



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

**BOARD MEETING
AGENDA**

**THURSDAY, JUNE 4, 2020
CLOSED SESSION - 6:00 PM • OPEN SESSION – 7:00 PM**

BOARD OF DIRECTORS

Channing Hawkins, President
Kyle Crowther, Vice President
Dr. Michael Taylor, Director
Greg Young, Director
Dr. Clifford Young, Director

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

Teleconference Notice: In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20 and the order of the County of San Bernardino dated March 17, 2020, there will be no public location for attending this Board Meeting in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 807-977-6383. Public comment may also be submitted via email to nfarooqi@wwd.org. The webinar will also be available for public viewing by visiting www.wwd.org.

OPENING CEREMONIES

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

ADOPT AGENDA

PUBLIC PARTICIPATION

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

Public communication is the time for anyone to address the Board on any agenda item or anything under the jurisdiction of the District. Also, please remember that no disruptions from the crowd will be tolerated. If someone disrupts the meeting, they will be removed.

CONSENT CALENDAR

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

Consideration of:

1. Board of Directors - Regular Meeting Minutes - May 7, 2020. **(pg. 5)**
2. Board of Directors - Special Meeting Minutes - May 18, 2020. **(pg. 12)**
3. Board of Directors - Special Meeting Minutes - May 19, 2020. **(pg. 14)**
4. April 2020 - Purchase Order Report. **(pg. 17)**
5. Approval of Payment to Albright, Yee and Schmit, APC for Professional Services Rendered in April 2020 and May 2020. Invoice No. 26337: \$12,334.00, Invoice No. 12289: \$5,450.00. **(pg. 36)**
6. Approval of Payment to Tafoya & Garcia, LLP for Professional Services Rendered in March, 2020 Invoice No. 20-1003: \$27,443.24. **(pg. 38)**

PUBLIC HEARING

BUSINESS MATTERS

Consideration of:

7. Audit Firm Selection to Conduct West Valley Water District's Annual Financial Audit. **(pg. 39)**

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

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

UPCOMING MEETINGS

1. June 8, 2020 - West Valley Water District Human Resources Committee Meeting at 6:00 p.m., at the District Headquarters.
2. June 9, 2020 - West Valley Water District Safety and Technology Committee Meeting at 6:00 p.m., at the District Headquarters.
3. June 10, 2020 - West Valley Water District Finance Committee Meeting at 1:00 p.m., at the District Headquarters.
4. June 10, 2020 - West Valley Water District Engineering, Operations and Planning Committee Meeting at 6:00 p.m., at the District Headquarters.
5. June 11, 2020 - West Valley Water District External Affairs Committee Meeting at 6:00 p.m., at the District Headquarters.
6. June 16, 2020 - San Bernardino Valley Municipal Water District Regular Board Meeting at 2:00 p.m., 380 E. Vanderbilt Way, San Bernardino, CA 92408.
7. June 18, 2020 - West Valley Water District Board of Directors Regular Board Meeting at 7:00 p.m. (6:00 p.m. Closed Session) at District Headquarters.
8. July 2, 2020 - West Valley Water District Board of Directors Regular Board Meeting at 7:00 p.m. (6:00 p.m. Closed Session), at District Headquarters.
9. July 3, 2020 - West Valley Water District will be **CLOSED** in Observance of Independence Day.
10. July 7, 2020 - San Bernardino Valley Municipal Water District Regular Board Meeting at 2:00 p.m., 380 E. Vanderbilt Way, San Bernardino, CA 92408.
11. July 16, 2020 - West Valley Water District Board of Directors Regular Board Meeting at 7:00 PM (Closed Session at 6:00 PM), at District Headquarters.
12. July 21, 2020 - San Bernardino Valley Municipal Water District Regular Board Meeting at 2:00 P.M., 380 E. Vanderbilt Way, San Bernardino, CA 92408.

CLOSED SESSION

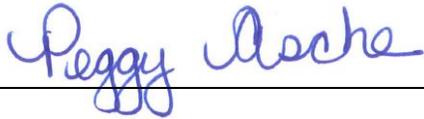
- **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956 9: Number of Cases: Four (4).

- EXISTING LITIGATION - Naisha Davis v. West Valley Water District et al. Case No. 20 ST CV 0323.
- EXISTING LITIGATION – Patricia Romero v. West Valley Water District, Workers’ Compensation Appeals Board, SDWA-561022.

ADJOURN

DECLARATION OF POSTING:

I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Agenda at the District Offices on June 1, 2020.



Peggy Asche, Acting Board Secretary

Please Note:

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

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to Peggy Asche, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Asche may be contacted by telephone at (909) 875-1804 ext. 703, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.

MINUTES
REGULAR BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
May 7, 2020

Attendee Name	Present	Excused	Absent
Board of Directors			
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Taylor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kyle Crowther	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clifford Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff			
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shamindra Manbahal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martin Pinon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Albert Clinger	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Naseem Farooqi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peggy Asche	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lizette Santoro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maisha Mesa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Counsel			
Robert Tafoya	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPENING CEREMONIES

Pledge of Allegiance - Led by Director Greg Young.
Opening Prayer- Led by Bishop Roxie Smith, Sold Out For Jesus, Rialto, CA
Call to Order
Roll Call of Board Members

ADOPT AGENDA

A motion to adopt the agenda was made by Director Greg Young and second by Director Dr. Michael Taylor. The motion passed by the following vote:

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

PUBLIC PARTICIPATION

Comments were made to the Board of Directors by Mr. Gil Navarro, San Bernardino Valley Municipal Water District. Also, Mr. Naseem Farooqi, Public Affairs Manager, read two emails on behalf of Jackson Brown and Don Griggs to the Board of Directors.

PRESENTATIONS

1. Special District Leadership Foundation (Our Commitment to Excellence).

Mr. Naseem Farooqi, Public Affairs Manager, provided a brief status update on the District achieving the Transparency Certificate of Excellence from the Special District Leadership Foundation (SDLF). West Valley Water District's (WVWD) goal is to achieve the highest level of recognition for a Special District. The first step is to show case our compliance with all the State laws and regulations in three main subject areas; basic transparency, website presentation and community outreach. Currently, the District has been in compliance with all applicable State laws and regulations, such as the Ralph M. Brown Act, Public Records Act, Annual Audit and Financial Reports. The District's website presentation there are some requirements by the SDLF that ensures WVWD offers a resource for ratepayers to stay apprised of major projects and ongoing operations. In addition, requirements include Board meetings, access to Board meetings, access to Board election information, public records request, financial disclosures, map of the District's boundaries and service areas as well as general service information. Outreach requirements show case that WVWD's commitment to engage and communicate with our ratepayers. These activities include annual budget public hearings, workshops as well as ratepayer notifications, community events and meetings, including Earth Day District Office Open House and Calendar Poster Contest status. There has been a number of employees working on these events to ensure that the District met all applicable laws and regulations, including Board members who worked hard toward achieving these requirements. Mr. Farooqi thanked everyone for their collaborative efforts working on this. The District has been able to cross everything off the list to ensure that we are in compliance. There is only one item that the District does not have and that is a Public Records Request Policy; however, the Board tonight has an opportunity to adopt a Public Records Request Policy. Mr. Farooqi stated that at Legal's advice there are a few typo's to correct and the Board Secretary will hand out the revision. President Hawkins asked will the District have completed its application once the Board adopts the Public Records Request Policy. Mr. Farooqi stated yes. Director Dr. Clifford Young inquired if Legal review the policy and Mr. Farooqi stated yes. Director Greg Young asked in the policy is there a section that addresses keeping Board members informed of requests that are made. Mr. Farooqi stated no, but at the direction of the Board it can be included. Director Greg Young stated that he would like to see

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the whole Board informed, and not just certain Board members, possibly a report once a month. President Hawkins recommend to bring this up at an External Affairs Committee meeting.

