improving the speed and visibility of total chlorine residual decay for both our retail agencies (particularly those responsible for the operations of OC imported water conveyance pipelines) and MET.
- MWDOC, in collaboration with Member Agencies, will pilot real-time chlorine analyzers at 2-3 Member Agency-approved locations to augment real-time monitoring done by MET using pre-vetted analyzers. MWDOC received support from Member Agencies to move forward with staff recommendations for the creation of the Water Quality Data Platform and a recommendation to purchase real-time chlorine analyzers in the FY 2025-26 fiscal year budget.
- MWDOC will help coordinate training for nitrification management, focusing on agency-specific tailored training aimed at improving nitrification response.

A sub-work group meeting to discuss the design and implementation of chlorine and chloramine boosting stations took place in late February 2025. Retail water agencies, MWDOC, and MET management staff attended the meeting.

ORANGE COUNTY WATER DEMAND FORECAST PROJECT AND 2025 URBAN WATER MANAGEMENT PLAN

The Urban Water Management Planning (UWMP) Act enacted by the California legislature requires every urban water supplier providing water for municipal purposes to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually to prepare, adopt, and file an UWMP with the California Department of Water Resources (DWR) every five years in the years ending in six and one. The upcoming UWMP cycle is the 2025 UWMP will be due to DWR on July 1, 2026.

UWMPs are comprehensive documents that present an evaluation of a water supplier's reliability over a long-term (20-25-year) planning horizon. UWMPs provide an assessment of the present and future water demand and supply sources within a supplier's service area. Developing a long-term water demand forecast is an important prerequisite work to prepare an UWMP. Leading up to each UWMP cycle, MWDOC develops its water demand forecast through a bottoms-up approach where water demand forecasts are developed for every MWDOC member agency, and the sum of all agencies' imported water demand equals MWDOC's demands. The development of individual member agency demand is part of MWDOC's core services. MWDOC usually procures assistance from a consultant with expertise in demand forecasting. Orange County Water District (OCWD) has been a co-funding project partner, as 16 of its 19 basin producers are also MWDOC member agencies. The remaining three OC basin producers are the three OC cities that are direct MET member agencies (cities of Anaheim, Fullerton, and Santa Ana). The demand forecast effort includes the three cities for consistency in demand projections across MWDOC and OCWD.

On December 18, 2024, the MWDOC Board approved a contract award to Hazen and Sawyer (Hazen) to provide professional services for the 2025 Orange County Water Demand Forecast Project. The project began in January, and an All-Agency Kickoff Meeting occurred in mid-February 2025. The project schedule anticipates the draft and final demand projections to become available in July and September 2025, respectively.

In the spring of 2025, MWDOC staff will begin the procurement process to select a consultant to prepare the 2025 UWMPs. As in years past, MWDOC will offer these services as part of the Shared Services Program. The 2025 UWMP schedule will align with the demand forecast development.

MWDOC GIS NEEDS ASSESSMENT

Geographic Information System (GIS) is a technology that creates, manages, and analyzes many data types. It is a necessary resource for regional water reliability planning, water operations and management, and emergency response coordination,

among many other things. GIS is more than a mapping tool. Its applications cover four key components vital to MWDOC's role as a regional planner.

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, ability to automate some billing processes, and ability to share organized data between departments and agencies quickly and efficiently).

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 through powerful visual representations such as digital maps and dashboards.

Communication – Maps and dashboards communicate complex ideas quickly, building common understanding, supporting collaboration, and promoting problem-solving.

MWDOC's current in-house GIS capabilities and use are limited. Further, GIS support from traditional sources for MWDOC's GIS needs has become limited as some organizations MWDOC has relied upon in the past (such as the Center for Demographic Research [CDR]) now have severely limited availability to provide support to MWDOC for efforts that are not directly related to their core mission. Water Loss Control Program staff have developed and employed ArcGIS Pro, ArcGIS Online, FieldMaps, Survey123, and dashboards for Leak Detection Program activities. However, there is no formalized data governance plan or overarching data management protocols or procedures to ensure maximum flexibility in data collaboration. Other MWDOC departments employ GIS in limited forms and operate principally in their own space with cooperation and data sharing as projects develop and require (e.g., for projects under Shared Services programs).

As a regional planning agency, MWDOC recognizes the need to be a central resource for data for water agencies in Orange County, primarily our retail Member Agencies. As administrator of several Shared Service Programs, MWDOC provides additional value to its Member Agencies by processing and analyzing data to assist in meeting regulatory compliance and other goals depending on specific projects or programs. 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.

Recognizing the need for MWDOC to have an integrated and cohesive system that supports customized needs while allowing data sharing among various departments, its member agencies, and other organizations, MWDOC staff will be bringing a recommendation to the Board for consideration of initiation of a GIS initiative. It is

proposed that the initiative be implemented in two main phases. A Phase 1 Needs Assessment will provide a high-level assessment to evaluate the current GIS environment, assess organizational and departmental GIS needs, and develop a strategy, roadmap, and business case for successful GIS implementation. Phase 2 Implementation is anticipated to begin in FY 2025-26 and extend for multiple years to develop a GIS system architecture framework from which to further enhance specific GIS capabilities. Phase 2 would include specific projects designed to demonstrate the value of MWDOC's GIS initiative and investments. Additional Phase 2 efforts would continue to improve upon the original framework and expand MWDOC's GIS capabilities to serve future needs as they evolve.

MWDOC staff began the procurement process in mid-December 2024 to select a well-qualified consultant for the GIS Needs Assessment. MWDOC staff plans to present a recommendation for a contract award to the Board for consideration in March 2025 at the A&F Committee meeting.

EMERGENCY PREPAREDNESS

(EVENTS LISTED ONLY INCLUDE WEROC INVOLVEMENT. EVENTS AND INCIDENTS HAPPEN EVERY DAY BUT MAY NOT REQUIRE REPORTING OR COORDINATION WITH WEROC)

- Suspicious Activity (1 agency)
- Rain Event

Vicki continues to support and coordinate with LA County water agencies in relation to the LA Fires and CALWARN. Working in conjunction with CUEA, assistance has been provided regarding offering guidance for recovery efforts. Some Orange County water agencies have provided bottled water donations to the impacted area of the Eaton Fire and technical assistance for the Palisades Fire.

Vicki and Gabby participated in the County Debris Flow planning calls.

**Vicki can provide further details on these events as requested by the board.

WEROC AGENCY PLANNING, COORDINATION AND PROGRAM EFFORTS

AWIA & Multi-Jurisdictional Hazard Mitigation Multi-Plan Project Plan Submission & Approval Process

WEROC submitted the MJHMP to the California Office of Emergency Services (CalOES) on December 3, 2024, in accordance with the project milestones. The submission included all necessary compliance documentation.

CalOES completed its review on January 16, 2025, and provided revision requests for every agency annex. In response, WEROC collaborated with the project contractor to implement the required changes and resubmit the plan for final CalOES approval.

On February 14, 2025, CalOES approved the required changes and transmitted the plan to FEMA for final review, a process that typically takes approximately 45 days.

Final Workshops and reviews of the completed RRAs are occurring for the Tier 1 agencies. All agencies are on track to submit self-certification of compliance BY THE March 31, 2025, deadline.

Vicki and Janine met with the consultant on Thursday, February 27, as part of the continued schedule of project administrative updates.

Cyber Security and OCIAC Partnership

OCIAC and WEROC have partners to conduct a regional Cyber TTX on May 14, 2025. Six member agencies have agreed to be a focal point on our efforts to discuss with our

partners, including law, fire, and city emergency managers regarding this critical topic to our infrastructure,

Vicki will continue to provide briefings on this subject as it moves forward. WEROC continues to send out important information to the Cyber Security Distribution Group as received from DHS or the OCIAC. WEROC staff have been providing information to the member agencies as required about highlighted threats to the water industry and other current world events as required.