CONSENT CALENDAR

Director Greg Young motioned to adopt the Consent Calendar and requested to pull Item No.'s 5, 8, 10, 11 for separate consideration. Director Dr. Clifford Young second the motion and the following vote was taken:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Gregory Young, Director
SECONDER:	Clifford Young, Director
AYES:	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

1. **BOARD OF DIRECTORS - REGULAR MEETING - MAR 5, 2020 12:00 AM.**
2. **BOARD OF DIRECTORS - SPECIAL MEETING - MAR 14, 2020 9:00 AM.**
3. **BOARD OF DIRECTORS - REGULAR MEETING - MAR 19, 2020 6:30 PM.**
4. **BOARD OF DIRECTORS - SPECIAL MEETING - MAR 21, 2020 12:00 AM.**
5. **BOARD OF DIRECTORS - REGULAR MEETING - APR 2, 2020 6:00 PM.
(TABLED)**
6. **BOARD OF DIRECTORS - REGULAR MEETING - APR 16, 2020 6:00 PM.**
7. **COMMUNICATIONS ASSESSMENT REPORT FOR THE EXTERNAL AFFAIRS DEPARTMENT**
8. **APPROVAL OF CONSULTANT SELECTION – RFQ ISSUES MANAGEMENT AND CRISIS COMMUNICATION (PULLED)**
9. **APPROVAL OF PUBLIC RECORDS ACT POLICY**
10. **APPROVAL OF PAYMENT OF INVOICES FOR LEAL-TREJO, APC (PULLED)**
11. **APPROVAL OF PAYMNET OF INVOICES FOR ALBRIGHT, YEE & SCHMIT, APC (PULLED)**

BUSINESS MATTERS

WVWD

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1. MINUTES OF APRIL 2, 2020 (ITEM NO. 5)

Director Greg Young requested to table item No. 5, minutes of April 2, 2020, and bring back to the next regularly scheduled Board meeting. The minutes appear to be software issues in several locations and Director Greg Young stated he will show the Board Secretary the corrections that are needed. There being no further discussion, Director Greg Young motioned to table the minutes of April 2, 2020, to the next regularly scheduled Board meeting. Director Dr. Clifford Young second the substitute motion and the following vote was then taken:

RESULT:	TABLED [UNANIMOUS]
MOVER:	Gregory Young, Director
SECONDER:	Clifford Young, Director
AYES:	Channing Hawkins, Michael Taylor, Kyle Crowther, Clifford Young, Gregory Young

2. APPROVAL OF CONSULTANT SELECTION - RFQ ISSUES MANAGMENT AND CRISIS COMMUNICATIONS (ITEM NO. 8)

Director Greg Young stated that he has some concerns regarding this item. Particularly, with the RFQ period as it was too short and only allowed five (5) business days to respond. Director Greg Young stated that he is not opposed to the idea of having a consultant help out with our department, but feels it should be extended out to allow enough firms to prepare a proposal. Also, another concern that he has is that it appears to be a perpetual contract and does not spell out a specific timeframe as he would like to see a timeframe included in the contract. Director Dr. Clifford Young stated that it was his understanding that it was an annual contract. Mr. Farooqi addressed the Board stating that in regards to the Agreement it is an annual contract; however, the standard purchase service agreement of West Valley Water District does have a term which states that the Board of Directors will have the ability to modify agreements. Therefore, it is up to the Board of Directors. After further discussion, Director Dr. Clifford Young motioned to approve the Consultant Selection. Director Dr. Michael Taylor second the motion and the following vote was taken:

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

3. APPROVAL OF PAYMENT OF INVOICES FOR LEAL - TREJO, APC (ITEM NO. 10)

Director Greg Young stated that in the past legal invoices were usually placed for in consideration and located in Business Matters for discussion. At this time, there were no discussions, Director Dr. Michael Taylor motioned to approve payment of invoices for Leal-Trejo, APC and Vice President Kyle Crowther second the motion. The following vote was recorded as follows:

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

4. APPROVAL OF PAYMENT OF INVOICES FOR ALBRIGHT, YEE & SCHMIT, APC (ITEM NO. 11)

This item was taken for separate consideration as requested by Director Greg Young. Director Dr. Michael Taylor motioned to approve payment of invoices for Albright, Yee & Schmit, APC. There were no discussions. Vice President Kyle Crowther second the motion. The following vote was recorded as follows:

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

5. CONSIDER APPROVAL OF THE CACTUS BASINS WATER SPREADING AGREEMENT WITH SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT

Director Greg Young reported that he and Vice President Kyle Crowther as the Engineering, Operations & Planning Committee has worked with the General Manager, Clarence Mansell and Mr. Robert Tafoya, Legal Counsel and the team at West Valley Water District as well as San Bernardino Valley Municipal Water District to work out the Spreading Agreement. Thanked June Hayes, Director at San Bernardino Valley Municipal Water District, and her leadership regarding this matter. Discussions ensued. Director Dr. Clifford Young motioned to approve the Cactus Basins Water Spreading Agreement with San Bernardino Valley Municipal Water District. Director Dr. Michael Taylor second the motion and the following vote was taken:

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

6. REQUEST TO MAKE AN EXCEPTION TO THE HIRING FREEZE AND AUTHORIZE THE HUMAN RESOURCES DEPARTMENT TO RECRUIT A CRITICAL NEED POSITION – INFORMATION TECHNOLOGY SUPPORT SPECIALIST.

WVWD

Minutes: 5/7/20

Director Dr. Michael Taylor motioned to approve and make an exception to the hiring freeze and authorize the Human Resources Department to recruit a critical need position for Information Technology Support Specialist. Director Dr. Clifford Young second the motion and the following vote was taken:

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

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

- **Board Members**

- Vice President Kyle Crowther thanked staff during this frustrating time with all that the world is going through and wished a Happy Mother's Day to all the mothers.
- Director Dr. Michael Taylor thanked staff for what all they are doing within the District.
- Director Greg Young reiterated what the other Board members stated. Also, provided a brief update stating that he and Vice President Crowther are on an Adhoc Committee working with San Bernardino Valley Municipal Water District on finding a solution with the disagreements regarding the Groundwater Council. A letter has been sent to San Bernardino Conservation and once approved he is hopeful to bring this item to the full Board at the next Board meeting.

- **Legal Counsel**

- Mr. Robert Tafoya, reported during Closed Session a vote was taken regarding Case No. CIV DS 1904733, Matt Litchfield, stating that the Board voted 4-1, Vice President Kyle Crowther "No", to accept the settlement agreement with Mr. Litchfield for \$99,999.99.

- **General Manager**

- At this time, Director Dr. Clifford Young inquired if the District was going to be on time for the budget. Clarence Mansell, General Manager, stated yes that the District is on schedule. The District's Chief Financial Officer, Mr. Shamindra "Rickey" Manbahal, stated that he has received responses from all departments and compiling the data now with anticipation of discussing it with the General Manager and then to the full Board at a Budget Workshop.

The Board of Directors asked that Mr. Manbahal send them by email the full report he has on the Dr. Bill Mathis invoices.

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CLOSED SESSION

Legal Counsel, Robert Tafoya, reported out on Closed Session during the “Reports” section of the agenda. He reported a vote was taken during Closed Session regarding Case No. CIV DS 1904733, Matt Litchfield, stating that the Board voted 4-1, Vice President Kyle Crowther “No”, to accept the settlement agreement with Mr. Litchfield for \$99,999.99.

- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956 9: Number of Cases: Six (6)
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION Pursuant to paragraph one (1) of subdivision (d) of Government Code Section 54956.9 Case Name: Matthew Litchfield v. Clifford Young et al Case No. CIV DS 1904733
- EXISTING LITIGATION - Naisha Davis v. West Valley Water District et al.
- CONFERENCE WITH LABOR NEGOTIATOR (54957 6) District Negotiators; Martin Pinon, Robert Tafoya, Union Negotiators; Re: International Union of Operating Engineers, Local 12
- PUBLIC EMPLOYEE APPOINTMENT - Government Co Section 54957(b)1-Assistant General Managers
- PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54957 Title(s): General Manager, General Counsel
- PUBLIC EMPLOYEE DISCIPLINE/DISMISSEL/RELEASE - (Government Code Section 54957(b)

ADJOURN

Being no further business, the meeting adjourned at 8:50 p.m.

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

ATTEST:

Peggy Asche, Executive Assistant

WVWD

Minutes: 5/7/20

MINUTES
SPECIAL BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
May 18, 2020

Attendee Name	Present	Absent	Late	Arrived
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michael Taylor	<input type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	
Kyle Crowther	<input type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	
Clifford Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Naseem Farooqi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shamindra Manbahal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Peggy Asche	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

OPENING CEREMONIES

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

ADOPT AGENDA

Director Dr. Michael Taylor motioned to adopt the agenda and Vice President Kyle Crowther second the motion. The following vote was taken:

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

PUBLIC PARTICIPATION

There were no comments.

WVWD

Minutes: 5/18/20

CLOSED SESSION

There was no vote or reportable action taken.

- PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code Section 54957 Title(s): General Manager, General Counsel

ADJOURN

Being no further business, the meeting adjourned in honor of Eddie Tafoya at 8:14 p.m.

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

ATTEST:

Peggy Asche, Executive Assistant

WVWD

Minutes: 5/18/20

MINUTES
SPECIAL BOARD MEETING
of the
WEST VALLEY WATER DISTRICT
May 19, 2020

Attendee Name	Present	Absent	Late	Arrived
Board of Directors				
Channing Hawkins	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michael Taylor	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	
Kyle Crowther	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	
Clifford Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gregory Young	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff				
Clarence Mansell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Joanne Chan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Linda Jadeski	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	
Jon Stephenson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Shamindra Manbahal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rosa Gutierrez	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	
Naseem Farooqi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Peggy Asche	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legal				
Robert Tafoya	<input checked="" type="checkbox"/> Remote	<input type="checkbox"/>	<input type="checkbox"/>	

OPENING CEREMONIES

Pledge of Allegiance - Led by Director Dr. Clifford Young
Opening Prayer - Led by Director Dr. Clifford Young
Call to Order
Roll Call of Board Members

ADOPT AGENDA

Director Greg Young motioned to adopt the agenda and Director Dr. Clifford Young second the motion. The following vote was taken:

WVWD

Minutes: 5/19/20

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

PUBLIC PARTICIPATION

There were no comments.

DISCUSSION

1. BUDGET WORKSHOP FOR FY 2020-21

Mr. Shamindra Manbahal, Chief Financial Officer, welcomed all to the FY 2020-21 Budget Workshop and stated that it is a challenging time due to the COVID-19 Pandemic. The proposal to the Board is a very trimmed budget along with recommendations, but he is looking out for the best interest of the District and employees as well as ratepayers. The 2020-21 proposed operating revenues is \$24,738,841.18 stating that he took the approach of a 10% reduction across the board. This anticipated revenue projection includes a reduction in revenue. President Hawkins asked why he was anticipating a reduction in revenue. Mr. Manbahal stated that based on his research and conversation with colleagues as well as the District's auditors, there is a generic response to the COVID-19 Pandemic. Water Districts are looking at a 10% to 15% reduction, local governments and counties are looking to 20% to 25% reductions. The state of California, Governor Newsom, just announced a \$54 billion shortfall and looking for ways to close that gap. The City of Upland just rejected their City Manager's proposal to dip into their reserve, but to look at cutting expenses instead and save their reserve for later. City of Rancho Cucamonga laid off an abundance of employees and so did City of Santa Monica. Therefore, taking all of this into consideration, Mr. Manbahal feels it is responsible to provide that direction to the Board of Directors for consideration in this budget. On the non-operating side, the proposed revenue is \$2,151,320.00. Our proposed operating expenditures for the upcoming year is \$25,269,931.00. The overall summary and impact to repair a reduced budget with this pandemic and another big challenge is to ensure that the District achieve its bond covenant ratio, which is a minimum of 1.2%. A lot of thought has gone into this budget. Mr. Manbahal stated that he included a reserve line item in the budget so the District can actually start putting away funds into our reserves account to help fund future CIP projects and to help create infrastructure projects. It's a balance budget and satisfies our bond covenant ratio, actually exceeds at 1.24% and provides \$641,780.18 to our reserve account. Mr. Manbahal asked if there were any questions. Director Dr. Michael Taylor thanked him. Director Dr. Clifford Young thanked him for the briefing. Director Greg Young thanked him for his hard work and knows that there will be subsequent questions and also thanked him for the additional work that he requested. President Hawkins thanked him for the time and effort and asked if he received feedback from the other managers. Mr. Manbahal stated yes that he did discuss with managers from different departments as well as the General Manager. President Hawkins stated that we will revisit the budget on May 27, 2020. This will allow the Board members time to review the budget.

The Budget Workshop for FY 2020-21 will continue on Wednesday, May 27, 2020.

WVWD

Minutes: 5/19/20

CLOSED SESSION

Mr. Tafoya reported no final action was taken in Closed Session.

- CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: Number of Cases: Three (3)

ADJOURN

There being no further business, the meeting adjourned at 8:22 p.m.

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

ATTEST:

Peggy Asche, Executive Assistant

WVWD

Minutes: 5/19/20



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: June 4, 2020
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: APRIL 2020 - PURCHASE ORDER REPORT

BACKGROUND:

The West Valley Water District (“District”) generated three hundred and twenty-six (326) Purchase Orders (“PO”) in the month of April 2020 to various vendors that provide supplies and services to the District. The total amount issued to PO’s for the month of April 2020 was **\$663,905.85**. A table listing all PO’s for April 2020 is shown in **Exhibit A**.

FISCAL IMPACT:

There is no fiscal impact for producing the April 2020 Purchase Order Report.

STAFF RECOMMENDATION:

Receive and file the April 2020 Purchase Order Report.

Respectfully Submitted,

Clarence Mansell Jr, General Manager

CM;ar

ATTACHMENT(S):

1. April 2020 Purchase Order Report

MEETING HISTORY:

05/21/20 Board of Directors REFERRED TO BOARD

Exhibit A



West Valley Water District, CA

Purchase Order Summary Report

Purchase Order Detail

Issued Date Range 04/01/2020 - 04/30/2020

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-1451	REFRESHER 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/28/2020 3/13/2020	0.00	110.00
20-1898	Heavy Equipment Maintenance and PM work 01700 - PG MECHANICAL	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	2,727.00
20-1899	District Office Rugs/Towels 04/01/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	262.92
20-1900	Uniforms Engineering 04/01/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	10.82
20-1901	Uniforms Purchasing 04/01/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	7.15
20-1902	Uniforms Production 04/01/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	41.34
20-1903	Uniforms FBR 04/01/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	21.50
20-1904	Uniforms Roemer 04/01/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	16.18
20-1905	Uniforms Quality 04/01/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	10.17
20-1906	Uniforms Maintenance 04/01/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	50.01
20-1907	Uniforms Meters 04/01/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	38.55
20-1908	Uniforms Asset Mgmt 04/01/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	10.14
20-1909	Big Truck Tow for unit 104 01260 - UNITED TOWING SERVICE	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	187.50
20-1910	PARTS FOR PRESSURE BOOSTER PROJECT 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	53.86
20-1911	Meter Box Lids for Inventory 00941 - OLDCASTLE INFRASTRUCTURE INC	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	24,598.25
20-1912	PAINT MARKERS 00328 - AIR & HOSE SOURCE INC	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	201.49
20-1913	AUDIO/VIDEO CONTENT FOR PUBLIC AFFAIRS 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/1/2020 4/15/2020	0.00	349.00
20-1914	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	243.50

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PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-1915	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	320.00
20-1916	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	363.00
20-1917	KITCHEN SUPPLIES 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/1/2020 4/15/2020	0.00	339.21
20-1918	RUBBING ALCOHOL FOR COVID-19 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	4.64
20-1919	TRAILER PARTS 01492 - FMB TRUCK OUTFITTERS, INC.	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	142.98
20-1920	TOILET SEATS FOR HQ 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	35.50
20-1921	BACK PACK BLOWER 00066 - GRAINGER INC	Completed West Valley Water District	4/1/2020 4/15/2020	0.00	467.42
20-1922	CRB - Remote Vehicle Gates Access Inv.14307 01470 - CRB SECURITY SOLUTIONS	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	967.50
20-1923	CRB-Complete Install Lobby Strke Door Inv.14309 01470 - CRB SECURITY SOLUTIONS	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	768.26
20-1924	HASA - Blanket PO Sodium Hypochlorite East Complex 01641 - HASA INC.	Partially Received West Valley Water District	4/2/2020 4/16/2020	0.00	10,000.00
20-1925	Professional Services Contract 02017 - IVIE MCNEILL & WYATT A PROFESSIONAL CORP	Outstanding West Valley Water District	4/2/2020 4/16/2020	0.00	25,000.00
20-1926	Hach - TDS Analyzer Controller & Sensor OPR Plant 00114 - HACH COMPANY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	4,285.61
20-1927	Professional Services 01424 - CAROLLO ENGINEERS INC	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	12,727.50
20-1928	Professional Services 01424 - CAROLLO ENGINEERS INC	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	10,725.00
20-1929	IEUA Meter & Capacity Charges 01739 - INLAND EMPIRE UTILITIES AGENCY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	4,460.81
20-1930	UNDERGROUND SERVICE ALERT CHARGES 00068 - UNDERGROUND SERVICE ALERT	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	407.65
20-1931	DIG SAFE BOARD OPERATIONAL EXPENSES 00068 - UNDERGROUND SERVICE ALERT	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	220.26
20-1932	FBR DAF VALVE 00066 - GRAINGER INC	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	138.30
20-1933	Parts for Office Generator 01528 - QUINN COMPANY	Completed West Valley Water District	4/3/2020 4/17/2020	0.00	237.57
20-1934	Hydrant Caps 01657 - CORE & MAIN LP	Completed West Valley Water District	4/3/2020 4/17/2020	0.00	1,756.33