Mapping Project

Janine began sending the WEROC Atlas Drafts for review to the Member Agencies for their assessment and review on February 11, 2025. The agencies will respond by the end of February, and final reviews and project completion are targeted for March 28, 2025.

National Qualifications System WEROC Agency Training Program and Position Task books

Gabby continues to work on draft Type 4 Position Task Books (PTBs) in various Water and Wastewater positions for WEROC's training program. A working group for training was created for proactive planning for the overarching training program. The training will implement the creation and use of Position Task Books (PTBs) for water and wastewater staff to establish a standardized set of competencies, behaviors, and tasks required for successful performance in these roles aligned with the National Qualification System (NQS). Types of needed positions in both water and wastewater have been identified. The working group will identify required training and tasks. The next meeting is scheduled for February 26th.

Gabby met with the Orange County Emergency Management Organization (OCEMO) Exercise Design and Training subcommittee leadership to give insight into creating Position Task Books and how to foster development in upcoming meetings to help all agencies across the region.

Operational Area Executive Board Meeting

On February 19, Vicki attended the OA Executive Board meeting as the Water and Wastewater Mutual Aid Coordinator Representative on the board. The items up for action and approval included the Operational Area Volunteer and Donations Management Plan. The majority of the meeting was focused on the report out, including the OA Manager report covering the recent storm activation, the April County exercise titles Off-the-Grid, the OCIAC report, and the Mutual Aid reports, including the WEROC report. Vicki can share the full agenda and her notes as requested by the board.

Orange County Emergency Management Organization

On February 6, 2025, the WEROC team attended Irvine's monthly OCEMO coordination meeting. In addition to the regular committee report out, the presentation focused on the Building and Safety Inspections Program following an incident such as an earthquake.

WEROC Coordination Meeting

On February 24, the WEROC team conducted the quarterly WEROC Coordination Meeting with the member agencies. The agenda consisted of:

- Incidents and Events Past Quarter
- WEROC & CalWARN Mutual Assistance vs Mutual Aid Process
- Regional Fuel Plan
- Water Distribution Plan
- CMAP Exercise AAR
- Advisory Water Use Orders Toolkits
- HMP & AWIA Updates
- NQS Taskbook and Training Working Group
- WEROC Training Calendar (Agency Needs)
- WEROC Exercises Calendar
- Cyber Partnership with OCIAC May TTX
- Legislation Update (EM Related)
- WEROC Atlas
- MWDOC GIS Project (WEROC included)
- CARB Diesel Engine Exemptions Process
- Non-Covid Regulations End Date
- Roundtable

29 of the 36 member agencies were in attendance, which prompted a great discussion of planning throughout the meeting.

WEROC Mobile EOC/Command Vehicle and Peters Canyon Logistics Base

The vehicle is ready. To ensure we have connectivity and no surprises if an event occurs within Orange County, Gabby and Janine continue to work with IT to test equipment in various locations throughout the County.

Janine and Gabby worked on maintaining the WEROC Peter Canyon location and checking its status after the rain event.

WEROC Training and Exercises

Gabby attended a 2-day training session sponsored by Texas A&M Engineering Extension Service (TEEX) and hosted by the City of Seal Beach called MGT 346, EOC Operations and Planning All-Hazards Events. She received a certification and successfully passed the training.

Vicki and Gabby attended the annual County Responder Training for their Emergency Operations Center for those assigned to a position or may have input as part of the Policy Group.

Vicki is working with six agencies who have requested assistance conducting Tabletop Exercises within their agency. These will be conducted between March and May timeframe.

WEROC Systems Testing

Gabby conducted the WEROC Member Agency Monthly Radio Test on Wednesday, February 12, 2025.

Gabby participated in the MET EOC radio test.

OTHER ITEMS TO HIGHLIGHT

On February 12, Gabby attended as a representative of WEROC at the first stakeholder Local Hazard Mitigation Plan (LHMP) meeting for the City of Seal Beach.

On February 6, Vicki attended the CSDA Public Works Coalition. This was the first meeting of the year and different topics such as Zev vehicles; more information will be available as this meeting group continues to meet.

Vicki and Gabby are working with the MWDOC Engineering team on the GIS Needs Assessment Project.

MET ITEMS CRITICAL TO ORANGE COUNTY

MET FINANCE AND RATE ISSUES

Water Transactions for February 2025 (for water delivered in December 2024) totaled 243.7 thousand acre-feet (TAF), which was 139.3 TAF higher than the budget of 104.3 TAF and translates to \$269.6 million in receipts for February 2025, which was \$166.3 million higher than the budget of \$103.3 million.

Year-to-date water transactions through February 2025 (for water delivered in May 2024 through December 2024) were 996.2 TAF, which was 15.1 TAF higher than the budget of 981.1 TAF.

Year-to-date water receipts through February 2025 were \$1,083 million, which was \$46.2 million higher than the budget of \$1,036 million.

Month		Acre-Feet (AF) ²		Variance		Revenue (\$)¹		Variance	
Delivered/ Billed In	To be Collected in	Budget	Actual	AF	%	Budget	Actual	\$	%
May	July	111,381	93,988	(17,393)	-16%	115,411,844	111,844,425	(3,567,419)	-3%
June	August	119,830	101,259	(18,571)	-15%	142,766,424	100,440,378	(42,326,046)	-30%
July	September	133,150	113,715	(19,435)	-15%	141,775,001	121,901,017	(19,873,984)	-14%
August	October	136,454	116,650	(19,804)	-15%	145,410,622	129,047,328	(16,363,294)	-11%
September	November	127,137	114,291	(12,846)	-10%	133,836,426	124,663,850	(9,172,576)	-7%
October	December	123,989	115,743	(8,246)	-7%	128,665,932	122,055,973	(6,609,959)	-5%
November	January	124,881	96,871	(28,010)	-22%	125,782,252	103,605,338	(22,176,914)	-18%
December	February	104,337	243,696	139,359	38%	103,324,010	269,626,583	166,302,573	39%
YTD Total		981,159	996,213	15,054	2%	1,036,972,511	1,083,184,892	46,212,381	4%
January	March	88,988	-	-	0%	95,074,177	-	-	0%
February	April	77,291	-	-	0%	81,911,825	-	-	0%
March	May	82,757	-	-	0%	88,153,603	-	-	0%
April	June	107,565	-	-	0%	116,431,176	-	-	0%
FY Total		1,337,760	996,213	N/A	N/A	1,418,543,292	1,083,184,892	N/A	N/A

MET'S SUPPLY CONDITION UPDATE

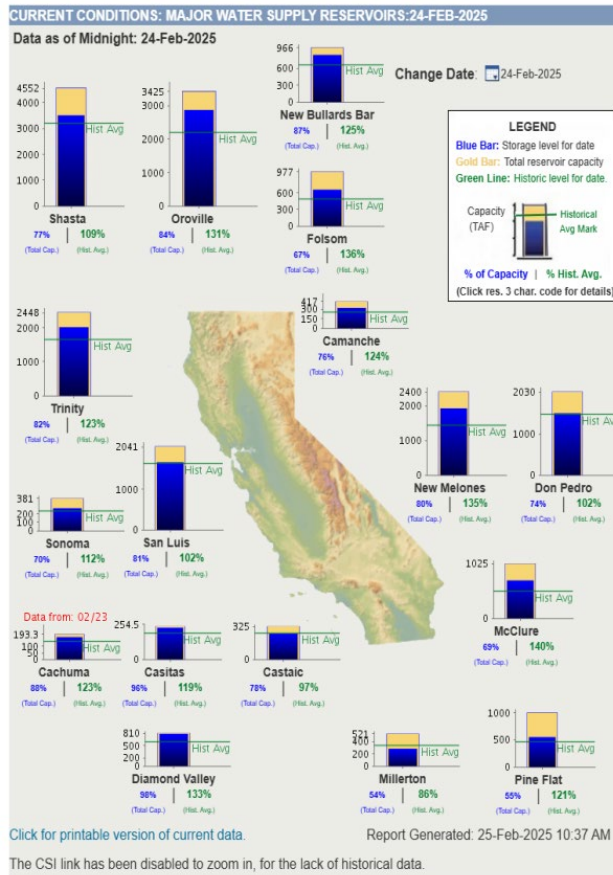
The 2024-25 Water Year (2024-25 WY) officially started on October 1, 2024. Thus far, Northern California's accumulated precipitation (8-Station Index) has been reported at **43.2 inches or 126% of normal as of February 25th**. The Northern Sierra Snow Water Equivalent is **23.7 inches on February 25th, 94% of normal** for that day. The Department of Water Resources (DWR) has increased the State Water Project (SWP) **“Table A” allocation to 35% as of February 2025**.