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PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-1935	Service on Office Generator 01528 - QUINN COMPANY	Completed West Valley Water District	4/3/2020 4/17/2020	0.00	1,447.20
20-1936	FBR DAF VALVE 00066 - GRAINGER INC	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	118.76
20-1937	FBR METER 00066 - GRAINGER INC	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	186.49
20-1938	ROEMER TRANSDUCER 00066 - GRAINGER INC	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	129.07
20-1939	PM SERVICE ON STREET SWEEPER 01654 - HAAKER EQUIPMENT COMPANY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	326.19
20-1940	OPR TOOLS 00386 - HOME DEPOT	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	467.54
20-1941	GATE ACCESSORIES LONG-RANGE RECEIVER 00737 - INDUSTRIAL METAL SUPPLY CO	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	80.81
20-1942	TOOLS FOR WATER QUALITY 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	23.68
20-1943	ROEMER CHEMICAL PUMPS 00628 - LOWES	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	411.04
20-1944	OPR SHOP 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	210.28
20-1945	OPR SHOP 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	422.60
20-1946	OPR TOOLS 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	413.13
20-1947	OPR MAINT. 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	437.77
20-1948	ROEMER INTAKE VENT AIR FILTER 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	425.92
20-1949	ROEMER PARTS 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	321.10
20-1950	ROEMER POWER SUPPLY 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	390.56
20-1951	PARTS FOR ROEMER 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	77.30
20-1952	ROEMER STEEL DOOR REPAIR 00385 - VORTEX INDUSTRIES INC	Outstanding West Valley Water District	4/2/2020 4/16/2020	0.00	316.00
20-1953	Tool Box for unit 208 01492 - FMB TRUCK OUTFITTERS, INC.	Completed West Valley Water District	4/7/2020 4/21/2020	0.00	754.07
20-1954	McMaster-Carr Inv.36659118 FBR Air Filter 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	4/7/2020 4/21/2020	0.00	549.88

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20-1955	KITCHEN SUPPLIES 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/2/2020 4/16/2020	0.00	360.75
20-1956	Meter Vault Retrofit on Willow 00206 - MERLIN JOHNSON CONST INC.	Outstanding West Valley Water District	4/7/2020 4/21/2020	0.00	5,000.00
20-1957	Meter Vault Retrofit on Cactus 00023 - EL-CO CONTRACTORS INC	Outstanding West Valley Water District	4/7/2020 4/21/2020	0.00	5,318.33
20-1958	Meter Vault Retrofit at Birdsall 00023 - EL-CO CONTRACTORS INC	Outstanding West Valley Water District	4/7/2020 4/21/2020	0.00	4,235.33
20-1959	Meter Vault Retrofit on Riverside 00206 - MERLIN JOHNSON CONST INC.	Outstanding West Valley Water District	4/7/2020 4/21/2020	0.00	5,500.00
20-1960	Meter Vault Retrofit at Eagle Tire 00023 - EL-CO CONTRACTORS INC	Outstanding West Valley Water District	4/7/2020 4/21/2020	0.00	4,483.33
20-1961	Handheld Radios and Communication Equipment 01078 - BEARCOM COMMUNICATIONS INC	Completed West Valley Water District	4/7/2020 4/21/2020	0.00	4,424.22
20-1962	DISPOSAL OF BREAKAGE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/3/2020 4/17/2020	0.00	125.00
20-1963	Aluminum Latter for FBR 00066 - GRAINGER INC	Completed West Valley Water District	4/7/2020 4/21/2020	0.00	1,285.76
20-1964	Nuts and Bolts for shop 01657 - CORE & MAIN LP	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	284.46
20-1965	ROYAL Office Lights 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	318.64
20-1966	LA County Public Safety - Added Funding COVID19 01649 - LOS ANGELES COUNTY PUBLIC SAFETY	Partially Received West Valley Water District	4/8/2020 4/22/2020	0.00	30,000.00
20-1967	ChamberlayePR Added Funding Board 4.2.20 02137 - CHAMBERLAYNEPR	Outstanding West Valley Water District	4/8/2020 4/22/2020	0.00	25,000.00
20-1968	Meter Vault Retrofit at Frisbee Park 00023 - EL-CO CONTRACTORS INC	Outstanding West Valley Water District	4/8/2020 4/22/2020	0.00	13,083.33
20-1969	AUDIT SERVICES 01228 - THE PUN GROUP	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	5,000.00
20-1970	Landscape Service 03/31/20 01473 - CALIFORNIA LANDSCAPE & DESIGN INC.	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	7,300.00
20-1971	3/4 meter gaskets 01657 - CORE & MAIN LP	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	160.25
20-1972	PARTS FOR SINK REPAIR 00328 - AIR & HOSE SOURCE INC	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	17.24
20-1973	WELDING SUPPLIES 00651 - AIRGAS USA LLC	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	220.19
20-1974	TORCHING SUPPLIES 00651 - AIRGAS USA LLC	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	35.55

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PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-1975	TORCHING SUPPLIES 00651 - AIRGAS USA LLC	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	494.89
20-1976	WELDING SUPPLIES 00651 - AIRGAS USA LLC	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	254.60
20-1977	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/7/2020 4/21/2020	0.00	258.25
20-1978	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/7/2020 4/21/2020	0.00	423.00
20-1979	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	330.75
20-1980	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	451.50
20-1981	Extra Covid19 Deep Cleaning of Restrooms 00337 - CINTAS CORPORATION	Completed West Valley Water District	4/9/2020 4/23/2020	0.00	262.62
20-1982	Infosend Online Biller - Jan 2020 01052 - INFOSEND INC	Completed West Valley Water District	4/9/2020 4/23/2020	0.00	1,917.51
20-1983	Infosend Online Biller - Feb 2020 01052 - INFOSEND INC	Completed West Valley Water District	4/9/2020 4/23/2020	0.00	1,874.03
20-1984	VENDING RESTOCK 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	282.19
20-1985	ZIP TIES FOR SHOP 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	55.91
20-1986	VENDING RESTOCK 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	149.18
20-1987	SPECTRA 01450 - AMAZON	Completed West Valley Water District	4/9/2020 4/23/2020	0.00	198.80
20-1988	PLANT MAINT. FOR MARCH 00859 - GARDEN INTERIORS	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	424.00
20-1989	METER SHOP SUPPLIES 00386 - HOME DEPOT	Completed West Valley Water District	4/7/2020 4/21/2020	0.00	448.78
20-1990	ROEMER INTAKE FILTERS 01567 - MCMMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/7/2020 4/21/2020	0.00	74.06
20-1991	TYPE 2 BASE MATERIAL 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	61.68
20-1992	DISPOSAL OF SPOIL 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	125.00
20-1993	TYPE 2 BASE MATERIAL 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	56.50
20-1994	ROEMER MATS AND TOWELS 03/31/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	103.63