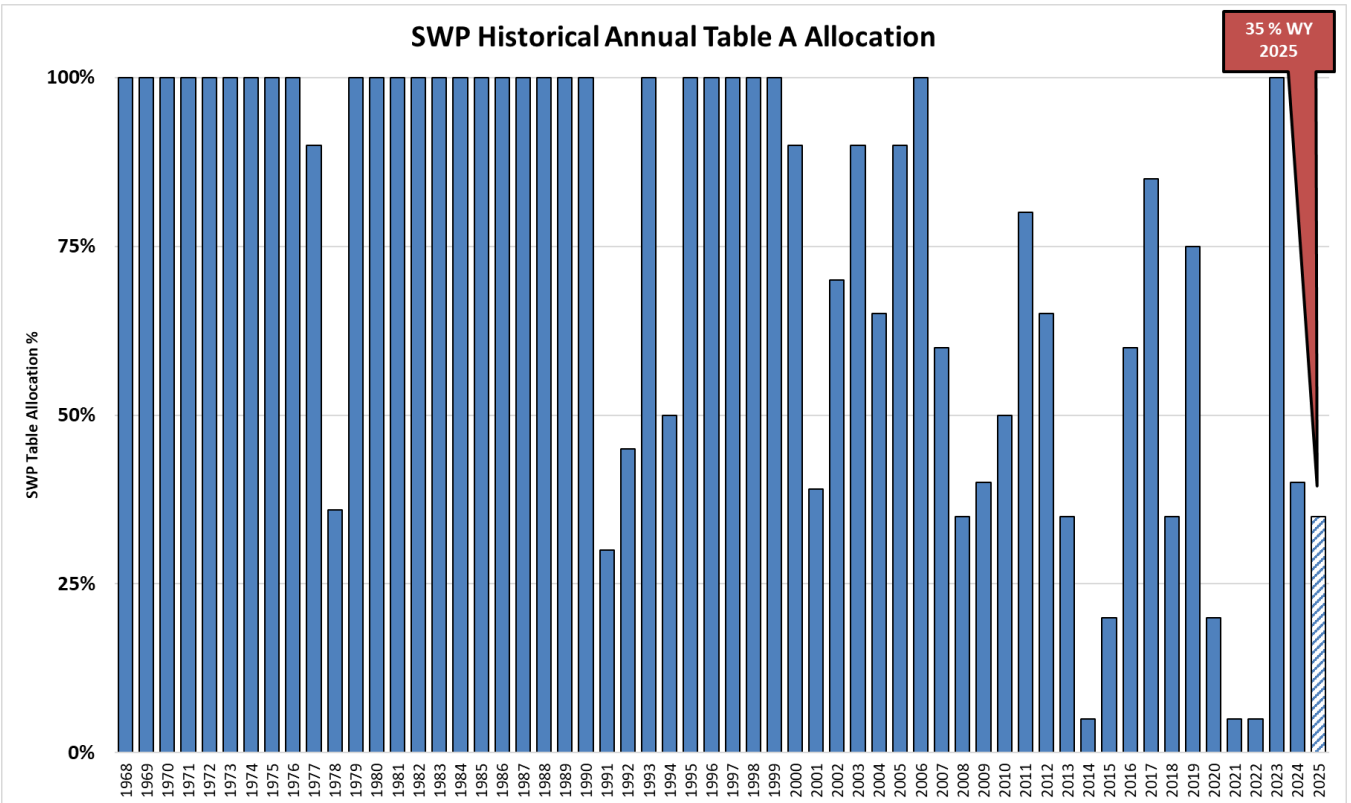
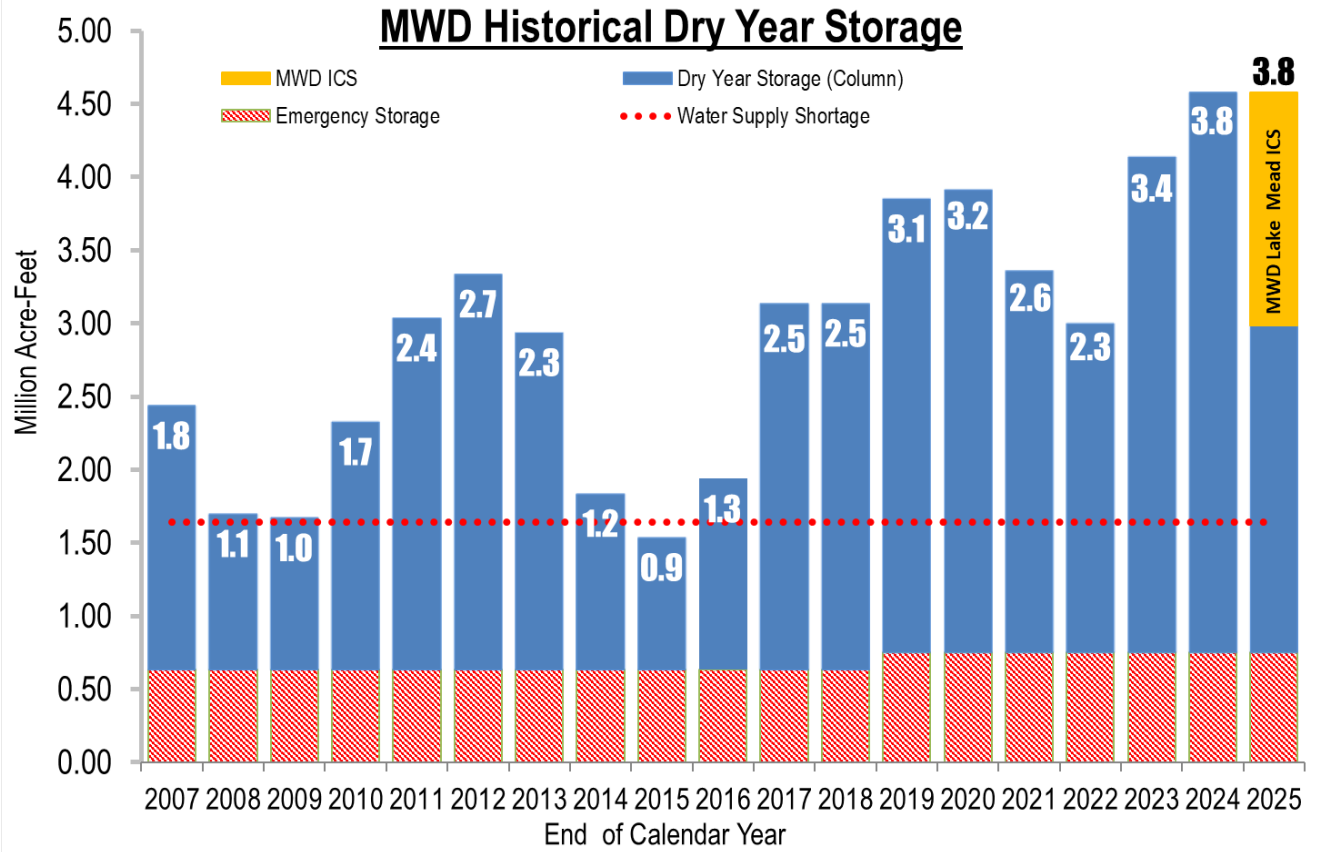
The Upper Colorado River Basin accumulated precipitation is **12.7 inches or 94% of normal as of February 24th**. On the Colorado River system, snowpack is measured across four states in the Upper Colorado River Basin. The Upper Colorado River Basin Snow Water Equivalent was at **11.3 inches as of February 25th, 92% of normal** for that day. Due to the below-average inflows into Lake Powell over the past several years, the United States Bureau of Reclamation **declared a shortage at Lake Mead that has been ongoing since January 1st, 2022 (Below 1,075 feet storage level)**. As of February 2025, **there is a 93% chance of shortage continuing in CY 2026, an 83% chance in CY 2027, and an 80% chance in CY 2028. In addition, there is a 7% chance of a California (Below 1,045 feet storage level) shortage in 2027.**

As of February 24th, Lake Oroville's storage is 84% of total and 131% of normal capacity. As of February 24th, San Luis Reservoir has a current volume of **81% of the reservoir's total capacity and is 102% of normal**.

With CY 2025 estimated total demands and losses of 1.45 million acre-feet (MAF) and a 35% SWP Table A Allocation, Metropolitan is projecting that demands will equal supply levels in Calendar Year (CY) 2025. Based on this, Metropolitan's estimated dry-year storage at the end of **CY 2025 will remain at approximately 3.8 MAF**.

A projected dry-year storage supply of **3.8 MAF would be approximately 2.8 MAF from a typical level where Metropolitan's goes into Water Supply Allocations**. A large factor in maintaining a high-water storage level is lower than expected water demands. We are seeing regional water demands reaching a 40-year low. **However, with a majority of MWD's water supplies stored in Lake Mead and still a 5-year shortage projection at Lake Mead, there remains a lot of uncertainty about where supply balances will be in the future. In addition, Colorado River Basin States have been meeting for months to negotiate new post-2026 operations at Glen Canyon Dam at Lake Powell and Hoover Dam at Lake Mead.**





2025 WSDM Storage Detail

	1/1/2025 Estimated Storage Levels ¹	CY 2025 Take Capacity ²	2025 Total Storage Capacity
WSDM Storage			
Colorado River Aqueduct Delivery System	1,596,000	161,000	1,622,000
Lake Mead ICS	1,596,000 ³	161,000 ⁴	1,622,000 ³
State Water Project System	1,163,000	681,000	2,341,000
MWD & DWCV Carryover	383,000	383,000	532,000 ⁵
MWD Articles 14(b) and 12(e)	0	0	0
Castaic and Perris DWR Flex Storage	219,000	219,000	219,000
Arvin-Edison Storage Program	100,000	0	350,000
Semitropic Storage Program	227,000	47,000	350,000
Kern Delta Storage Program	142,000	32,000	250,000
Mojave Storage Program	19,000	0	330,000
AVEK Storage Program	27,000	0	30,000
AVEK High Desert Water Bank Program	45,000	0	280,000
In-Region Supplies and WSDM Actions	1,060,000	645,000	1,246,000
Diamond Valley Lake	788,000	531,000	810,000
Lake Mathews and Lake Skinner	188,000	76,000	226,000
Conjunctive Use Programs (CUP)	84,000	38,000	210,000 ⁶
Other Programs	762,000	39,000	1,181,000
Other Emergency Storage	381,000	0	381,000
DWCV Advanced Delivery Account	381,000	39,000	800,000
Total	4,581,000	1,525,000	6,390,000
Emergency	750,000	0	750,000
Total WSDM Storage (AF) ⁷	3,831,000	1,525,000	5,640,000

¹ Preliminary start of year balances, subject to DWR adjustments and USBR final accounting in May 2025.

² Take capacity assumed under a 15 percent SWP Table A Allocation. Storage program losses included where applicable.

³ This amount is net of the water Metropolitan stored for IID in Lake Mead in an ICS sub-account.

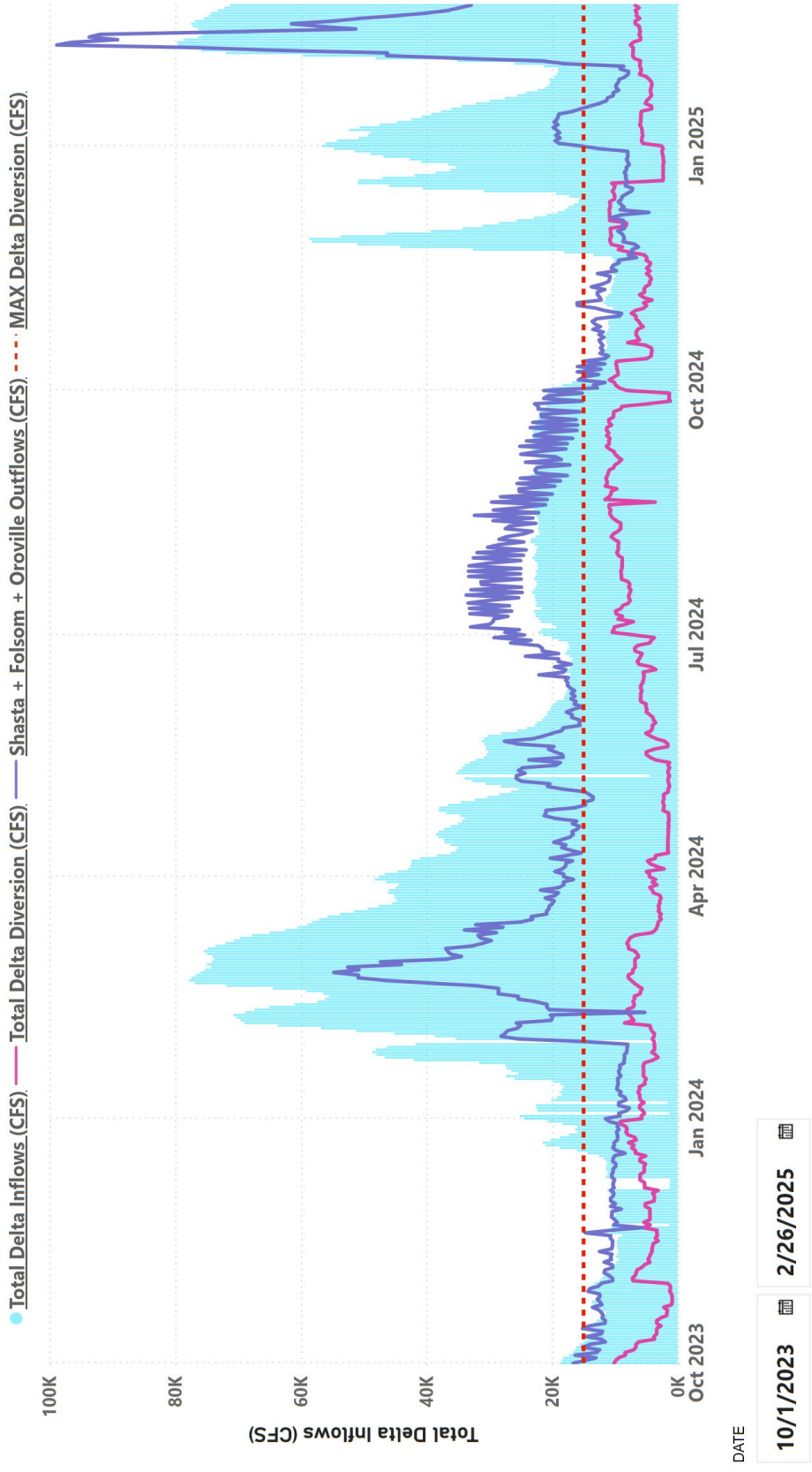
⁴ Take capacity will be based on planned maintenance activities and current CRA supply estimate.