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PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-1995	Traffic Advisor for Unit 212 01492 - FMB TRUCK OUTFITTERS, INC.	Completed West Valley Water District	4/9/2020 4/23/2020	0.00	834.21
20-1996	Emergency Repair to Roll up Door 01619 - R&S OVERHEAD DOORS OF INLAND EMPIRE INC	Completed West Valley Water District	4/9/2020 4/23/2020	0.00	568.75
20-1997	WIPER BLADE 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/10/2020 4/24/2020	0.00	73.66
20-1998	REPAIR CLAMPS 00748 - YO FIRE	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	58.53
20-1999	2" COPPER REPAIR PARTS 00748 - YO FIRE	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	271.44
20-2000	FBR SAFETY PLATFORM 01754 - BANK OF AMERICA-1771	Outstanding West Valley Water District	4/10/2020 4/24/2020	0.00	48.72
20-2001	PARTS FOR BACK HOE 01394 - SCOTT EQUIPMENT INC.	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	437.72
20-2002	PARTS TO CONVERT LIFT GATE ON TRUCK 189 01492 - FMB TRUCK OUTFITTERS, INC.	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	64.43
20-2003	TYPE 2 BASE FOR BACK FILL 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	65.88
20-2004	FBR SAFETY PLATFORM 01754 - BANK OF AMERICA-1771	Outstanding West Valley Water District	4/10/2020 4/24/2020	0.00	94.09
20-2005	DRY WALL SCREWS 00037 - NED'S OIL SALES INC	Outstanding West Valley Water District	4/10/2020 4/24/2020	0.00	4.85
20-2006	OPR AIR FILTER PARTS 00037 - NED'S OIL SALES INC	Outstanding West Valley Water District	4/10/2020 4/24/2020	0.00	32.28
20-2007	WTP SUPPLIES 00628 - LOWES	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	110.33
20-2008	Amazon - Engineering Operating Supplies 01450 - AMAZON	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	4,338.56
20-2009	ROEMER AIR FILTER PARTS 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	13.99
20-2010	METER DEPT. TOOLS 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	87.16
20-2011	PROD. SUPPLIES COVID-19 00386 - HOME DEPOT	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	104.71
20-2012	TIRE REPAIR ON SKID STEER 00899 - ELITE ROAD SERVICE & TIRE INC	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	161.94
20-2013	PORTABLE RESTROOM CLEANING 00936 - DIAMOND ENVIRONMENTAL SERVICES LLC	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	108.21
20-2014	BATTERY FOR VACUUM TRAILERS 00017 - DAN'S LAWNMOVER CENTER	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	65.60

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PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-2015	PARTS FOR VACUUM TRAILER 00017 - DAN'S LAWNMOVER CENTER	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	171.70
20-2016	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	28.50
20-2017	KITCHEN SUPPLIES 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/10/2020 4/24/2020	0.00	277.57
20-2018	WASP & HORNET KILLER 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	34.39
20-2019	City of San Berandion Lytle Creek Stream Flow 00102 - CITY OF SAN BERNARDINO	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	9,007.28
20-2020	Amazon - February Statement 01450 - AMAZON	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	14,570.59
20-2021	COVID-19 Masks for Staff 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/10/2020 4/24/2020	0.00	5,250.00
20-2022	COVID-19 Employee Face Masks 01776 - BANK OF AMERICA-1676	Outstanding West Valley Water District	4/10/2020 4/24/2020	0.00	1,471.50
20-2023	Amazon Office Supply Orders 01450 - AMAZON	Outstanding West Valley Water District	4/10/2020 4/24/2020	0.00	383.44
20-2024	Amazon Shop Supplies 01450 - AMAZON	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	485.48
20-2025	3/4" Meter gaskets 01657 - CORE & MAIN LP	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	259.98
20-2026	Professional Services - Grant Support 01424 - CAROLLO ENGINEERS INC	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	7,818.50
20-2027	Press Tech Equipment Company 02244 - PRES-TECH PRES TECH EQUIPMENT COMPANY	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	5,058.96
20-2028	Professional Services for January 2020 01424 - CAROLLO ENGINEERS INC	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	2,288.00
20-2029	Annual Membership 02245 - UNITED STATES CONFERENCE OF MAYORS	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	25,000.00
20-2030	Armored Transporation Services 3.2020 01481 - GARDA CL WEST INC	Completed West Valley Water District	4/14/2020 4/28/2020	0.00	578.13
20-2031	Cloth Face Masks - COVID-19 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/13/2020 4/27/2020	0.00	522.59
20-2032	Clinical Labs - Well 6 PFAS 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	530.00
20-2033	Fastenal - Vending Stock 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	1,072.30
20-2034	MISC. PARTS FOR VEHICLES 01492 - FMB TRUCK OUTFITTERS, INC.	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	219.59

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PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-2035	FUEL PUMP FOR TOWABLE STEAM CLEANER 00017 - DAN'S LAWNMOVER CENTER	Completed West Valley Water District	4/10/2020 4/24/2020	0.00	23.21
20-2036	Physical test for employees 01725 - OCCUPATIONAL HEALTH CENTERS OF CALIFORNI	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	163.50
20-2037	District Office Rugs/Towels 04/08/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	262.92
20-2038	Uniforms Engineering 04/08/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	10.82
20-2039	Uniforms Purchasing 04/08/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	7.15
20-2040	Uniforms Production 04/08/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	41.34
20-2041	Uniforms FBR 04/08/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	21.50
20-2042	Uniforms Roemer 04/08/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	16.18
20-2043	Uniforms Quality 04/08/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	10.17
20-2044	Uniforms Maintenance 04/08/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	50.01
20-2045	Uniforms Meters 04/08/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	38.55
20-2046	Uniforms Asset Mgmt 04/08/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/13/2020 4/27/2020	0.00	10.14
20-2047	Janitorial Services for April 2020 00931 - ALL PRO ENTERPRISES INC.	Completed West Valley Water District	4/14/2020 4/28/2020	0.00	5,080.57
20-2048	Shop Supplies 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/14/2020 4/28/2020	0.00	118.74
20-2049	Tires for unit 213 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/14/2020 4/28/2020	0.00	1,137.15
20-2050	Coffee Machine Filter Service 01357 - ARAMARK REFRESHMENT SERVICES	Completed West Valley Water District	4/14/2020 4/28/2020	0.00	387.64
20-2051	Adobe Acrobat Standard 2017 Licenses 00326 - CDW GOVERNMENT INC	Completed West Valley Water District	4/14/2020 4/28/2020	0.00	3,930.00
20-2052	City of Colton Annual Permit Fees 00554 - CITY OF COLTON	Completed West Valley Water District	4/14/2020 4/28/2020	0.00	540.00
20-2053	ROEMER TURBIDIMETER 00360 - USA BLUEBOOK	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	300.87
20-2054	CHEMICALS FOR SAMPLING 00360 - USA BLUEBOOK	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	122.09

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20-2055	DRIVER MONITOR MARCH 2020 00883 - SAMBA HOLDINGS INC	Completed West Valley Water District	4/14/2020 4/28/2020	0.00	107.50
20-2056	ROEMER MISC SUPPLIES 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	104.63
20-2057	EMT FOR LIGHTS IN BUILDING C 00037 - NED'S OIL SALES INC	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	17.15
20-2058	CONVERT LIGHTS IN GARAGE TO LCD 00037 - NED'S OIL SALES INC	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	55.21
20-2059	ROEMER CHEMICAL PUMPS 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	489.98
20-2060	ROEMER MISC SUPPLIES 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	415.51
20-2061	ROEMER INTAKE VENTS AIR FILTER PROJECT 01567 - MCMaster-CARR SUPPLY COMPANY	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	492.27
20-2062	GLOVES 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/14/2020 4/28/2020	0.00	138.15
20-2063	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/24/2020 4/28/2020	0.00	42.00
20-2064	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/14/2020 4/28/2020	0.00	72.00
20-2065	CHARGER FOR PHONE 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/15/2020 4/29/2020	0.00	7.65
20-2066	BILLS AWWA MEMBERSHIP 00067 - AWWA	Outstanding West Valley Water District	4/14/2020 4/28/2020	0.00	105.00
20-2067	Hand Sanitizer Bottlers for Office 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	193.73
20-2068	Meters for Inventory 00255 - AQUA-METRIC SALES CO	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	10,572.78
20-2069	MXUs for AMR Project 41.4 00255 - AQUA-METRIC SALES CO	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	24,874.25
20-2070	Hydrant Tools 00748 - YO FIRE	Completed West Valley Water District	4/15/2020 4/29/2020	0.00	300.59
20-2071	Crane Training for 6 Production Staff Members 02246 - AMERICAN CRANE TRAINING & CONSULTING IP	Outstanding West Valley Water District	4/15/2020 4/29/2020	0.00	11,842.50
20-2072	Professional Services 01693 - EMPLOYMENT CHECK	Partially Received West Valley Water District	4/15/2020 4/29/2020	0.00	25,000.00
20-2073	District Office Rugs/Towels 04/15/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/16/2020 4/30/2020	0.00	262.92
20-2074	Uniforms Engineering 04/15/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/16/2020 4/30/2020	0.00	10.82