⁵ Total storage capacity varies year-to-year as the contractual annual storage limit, based on the SWP Table A allocation, is combined with the remaining balance from the previous year. There is a potential risk that Metropolitan’s stored water be converted to SWP contractor water if San Luis Reservoir approaches full capacity.

⁶ Total of all CUP programs including IEUA/TVMWD (Chino Basin); Long Beach (Central Basin); Long Beach (Lakewood); Foothill (Raymond and Monk Hill); MWDOC (Orange County Basin); Three Valleys (Live Oak); Three Valleys (Upper Claremont); and Western.

⁷ Total WSDM Storage level subject to change based on accounting adjustments. Total may not sum due to rounding.

Bay Delta Daily Historical Water Operations



MET'S WATER QUALITY UPDATE

Water System Operations

Metropolitan member agency water deliveries were 84,800 acre-feet (AF) for January, with an average of 2,700 AF per day, which was about 1,600 AF per day lower than in December. Metropolitan suspended delivering water to the Cyclic and Conjunctive Use Programs in 2025, considering the initial low SWP Allocation. Treated water deliveries were 200 AF lower than in December, for a total of 57,200 AF, or 67 percent of total deliveries for the month. The Colorado River Aqueduct (CRA) pumped a total of 65,000 AF in January. State Water Project (SWP) imports averaged 660 AF per day, totaling about 20,400 AF for the month. The target SWP blend is 0% for Skinner, Weymouth, and Diemer.

With the end of 2024 marking a record storage level of over 3.8 million AF, Metropolitan has sufficient imported supplies and storage to meet demands in 2025. Water continues to be managed according to Water Surplus and Drought Management principles and operational objectives, emphasizing positioning SWP supplies to meet future demands in the SWP-Dependent Area. The California Department of Water Resources has increased the SWP Allocation from 5% to 35%. Metropolitan continues to minimize the use of Table A supplies to preserve supplies for the SWP-Dependent Area and guard against potential drought conditions.

Water Treatment and Distribution

The SWP target blends entering the Weymouth and Diemer plants and Lake Skinner remained at zero percent in January. Flow-weighted running annual averages for total dissolved solids from October 2023 through September 2024 for Metropolitan's treatment plants capable of receiving a blend of supplies from the SWP and the CRA were 518, 571, and 523 mg/L for the Weymouth, Diemer, and Skinner plants, respectively.

Metropolitan staff began the Jensen plant chlorine ejector building modifications project. The manifold water piping modification work is being completed in two stages to reduce operational impact and improve plant reliability. To limit the shutdown duration, Metropolitan staff constructed and coated the manifold piping at the weld shop at the Lake Mathews and La Verne Shops before installing it during the planned Jensen plant shutdown in January.

Weekly Water Quality System Status

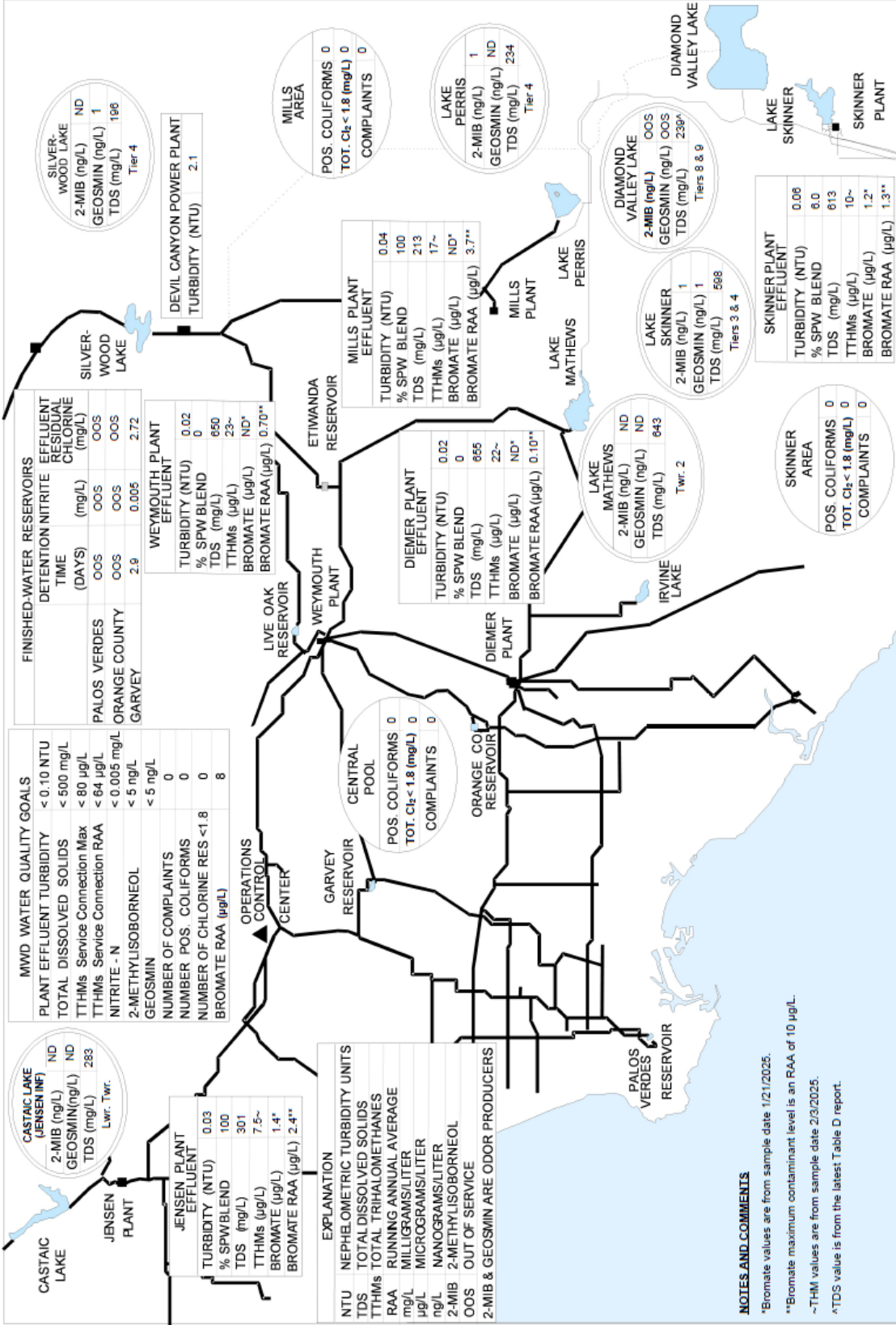
Wednesday, February 19, 2025

Generated On: 2/19/2025 10:58:28 AM



THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

No violations of State or Federal regulations were recorded during the current period.



WATER QUALITY INFORMATION LINE: (800) 354-4420
VISIT MWD ON THE WEB AT <http://www.mwdh2o.com>

The Metropolitan Water District of Southern California

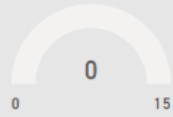
Weekly Operations Plan

For additional information, please contact James Bodnar at (213) 217-6099

02/20/2025 - 02/27/2025

Colorado River Aqueduct:
4-pump flow

Hydroelectric Generation:
0.0 MW
0 plant(s) in operation



Total System Demands
2,030 AF/Day

Change in Total System Demands*
▼ 160 AF/Day

Forecast
February
Deliveries

64 TAF

East Branch SPW Imports

Rialto Pipeline	<u>150</u> AF/day	▲
Santa Ana Valley Pipeline	<u>110</u> AF/day	▲
Inland Feeder	<u>0</u> AF/day	▼

West Branch SPW Imports

Castaic Lake	<u>430</u> AF/day	▼
SCVWA (formerly CLWA)	<u>70</u> AF/day	▲

Water Quality

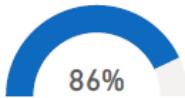
Plant Name	Targeted Blend (% SPW)	TDS (mg/L)	TTHMs (µg/L)
	As of 2/19/2025	As of 2/19/2025	As of 2/3/2025
Weymouth	0	650	23.0
Diemer	0	655	22.0
Skinner	0	613	10.0
Jensen	100	301	7.5
Mills	100	213	17.0

Terminal Reservoirs

as of 2/19/2025

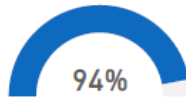
Lake Mathews

156,200 AF
▲ 2,000 AF*



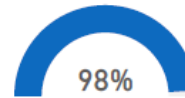
Lake Skinner

41,500 AF
▲ 1,000 AF*



Diamond Valley Lake

794,400 AF
▲ 7,800 AF*



* = data from 2/13/2025

COLORADO RIVER ISSUES

Post-2026 Colorado River Operational Guidelines Alternatives Report

The Colorado River Basin States could not reach a seven-state consensus on an alternative to provide to the Bureau of Reclamation (Reclamation) in time to be included in the post-2026 Colorado River Guidelines. Instead, the Lower Division States and Upper Division States each submitted to Reclamation their proposals for consideration in 2024, with refinements in early 2025. Other alternatives were submitted, including one from the Gila River Indian Community.

On January 17, Reclamation released the Post-2026 Colorado River Operations Alternatives Report, outlining four action alternatives for managing the Colorado River system after the current guidelines expire in 2026. Reclamation intends to also analyze these alternatives and a No Action Alternative (as required by the National Environmental Policy Act) in the Post-2026 Operational Guidelines Environmental Impact Statement (EIS). Reclamation does not intend to analyze the alternatives submitted by the Lower Division States, Upper Division States, or the Gila River Indian Community. Instead, the Basin Hybrid Alternative will analyze each submitted alternative's components.

The Alternatives Reclamation has identified for analysis in the EIS are summarized below:

FEDERAL AUTHORITIES ALTERNATIVE

- Emphasizes infrastructure protection based on existing legal authorities; would not require new federal statutory authorities or stakeholder agreements.
- Lake Powell releases are adjusted based on reservoir elevations, ranging from 9.5 to 5.0 million acre-feet (MAF), with potential reductions to protect Glen Canyon Dam infrastructure.
- Lower Basin shortages up to 3.5 MAF, distributed according to the priority system, triggered by combined storage levels of Lake Powell and Lake Mead.
- No new Intentionally Created Surplus (ICS) delivery or storage mechanisms.

FEDERAL AUTHORITIES HYBRID ALTERNATIVE

- Combines reservoir elevations, 10-year hydrology, and Lower Division States deliveries to determine Lake Powell releases, with potential increases from other reservoirs to protect infrastructure.
- Introduces new delivery and storage mechanisms for both lakes, including federal and non-federal storage pools, with maximum flexibility.
- Basin-wide shared contributions, with Upper Division States conservation stored in Lake Powell and Lower Division States shortages starting at 1.5 MAF and reaching up to 3.5 MAF, triggered by combined storage levels.
- Shortages distributed pro-rata.

- Some elements may require additional federal statutory authorities and stakeholder agreements.

COOPERATIVE CONSERVATION ALTERNATIVE

- Informed by the Cooperative Conservation alternative submitted by a group of environmental organizations.
- Lake Powell releases between 11.0 and 5.0 MAF, determined by total Upper Division States storage and recent hydrology, switching to “run-of-river” below 3,510 feet elevation.
- Basin-wide shared contributions, including up to 4.0 MAF of Lower Division States shortages triggered by combined seven-reservoir storage and recent hydrology.
- Includes voluntary water conservation in both basins.
- Some elements may require additional federal authorities and stakeholder agreements.

BASIN HYBRID ALTERNATIVE

- This includes some components from the alternatives submitted by the Upper and Lower Division States and the Gila River Indian Community.
- Lake Powell releases primarily based on its elevation, considering Lake Mead’s elevation in some scenarios, ranging from 12.0 to 5.0 MAF, with potential increases from other reservoirs to protect infrastructure.
- Introduces new delivery and storage mechanisms for both Lake Powell and Lake Mead, incentivizing conservation and managing reductions, affording equal ability to Tribal and non-Tribal entities to participate.
- Basin-wide shared contributions, including Upper Division States conservation stored in Lake Powell and up to 2.1 MAF of Lower Division States shortages triggered by combined seven-reservoir storage.
- Analyze shortage distribution using priority and pro-rata approaches, with and without shortages to Tribes.
- Some elements may require additional federal authorities and stakeholder agreements.

NO ACTION ALTERNATIVE

- Reverts operations to pre-2007 guidelines, with Lake Powell releasing 8.23 MAF annually unless adjustments are necessary.
- Lower Division States shortages capped at 600,000 acre-feet, based on priority.
- There are no new mechanisms for ICS beyond existing agreements.

The report emphasizes that all action alternatives aim to provide a broad range of operations to capture the potential environmental impacts of new guidelines post-2026.

Reclamation will continue refining these alternatives with input from partners and stakeholders as they develop the Draft EIS. The door remains open, however, for including a Basin State alternative in the Final EIS, which is likely to be released in early 2026. If a Basin State alternative is developed, staff will provide a detailed review to the Board.

DELTA CONVEYANCE ACTIVITIES AND STATE WATER PROJECT ISSUES

Delta Conveyance

On January 17, 2025, the Delta Stewardship Council dismissed the four appeals of the California Department of Water Resources' Certification of Consistency for 2024-2026 geotechnical work. The appeals were dismissed for lack of jurisdiction because the 2024-2026 geotechnical work is not a covered action.

Delta Conveyance Related Joint Powers Authority

At the January 16 Delta Conveyance Finance Authority (DCFA) Board of Directors meeting, the DCFA Board decided to re-elect several members to leadership positions. Paul Sethy, representing Alameda County Water District, remains as President of the board; Miguel Angel Luna, representing Metropolitan, is now the Vice President; Robert Cheng, representing the Coachella Valley Water District, stays on as Secretary, and Metropolitan's Katano Kasaine has been reinstated as Treasurer. On January 14, Valley Water voted to support continued funding for Delta Conveyance Project planning; all participating agencies are expected to vote by the end of March 2025.

Science Activities

Metropolitan staff co-authored two papers that were published in January 2025. The first paper, "Insights from a Year of Field Deployments Inform the Conservation of An Endangered Estuarine Fish," was published in Conservation Physiology. The second paper, "Influence of an Impacted Estuary on The Reproduction of an Endangered Endemic Fish," was published in Science of the Total Environment.

Metropolitan staff executed agreements with the Plumas Community Protection I Forest Resilience Bond LLC, the North Feather I Forest Resilience Bond LLC, and the Upper Butte Creek I Forest Resilience Bond LLC per the Board's authorization in September 2024. The North Feather I Forest Resilience Bond is expected to officially launch in the next couple of months, with the others following later this year

Delta Island Activities

Metropolitan staff executed a short-term lease for farming on Webb Tract. The lease will ensure the island can maintain crop insurance while providing revenue and weed control.

PUBLIC/GOVERNMENT AFFAIRS

MEMBER AGENCY SUPPORT

Public Affairs Staff:

- Reached out to The Metropolitan Water District of Southern California (Metropolitan) and MWDOC Water Use Efficiency staff to inquire about fireharding resources for Moulton Niguel Water District's April garden tour
- Prepared and delivered the spring 2025 Bill Inserts to Member Agencies
- Answered Consumer Confidence Report (CCR) requests for proposal questions from vendors and posted on the website
- Hosted the CCR kickoff meeting with participating member agencies on February 13, 2025
- In collaboration with Engineering and Member Agencies, completed the selection process of Consulting Firm to handle creative and printing of CCRs.