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PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-2075	Uniforms Purchasing 04/15/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/16/2020 4/30/2020	0.00	7.15
20-2076	Uniforms Production 04/15/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/16/2020 4/30/2020	0.00	41.34
20-2077	Uniforms FBR 04/15/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/16/2020 4/30/2020	0.00	21.50
20-2078	Uniforms Roemer 04/15/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/16/2020 4/30/2020	0.00	16.18
20-2079	Uniforms Quality 04/15/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/16/2020 4/30/2020	0.00	10.17
20-2080	Uniforms Maintenance 04/15/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/16/2020 4/30/2020	0.00	86.36
20-2081	Uniforms Meters 04/15/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/16/2020 4/30/2020	0.00	38.55
20-2082	Uniforms Asset Mgmt 04/15/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/16/2020 4/30/2020	0.00	10.14
20-2083	5/8" Meters for Inventory 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	4/16/2020 4/30/2020	0.00	9,812.58
20-2084	Extra Covid19 Deep Cleaning of Restrooms 04/16/20 00337 - CINTAS CORPORATION	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	295.95
20-2085	ROEMER AFTER BAY SUPPLIES 00360 - USA BLUEBOOK	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	110.29
20-2086	TYPE 2 BASE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	166.15
20-2087	TYPE 2 BASE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	169.64
20-2088	TYPE 2 BASE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	33.88
20-2089	FBR PUMP 01567 - MCMMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	295.52
20-2090	TRAINING FOR MELISSA 01754 - BANK OF AMERICA-1771	Outstanding West Valley Water District	4/17/2020 5/1/2020	0.00	219.00
20-2091	HAND SANITIZER FOR FIELD WORKERS 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	118.73
20-2092	ROEMER AFTER BAY SUPPLIES 00114 - HACH COMPANY	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	150.92
20-2093	DOOR CLOSER FOR PUMP STATION 00066 - GRAINGER INC	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	193.95
20-2094	FLUID FOR DIESEL ENGINES 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	118.42

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PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-2095	VENDING RESTOCK 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	349.95
20-2096	EXT. SNAP RING ASST. 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	35.50
20-2097	ROEMER SUPPLIES 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	118.75
20-2098	HVAC AC MOTOR 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	253.20
20-2099	USED FOR USA WHISKERS/STAKES 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	131.26
20-2100	PAINT SUPPLIES 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	128.04
20-2101	USED FOR USA WHISKERS 01421 - FASTENAL COMPANY	Outstanding West Valley Water District	4/17/2020 5/1/2020	0.00	131.26
20-2102	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	324.25
20-2103	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	374.25
20-2104	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	445.25
20-2105	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	342.50
20-2106	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	290.00
20-2107	JACKET FOR MAINTENANCE 00651 - AIRGAS USA LLC	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	28.55
20-2108	Services for February 2020 Treasure's Report 01705 - CLIFTON LARSON ALLEN	Outstanding West Valley Water District	4/17/2020 5/1/2020	0.00	2,625.00
20-2109	MuniTemps HR Professional Services 02138 - MUNITEMPS	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	8,500.00
20-2110	MuniTemps HR Professional Services 02138 - MUNITEMPS	Completed West Valley Water District	4/17/2020 5/1/2020	0.00	11,937.50
20-2111	HR Professional Services 02138 - MUNITEMPS	Outstanding West Valley Water District	4/17/2020 5/1/2020	0.00	10,062.50
20-2112	CDWG - MS EA Software 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	4/17/2020 5/1/2020	0.00	2,340.09
20-2113	MXUs for Inventory 00255 - AQUA-METRIC SALES CO	Completed West Valley Water District	4/20/2020 5/4/2020	0.00	21,548.81
20-2114	3/4 Water Meters for AMR Project Rt 1 00255 - AQUA-METRIC SALES CO	Completed West Valley Water District	4/20/2020 5/4/2020	0.00	24,907.22

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20-2115	3/4 Water Meters for AMR Project Rt 1 01722 - HONEYWELL	Outstanding West Valley Water District	4/20/2020 5/4/2020	0.00	24,793.28
20-2116	Enterprise Lease Vehicles 04/03/20 00926 - ENTERPRISE FLEET MANAGEMENT INC	Completed West Valley Water District	4/20/2020 5/4/2020	0.00	5,885.97
20-2117	Gasoline Order 04/17/20 01783 - SC COMMERCIAL LLC	Completed West Valley Water District	4/20/2020 5/4/2020	0.00	6,013.52
20-2118	FBR SAMPLE PUMPS 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	330.71
20-2119	ROEMER CHEMICAL TANK 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	63.95
20-2120	ROEMER CHEMICAL TANK 00150 - ROYAL INDUSTRIAL SOLUTIONS	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	127.56
20-2121	Disinfectant Spray 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/20/2020 5/4/2020	0.00	152.66
20-2122	NEW FLAGS for OPR 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	368.91
20-2123	ROEMER CHEMICAL PUMPS 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	56.84
20-2124	ROEMER CHEMICAL PUMPS 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/2/2020 4/16/2020	0.00	444.50
20-2125	Window Cleaning 04/17/20 00900 - FISH WINDOW CLEANING	Completed West Valley Water District	4/20/2020 5/4/2020	0.00	45.00
20-2126	Parts for Backhoe 420E 01528 - QUINN COMPANY	Completed West Valley Water District	4/20/2020 5/4/2020	0.00	45.40
20-2127	Parts for Backhoe 420E and 420F 01528 - QUINN COMPANY	Completed West Valley Water District	4/20/2020 5/4/2020	0.00	419.85
20-2128	InfoSend Postcard Stock & Postage Invoice 170071 01052 - INFOSEND INC	Completed West Valley Water District	4/20/2020 5/4/2020	0.00	525.21
20-2129	InfoSend March 3.2020 Invoice 170168 01052 - INFOSEND INC	Completed West Valley Water District	4/20/2020 5/4/2020	0.00	1,348.25
20-2130	AMAZON - Stmt 3.10.20 Invoices 01450 - AMAZON	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	73.85
20-2131	Professional Services - Mathis Group 01685 - ROBERT WILLIAM MATHIS	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	28,581.82
20-2132	AMAZON - Office Supply/Computer Supplies 01450 - AMAZON	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	5,313.56
20-2133	FOR 4" REPAIR CLAMP 00748 - YO FIRE	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	150.85
20-2134	MATS AND TOWELS 4/7/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	8.47

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20-2135	SAND FOR BACKFILL 00579 - CEMEX INC	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	258.91
20-2136	DISPOSAL OF EXCAVATED MATERIAL 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	250.00
20-2137	TYPE 2 BASE FOR BACKFILL 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	60.45
20-2138	TYPE 2 BASE FOR BACKFILL 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	48.68
20-2139	DISPOSAL OF EXCAVATED MATERIAL 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	375.00
20-2140	VACUUM FILTER FOR VACUUM TRAILER 02244 - PRES-TECH PRES TECH EQUIPMENT COMPANY	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	337.13
20-2141	REPAIR TO LIGHT BAR ON CALL TRUCK 201 01492 - FMB TRUCK OUTFITTERS, INC.	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	83.02
20-2142	CLEANING SUPPLIES 00337 - CINTAS CORPORATION	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	123.31
20-2143	AMAZON - Office Supplies 01450 - AMAZON	Completed West Valley Water District	4/21/2020 5/5/2020	0.00	2,326.91
20-2144	Bathroom Paper Goods 00931 - ALL PRO ENTERPRISES INC.	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	893.27
20-2145	DISPOSAL FEE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	125.00
20-2146	DISPOSAL FEE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	69.50
20-2147	DISPOSAL FEE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	70.15
20-2148	DISPOSAL FEE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	125.00
20-2149	DISPOSAL FEE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	125.00
20-2150	DISPOSAL FEE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	250.00
20-2151	DISPOSAL FEE 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	100.00
20-2152	Roll up Door Repairs Roemer 00385 - VORTEX INDUSTRIES INC	Outstanding West Valley Water District	4/23/2020 5/7/2020	0.00	8,999.60
20-2153	Hit Hydrant Police Report 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/23/2020 5/7/2020	0.00	24.75
20-2154	Sand for Backfill After Excavation 00579 - CEMEX INC	Outstanding West Valley Water District	4/23/2020 5/7/2020	0.00	509.63