Government Affairs Staff:

- Circulated the Grants Tracking and Acquisition report to participating member agencies

COMMUNITY AND SPECIAL EVENTS

Public Affairs Staff:

- Facilitated a training clinic in partnership with El Toro Water District. Fifty-three Scouts BSA attendees learned and earned their Soil and Water Conservation merit badge.
- Prepared and sent the first invite for the MWDOC Water Policy Forum & Dinner on March 20, 2025, at the Westin, South Coast Plaza featuring Deven Upadhyay, The Metropolitan Water District of Southern California General Manager
- Provided promotional items to Midwest Landscaping for their booth at the OC Fairground's Home Show
- Finalized details for Director Ackerman's State Water Project Inspection Trip on March 7-8, 2025

Government Affairs Staff:

- Participated in the OCBC Infrastructure Committee meeting
- Attended the OC LAFCO meeting and provided public comment on the agenda item: LAFCO and Water Systems Consolidation Report Update
- Attended the OCBC Governmental Affairs Committee meeting

K-12 WATER EDUCATION

Public Affairs Staff:

- Prepared and sent a request for MWDOC K-12 Choice School Program commitments to MWDOC Member Agencies and the Three Cities for FY 25-26 participation
- Provided information and responded to inquiries regarding the MWDOC K-12 Choice School Program from the City of Santa Ana, City of Huntington Beach, East Orange County Water District, City of Tustin, Moulton Niguel Water District, Yorba Linda Water District, and City of Anaheim
- Met with MWDOC 3-12 Choice School Program contractor and Orange County Department of Education's Inside the Outdoors to discuss implementation of revised pre- and post-program activities

WORKFORCE INITIATIVE

Public Affairs Staff:

- **Speakers Bureau:** Participated as a panelist on the California Environmental Literacy Initiative's first Green Careers: Energy, Environment and Utilities Sector webinar
- **Speakers Bureau:** Facilitated and hosted the Water Energy Education Alliance (WEEA) Leadership Roundtable Meeting #20
 - Met with the keynote speaker to go over the presentation direction
- **Speakers Bureau:** Initiated, organized, and led a groundbreaking Pilot Education-to-Workforce Tour in collaboration with The Metropolitan Water District of Southern California (Metropolitan), the San Diego County Water Authority (SDCWA), the Linda Vista Innovation Center, and Cuyamaca College's Center for Water Studies. The tour brought together 55 industry and education professionals across Los Angeles, Orange County, the Inland Empire, Long Beach, and San Diego. Participants explored K-16 education and training facilities and visited a major construction site, which has already employed nearly 1,800 workers in Phase I. The event featured expert speakers and a MWDOC/WEEA staff-led panel, fostering valuable connections between educators and industry.
 - Met multiple times with partners to plan the event
 - Met with panelists from SDCWA and Metropolitan to explore questions for the workforce development panel
- Participated in the California Data Collaborative Workforce Development Committee meeting
- Met with the Inland Empire Utilities Agency to discuss WEEA sponsorship options for FY 25-26

DIGITAL COMMUNICATIONS, PUBLICATIONS, AND MEDIA ENGAGEMENT

Public Affairs Staff:

- Prepared and delivered the February edition of eCurrents
 - Open rate: 55% (utilities average 28%)
- Completed several updates for the MWDOC.com website
- Developed and distributed social media content across all MWDOC social media channels
- Developed a video featuring MWDOC rebates and a turf replacement project at RH Dana Elementary School

SPECIAL PROJECTS

Public Affairs Staff:

- Participated in the MWDOC Accounting Technician interview panel
- Worked with MWDOC Water Use Efficiency on edits to the AB 1572 informational flyer
- Created a surface vs. hidden leaks handout for MWDOC Water Loss Control and updated the leak detection program briefing paper
- Met with MWDOC Metropolitan and Water Issues to brainstorm ideas for a water supply dashboard
- Participated in two (2) full-day Supervisors Academy trainings at Yorba Linda Water District and MWDOC
- Participated in the OC Water Summit Ad Hoc Committee Meeting
 - Secured Friz Coleman as Emcee

Governmental Affairs Staff:

- Staffed the ISDOC Quarterly Luncheon meeting featuring guest speaker Supervisor Doug Chaffee
- Staffed the ISDOC Executive Committee meeting
- Staffed the WACO meeting featuring guest speaker Eric Saperstein
- Confirmed the speaker for the March WACO meeting
- Staffed the WACO Planning Committee meeting
- On behalf of ISDOC, prepared and sent letters to the Operational Area Executive Board designating ISDOC's appointees for 2025

OUTREACH METRICS

Public Affairs Staff:

- Google Performance Analytics (GM Report Timeframe)
 - 429 business profile interactions

- 4,384 people viewed the business profile
- Website Analytics (GM Report Timeframe)
 - 9,610 pageviews
 - Top pages for this date range
 - Home Page – 1,575
 - Poster Contest – 531
 - Residential Rebates – 481
 - Careers – 452
 - RFPs/RFQs – 425
 - Turf Replacement – 408
 - ocwatersmartparks.com: 4 site sessions
- ocwatersmartgardens.com Analytics (January 2025)
 - 859 Sessions, 614 New Users
 - Top pages for this date range
 - Fire Resistant CA Friendly Plants
 - Eligible Sustainability Feature Trees
 - Helpful Plant List
- Social Media (GM Report Timeframe)

According to Hootsuite – the global leader in social media management – a good engagement rate is between 1% to 5%.
For this period, MWDOC's engagement rate is at 5.39%

 - 121,402 post reach (number of people)
 - 6,544 Post engagements (actions taken – likes, shares, etc.)

LEGISLATIVE AFFAIRS

Governmental Affairs Staff:

- Participated in the ACWA LIRA Working Group meeting
- Attended the CSDA Legislative Committee meeting
- Met with Santa Margarita Water District's director Margaret Novak
- Attended the CMUA Capitol Day in Sacramento
- Participated in CSDA's Strategic Policy Objective Working Group meeting
- Traveled to Sacramento and met with:
 - Senator Steven Choi
 - Assemblyman Tri Ta
 - Matt Julian, Assemblywoman Kate Sanchez's office
 - Yajira Lechuga, Senator Tom Umberg's office
 - Assemblywoman Laurie Davies
 - Christopher Aguilera, Assemblywoman Sharon Quirk-Silva's office
 - Jason Tso, Assemblyman Phillip Chen's office
 - Assemblywoman Diane Dixon
 - Nathaly Teran, Assemblyman Avelino Valencia's office

- Sam Samuelsen, Senator Catherine Blakespear's office
- Attended the ACWA Region 10 State Legislative Committee prep meeting
- Met with staff from the City of Burbank to discuss legislative issues coming up at Metropolitan Water District
- Participated in the CMUA Water LIRA Strike Team meeting
- Attended the ACWA State Legislative Committee meeting
- Met with Stacy Taylor from Mesa Water District to discuss legislative issues
- Attended the CMUA Regulatory Committee meeting
- Participated in the CMUA Legislative Committee meeting
- Attended the CCEEB Water, Chemistry & Waste Project meeting
- Met with legislative staff at Metropolitan Water District to discuss their sponsored legislation
- Participated in the Metropolitan Water District Member Agency Legislative meeting

WATER USE EFFICIENCY

ORANGE COUNTY DATA ACQUISITION PARTNERSHIP (OCDAP) STEERING AND TECHNICAL ADVISORY COMMITTEE (STAC)

On February 11, Rachel Waite-Harvey attended the OCDAP STAC. This working group collaborates on and organizes a regional effort to cost-share the acquisition of high-resolution aerial imagery and related products and planning of the OC GIS Users Group meeting. Discussion focused on the 2026 Cycle #3 vendor options, planning, and logistics.

The next meeting is scheduled for March 11.