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PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-2155	DRUG TEST FOR JESSE 00274 - WIENHOFF DRUG TESTING	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	150.00
20-2156	DISPOSAL OF EXCAVATED MATERIAL 01597 - RAMCO RECYCLED AGGREGATE MATERIALS	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	125.00
20-2157	BUILDING C SINK REPAIR PARTS 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	128.10
20-2158	Extra Covid19 Deep Cleaning of Restrooms 04/23/20 00337 - CINTAS CORPORATION	Completed West Valley Water District	4/23/2020 5/7/2020	0.00	295.95
20-2159	PRODUCTION COOLER 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	43.08
20-2160	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	354.75
20-2161	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	457.25
20-2162	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/22/2020 5/6/2020	0.00	415.75
20-2163	Paper for Office 01233 - OFFICE SOLUTIONS BUSINESS PRODUCTS	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	499.74
20-2164	Padlocks for Storage Containers 01526 - SO CAL LOCKSMITH / MARY K DUNSMORE	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	81.85
20-2165	Air Vac Emergency Repair 00748 - YO FIRE	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	735.93
20-2166	Oracle Primavera P6 Professional - Maintenance 02011 - ORACLE AMERICA INC	Outstanding West Valley Water District	4/24/2020 5/8/2020	0.00	529.50
20-2167	NeoGov Annual Support 02/15/20 - 02/14/21 01512 - NEO GOV	Outstanding West Valley Water District	4/24/2020 5/8/2020	0.00	6,134.91
20-2168	ROEMER MATS AND TOWELS 4/21/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/8/2020 4/22/2020	0.00	103.63
20-2169	VENDING RESTOCK 01421 - FASTENAL COMPANY	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	479.68
20-2170	District Office Rugs/Towels 04/22/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	262.92
20-2171	Uniforms Engineering 04/22/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	10.82
20-2172	Uniforms Purchasing 04/22/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	7.15
20-2173	Uniforms Production 04/22/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	41.34
20-2174	Uniforms FBR 04/22/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	21.50

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20-2175	Uniforms Roemer 04/22/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	16.18
20-2176	Uniforms Quality 04/22/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	10.17
20-2177	Uniforms Maintenance 04/22/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	50.01
20-2178	Uniforms Meters 04/22/20 01175 - UNIFIRST CORPORATION	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	38.55
20-2179	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	497.75
20-2180	PARTS FOR VACUUM UNIT AND FLASHLIGHT 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	49.94
20-2181	PARTS FOR SINK REPAIR IN BUILDING C 00030 - JOHNSON'S HARDWARE INC	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	28.49
20-2182	SOUTH SHOP PORTABLE RESTROOM SERVICE 00936 - DIAMOND ENVIRONMENTAL SERVICES LLC	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	112.71
20-2183	CHEMICAL PUMP 00328 - AIR & HOSE SOURCE INC	Completed West Valley Water District	4/24/2020 5/8/2020	0.00	363.03
20-2184	Meter Order for Stock 00195 - BADGER METER INC	Outstanding West Valley Water District	4/27/2020 5/11/2020	0.00	1,026.86
20-2185	BAE Email Systems May 2020 01264 - BAE SYSTEMS APPLIED INTELLIGENCE	Completed West Valley Water District	4/27/2020 5/11/2020	0.00	2,786.73
20-2186	Plant Maintenance for April 2020 00859 - GARDEN INTERIORS	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	424.00
20-2187	Computer Suplies for Covid19 for telecommute 01450 - AMAZON	Outstanding West Valley Water District	4/28/2020 5/12/2020	0.00	4,998.78
20-2188	40 Hour HAZWOPER Training 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/29/2020 5/13/2020	0.00	365.00
20-2189	Meter Repeater 00244 - HARRINGTON INDUSTRIAL PLASTICS	Completed West Valley Water District	4/29/2020 5/13/2020	0.00	502.27
20-2190	CED - EG-2 Cable Repair 00016 - CED CREDIT OFFICE	Outstanding West Valley Water District	4/29/2020 5/13/2020	0.00	8,005.83
20-2191	Clinical Labs - Quartley Stage 2 DBP Rule Testing 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Completed West Valley Water District	4/29/2020 5/13/2020	0.00	720.00
20-2192	Garment Decor - COVID19 Washable Masks 01754 - BANK OF AMERICA-1771	Outstanding West Valley Water District	4/29/2020 5/13/2020	0.00	933.12
20-2193	CHEMICALS FOR ROEMER 00360 - USA BLUEBOOK	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	495.52
20-2194	CHEMICAL PUMPS FOR FBR 00150 - ROYAL INDUSTRIAL SOLUTIONS	Outstanding West Valley Water District	4/28/2020 5/12/2020	0.00	95.92

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PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-2195	PARTS FOR VENT FILTER PROJECT 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	267.82
20-2196	PARTS FOR TDS METER 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	337.84
20-2197	PERSONAL PROTECTION EQUIPMENT 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	465.37
20-2198	GLOVES AND ANTISEPTIC SWABS 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	314.56
20-2199	ONLINE ANALYZER 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	36.52
20-2200	GLUE FOR PRODUCTION 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	33.46
20-2201	PARTS FOR FBR PUMPS 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	138.82
20-2202	COTTON FACE MASKS/ UMBRELLAS 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	310.75
20-2203	ROEMER CHEMICAL TRANSDUCER 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	12.51
20-2204	LAB EQUIPMENT 01567 - MCMASTER-CARR SUPPLY COMPANY	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	321.05
20-2205	ONLINE ANALYZER CL2 00114 - HACH COMPANY	Outstanding West Valley Water District	4/28/2020 5/12/2020	0.00	306.50
20-2206	PRODUCTION TOOLS 00066 - GRAINGER INC	Completed West Valley Water District	4/28/2020 5/12/2020	0.00	161.22
20-2207	CLINICAL LAB FEES 00013 - CLINICAL LAB OF SAN BERNARDINO INC	Outstanding West Valley Water District	4/28/2020 5/12/2020	0.00	354.75
20-2208	AKEL Engineering Grp Water Facilities Master Plan 01525 - AKEL ENGINEERING GROUP INC	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	3,272.00
20-2209	Dig Safe Board Invoice 18dsbfe5481 00068 - UNDERGROUND SERVICE ALERT	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	293.30
20-2210	Dig Safe Board - Dig Alert Invoice18dsbfe7308 00068 - UNDERGROUND SERVICE ALERT	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	293.30
20-2211	Dig Safe Board - Dig Alert Invoice 18dsbfe4870 00068 - UNDERGROUND SERVICE ALERT	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	279.33
20-2212	Dig Safe Board Invoice 18dsbfee4260 00068 - UNDERGROUND SERVICE ALERT	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	279.33
20-2213	Dig Safe Invoice dsb20190626 00068 - UNDERGROUND SERVICE ALERT	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	220.26
20-2214	Ryan Process - Bulk Chemical Tanks for Wells 02249 - RYAN PROCESS INC	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	9,300.00

Purchase Order Summary Report

Issued Date Range 04/01/2020 - 04/30/2020

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
20-2215	Spring A/C Maintenance 00828 - CONTROL TEMP INC	Completed West Valley Water District	4/30/2020 5/14/2020	0.00	833.10
20-2216	Inventory Order 04/29/20 01657 - CORE & MAIN LP	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	9,734.25
20-2217	KN95 Masks for Covid19 01463 - BANK OF AMERICA-8005	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	5,250.00
20-2218	Harrington - Injection Quills 00244 - HARRINGTON INDUSTRIAL PLASTICS	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	5,118.13
20-2219	Hach - TDS Analyzer 00114 - HACH COMPANY	Outstanding West Valley Water District	4/29/2020 5/13/2020	0.00	4,285.61
20-2220	Answering Services 00044 - INLAND DESERT SECURITY	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	1,546.94
20-2221	Fall Protection Anchor 01421 - FASTENAL COMPANY	Outstanding West Valley Water District	4/30/2020 5/14/2020	0.00	581.38
20-2222	Extra Covid19 Deep Cleaning of Restrooms 04/30/20 00337 - CINTAS CORPORATION	Completed West Valley Water District	4/30/2020 5/14/2020	0.00	295.95

Purchase Order Count: (326)

Total Trade Discount: 0.00

Total: 663,905.85



ALBRIGHT, YEE & SCHMIT, APC

707 Wilshire Boulevard, Suite 3600
 Los Angeles, California 90017-3442
 (213) 833-1700
 Fax: (213) 833-1710
 alex.albright@ayslaw.com
 www.ayslaw.com

Law Firm's Invoice # 26337
 Date: 05/15/2020

West Valley Water District
 ATTN: Ms. Crystal Escalera (Board Secretary)

WVWD - Litchfield v. WVWD (1092.06)

In Reference to: Litchfield v. WVWD (1092.06)

Detailed Statement of Account:

Current Invoice

Invoice Number	Amount Due	Payments Recieved	Balance Due
26337	\$12,334.00	\$0.00	\$12,334.00

Payment is due upon receipt

Make check payable to: ALBRIGHT, YEE & SCHMIT, APC

We also accept payment by credit card. Please contact our office for card authorization: (213) 833-1700

Taxpayer ID #37-1779958

Signature Resolution
633 West 5th Street, Suite 1000
Los Angeles, California 90071
(213) 622-1002

SIGNATURE

RESOLUTION

BILL TO
Clifton W. Albright, Esq.
Matthew B. Grace, Esq.
Oliver P. Lasley, Esq.
ALBRIGHT, YEE & SCHMIT, APC
707 Wilshire Boulevard
Suite 3600
Los Angeles, CA 90017

INVOICE NO. 12289
DATE 03/26/2020
DUE DATE 04/03/2020

CASE NAME
Litchfield v. Valley Water

NEUTRAL
Warren Jackson, Esq.