METROPOLITAN PROGRAM ADVISORY COMMITTEE (PAC) MEETING

On February 12, Beth Fahl participated via Zoom in Metropolitan's PAC meeting. Topics discussed included:

- Crop-Swap under Water Savings Incentive Program (WSIP)
- Update on Pump Pods and Grant Funding
- Other General Conservation Credit Program Items / Roundtable

The next meeting is scheduled for May 28.

PROJECT AGREEMENT 22 (PA 22) ADVISORY WORKGROUP MEETING

On February 13, Rachel W.H. joined the PA 22 Advisory Workgroup hosted by the Santa Ana Watershed Project Authority (SAWPA) and attended by staff from SAWPA member agencies and MWDOC. Topics discussed included the Santa Ana River Watershed-Wide Water Budget Image Analysis Classification Methods report and the water budget landscape measurement projects.

Future meetings will be held as necessary.

INDOOR WATER USE TECHNOLOGY ADVISORY PANEL MEETING

On February 13, Joe Berg and Rachel W.H. joined the Indoor Water Use Technology Advisory Panel Meeting hosted by the Department of Water Resources (DWR). This panel is working with DWR and their consultant team to assess the impacts of the Way of Life Framework 2030 indoor residential standard on water, wastewater, and recycled water systems, as required by SB 1157. Flume, a project consultant, walked attendees through their modeling efforts to normalize California Flume water use data to the population at large.

Follow-up meetings will be scheduled in the future.

ALLIANCE FOR WATER EFFICIENCY (AWE) WATER EFFICIENCY RESEARCH (WER) COMMITTEE MEETING

On February 18, Rachel W.H. participated in the AWE WER Committee, which was attended by water use efficiency staff from across the country. Topics on the agenda included:

- Research Activity
- WER Committee Work Plan Review and Approval
- Value Landscape Engineering Tool

The next meeting is scheduled for April 15.

HUNTINGTON BEACH AND MWDOC STAFF MEET AND GREET

On February 18, Joe, Rachel Davis, Rachel W.H., and other MWDOC staff met with John Poehler, the new Deputy Director of Public Works, at the MWDOC office. The staff introduced themselves and gave brief overviews of each department's services and how we can support the city.

ADVANCED METERING INFRASTRUCTURE (AMI) WORKGROUP MEETING #4 – AMI: DAY TWO

On February 19, Rachel D. hosted the fourth AMI Workgroup meeting in collaboration with ESource. Agenda items included:

- Learning Module
 - Beyond Meter 2 Cash – What is it, and why might I want it?
 - Leveraging Utility Core IT Systems – CIS, ESRI, CMMS, SCADA
 - Analytic Options – What's out there?
- Case Study – Moulton Niguel Water District
- Information Sharing
 - What are you ready for?
 - Topics of Particular Interest / Pain Points / Concerns

The next meeting is scheduled for March 26.

CALIFORNIA DEPARTMENT OF WATER RESOURCES MONTHLY WEBINAR SERIES ON WATER LOSS AND LEAK DETECTION

On February 20, Rachel D. attended the monthly DWR webinar. The agenda included:

- Enhancing Water Efficiency: Burbank's Water Loss Audit and Trial Deployment of Pipeline Assessment Technologies
- Water Loss Audit Reporting to DWR.
 - Reminders about which water systems are required to report.

- Tips for validators that are specific to California water loss audit validations

The next webinar is scheduled for March 21.

CALIFORNIA WATER EFFICIENCY PARTNERSHIP (CALWEP) CHARTING THE COURSE FOR COMPLIANCE WEBINAR

On February 19, Rachel W.H., Beth, and Sam Fetter participated via Zoom in CalWEP's Charting the Course for Compliance Webinar. The purpose of the webinar was to give an overview of the CII Classification requirements for the Way of Life Framework regulation and to hear the methods some water suppliers use to meet compliance.

CALWEP EVALUATION MEASUREMENT & VERIFICATION (EM&V) GUIDEBOOK REVIEW MEETING

On February 19, Joe and Rachel W.H. met with CalWEP staff and consultants Tom Chestnutt and David Mitchel to discuss the draft EM&V Guidebook. The Guidebook provides a standardized and defensible approach to evaluating water savings programs. It is expected to be finalized this year.

METROPOLITAN WATER USE EFFICIENCY WORKGROUP MEETING

On February 20, Beth, Rachel D., Rachel W.H., and Sam participated via Zoom in Metropolitan's Water Use Efficiency Workgroup meeting. Items on the agenda included:

- Metropolitan Board Meeting Update
 - Board Report
 - Large Landscape and Residential Survey Program
- Metropolitan Conservation Program Updates
 - Grant Funding Update
 - Member Agency Master Agreements
- External Affairs Update

The next meeting is scheduled for March 18.

MESA WATER ISSUES STUDY GROUP

On February 24, Tina Fann presented at the Mesa Water Issues Study Group held at Mesa Water Education Center. Nearly 40 residents and customers of Mesa Water District attended. Tina F. spoke about MWDCOC's rebate programs and other free resources to help residents use water more efficiently.

CALIFORNIA DATA COLLABORATIVE (CADC) COMMITTEE MEETINGS

On March 4, Joe and Rachel W.H. joined the Data Pipelines, Automation, Warehousing, and Regional Data Solutions meetings. Topics discussed included how data may be streamlined and automated, particularly in partnership with the Metropolitan Water District. Additionally, the group discussed data related to the Way of Life Framework and dashboards and tools that may assist. Western Municipal Water District presented a semi-automated AI tool for CII Customer Classifications.

The next meeting will be held on May 6.

SAN DIEGO COUNTY WATER AUTHORITY (SDCWA) WATER USE EFFICIENCY STANDARDS WORKSHOP

On March 5, Rachel W.H., Beth, and Sam participated in SDCWA's Water Use Efficiency Standards Workshop #16, an educational workshop led by SDCWA and attended by water agency staff throughout the state. Topics on the agenda included:

- Regulations Timeline for 2025
- Reporting Experiences by Three of Your Peers
- Your Reporting Questions, with Answers by State Water Resources Control Board Staff
- Steps to Stay on the Compliance Road

ORANGE COUNTY WATER USE EFFICIENCY WORKGROUP MEETING

On March 6, Joe, Rachel W.H., Beth, Sam, Tina F., Cristal Castro, Alex Cavazos, and Melissa Hurtado held the Orange County Water Use Efficiency Workgroup meeting hosted by Santa Margarita Water District. Items on the agenda included:

- MWDOC Washington DC Trip Update
- SMWD GIS Presentation
- Conservation as a California Way of Life Framework
 - Framework Technical Assistance Program Update
 - CII Classification and BMP Timeline
 - NV5 Mixed Use Meters and Landscape Area Measurements Reconciliation Support Update
- AB 1572 Nonfunctional Turf Ban
 - Public Agency Email Campaign
 - Spring NFT Bill Inserts Update
 - League of California Cities Presentation on March 13th
- Metropolitan Conservation Program Updates
 - New Water Efficiency Team Manager
 - Moasure Inspection Program
 - Metropolitan Turf Replacement Dashboard and CalWEP LAM Explorer

- Water Use Efficiency Updates
 - County of Orange RainSmart Rebates Pilot Program
 - Grants Update
 - Tree Program Update
- Upcoming Meetings
- AWE/AWWA/CalWEP Updates

The next meeting is scheduled for April 3.

WILDFIRE TO WILDFLOWERS EVENT

On March 8, Tina F. and Alex C. hosted a table at the Wildfire to Wildflowers event at Shipley Nature Center to promote MWDOC's rebate programs and free landscaping resources. The Wildfire to Wildflowers event had native plants for sale and aimed to improve community access to resilient native plants and act as a resource for wildfire resilience education.

INFORMATION CALENDAR

**MWDOC GENERAL INFORMATION
ITEMS**

MWDOC BOARD OF DIRECTORS

- Al Nederhood

- Larry D. Dick

- Bob McVicker

- Karl W. Seckel

- Randall Crane

- Jeffery M. Thomas

- Megan Yoo Schneider