COUNSEL FOR
West Valley Water District

DATE	SERVICE	QTY	RATE	AMOUNT
05/01/2020	One Time Administrative Fee	1	450.00	450.00
05/01/2020	50% of Full Day Mediation	0.50	10,000.00	5,000.00

Please make all checks payable to:
Signature Resolution LLC.

TOTAL \$5,450.00

Our Tax ID number is 82-2623581.

BALANCE DUE \$5,450.00

We appreciate your business.



633 W. 5th Street, Suite 1000, Los Angeles, CA 90071
Tel: 213-622-1002 SignatureResolution.com



316 W. 2nd St. • Suite 1000
 Los Angeles, CA 90012
 Office 213.617.0600 • Fax 213.617.2226

Statement No.: 20-1003

Date: March 2020

Billing Period: March 1, 2020-March 31, 2020

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

PROFESSIONAL SERVICES

Total Fees for March 2020:	\$ 27,097.00
Total Costs for March 2020:	<u>\$ 346.24</u>
Total for March 2020:	\$ 27,443.24



**BOARD OF DIRECTORS
STAFF REPORT**

DATE: June 4, 2020
TO: Board of Directors
FROM: Clarence Mansell Jr., General Manager
SUBJECT: CONSIDERATION OF AUDIT FIRM SELECTION TO CONDUCT
 WVWD ANNUAL FINANCIAL AUDIT

DISCUSSION:

The District's financial activities are required by government code to be audited annually by an independent CPA Firm. The District's prior auditor was contracted by the Board to perform a Special Audit and subsequently contracted to complete the FY 18-19 Financial Audit. On April 2, 2020 a request for proposal (RFP) was prepared and advertised on Planate Bids. The RFP was posted for approximately one month and closed on May 4, 2020. There were six prospective bidders that viewed/downloaded the RFP and two CPA firms that obtained it from unknown sources. At the close of the RFP May 4, 2020, the District received formal proposals from the following firms:

1. Rogers, Anderson, Malody & Scott, LLP
 - a. FY 2019-2020 – 215 hours cost of \$35,500
 - b. FY 2020-2021 – 215 hours cost of \$36,500
 - c. FY 2021-2022 – 215 hours cost of \$37,500

2. The PUN Group Accountants & Advisors
 - a. FY 2019-2020 – 404 hours cost of \$46,500
 - b. FY 2020-2021 – 404 hours cost of \$47,000
 - c. FY 2021-2022 – 404 hours cost of \$47,500

3. Moss, Levy & Hartzheim, LLP
 - a. FY 2019-2020 – 200 hours cost of \$22,000
 - b. FY 2020-2021 – 200 hours cost of \$22,050
 - c. FY 2021-2022 – 200 hours cost of \$22,100

Based on the proposals submitted, each firm appears to have the required qualifications and satisfied the criteria outlined in the RFP.

FISCAL IMPACT:

The cost of the Annual Financial Audit will be included in the budget each fiscal year.

STAFF RECOMMENDATION:

Staff is recommending that the District retain The PUN Group to perform audit services for the next three fiscal years with the option to renew for two additional fiscal years.

Respectfully Submitted,



Clarence Mansell Jr, General Manager

sm

ATTACHMENT(S):

1. Exhibit A: The PUN Group PSA
2. RAMS - Cost Proposal
3. RAMS - Proposed Hours
4. PUN Group - Cost & Hours Proposal P.1
5. PUN Group - Cost & Hours Proposal P. 2
6. Moss Levy - Cost & Hours Proposal



West Valley Water District

AGREEMENT FOR PROFESSIONAL SERVICES

With

The PUN Group Accountants & Advisors

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AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) effective as of this 4th day of June, 2020 (“Effective Date”) is by and between West Valley Water District (“District”) and The PUN Group Accountants & Advisors (“Consultant”). The District and Consultant may be collectively referred to as the “Parties” and individually as a “Party.”

RECITALS

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

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

Section 1. Term of Agreement.

(a) Subject to subsection (b) below, the term of this Agreement will be for a period of three (3) years commencing on the Effective Date and terminating three (3) years after the Effective Date.

(b) This Agreement may be renewed for continuous one (1) year periods for no more than two (2) additional years, unless either Party, prior to the end of the existing three (3) year period, delivers written notice to the other Party, that the Agreement shall not be extended.

Section 2. Scope and Performance of Services.

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

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

2.2 Consultant will furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space and facilities, and all tests, testing and analyses, calculation, and all other means whatsoever, except as otherwise expressly specified in this Agreement, necessary or proper to perform and complete the services required of Consultant under this Agreement.

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

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

Section 3. Additional Services and Changes in Services

- 3.1** Consultant will not be compensated for any services rendered in connection with its performance of this Agreement that are in addition to or outside of those set forth in the Task Orders, unless such additional services are authorized in advance and in writing by District.
- 3.2** If Consultant believes that additional services are needed to complete a Task Order, Consultant will provide the Authorized Representative with written notification

describing the proposed additional services, the reasons for such services, and a detailed proposal regarding cost.

- 3.3** District may order changes to a Task Order, consisting of additions, deletions, or other revisions, and the compensation to be paid Consultant will be adjusted accordingly. All such changes must be authorized in writing, and executed by Consultant and District. The cost or credit to District resulting from changes in a Task Order will be determined by the written agreement between the Parties.

Section 4. Familiarity with Services and Site.

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

Section 5. Compensation and Payment.

- 5.1** Subject to any limitations set forth in this Agreement, District agrees to pay Consultant the amounts shown in a Task Order.
- 5.2** Each month during the existence of a Task Order, Consultant shall furnish District with an original invoice for all services performed and expenses incurred during the preceding month in accordance with the fee schedule set forth in the Task Order. The invoice must detail charges by the following categories: labor (by subcategory), reimbursable costs, subcontractor contracts and miscellaneous expenses. The invoice must list, as applicable, the hours worked and hourly rates for each personnel category, the tasks performed, the percentage of the task completed during the billing

period, the cumulative percentage completed for each task, and the total cost of the services.

- 5.3 District will independently review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with this Agreement. In the event that no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by District, the original invoice will be returned by District to Consultant for correction and resubmission.
- 5.4 Except as to any charges for work performed or expenses incurred by Consultant that are disputed by District, District will use its best efforts to cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice.
- 5.5 No payment or partial payment to Consultant shall constitute acceptance of any work completed by Consultant or waive any claims by the District for any reason whatsoever.

Section 6. Required Documentation Prior to Performance.

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

Section 7. Project Documents.

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

including graphic display information to be published, must be approved and distributed solely by District, unless otherwise agreed to in writing by District.

Section 8. Consultant's Books and Records.

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

Section 9. Status of Consultant.

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

that Consultant or any of Consultant's officers, employees or agents are in any manner officials, officers, employees or agents of District.

- 9.3** Neither Consultant, nor any of Consultant's officers, employees or agents, will obtain any rights to retirement, health care or any other benefits which may otherwise accrue to District's employees. Consultant expressly waives any claim to any such rights or benefits.

Section 10. Compliance with Applicable Laws.

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

Section 11. Conflicts of Interest.

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

Section 12. Confidential Information; Release of Information.

- 12.1** All information gained or work product produced by Consultant in performance of this Agreement will be considered confidential to the full extent permitted by law, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from an Authorized Representative, except as may be required by law.
- 12.2** Consultant, its officers, employees, or agents, shall not, without prior written authorization from an Authorized Representative or unless requested by the District counsel, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Consultant gives District notice of such court order or subpoena.

- 12.3** If Consultant, or any officer, employee, or agent of Consultant, provides any information or work product (including Project Documents) in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys' fees related to any unauthorized disclosure by consultant or, caused by or incurred as a result of Consultant's conduct.
- 12.4** Consultant shall promptly notify District should, Consultant, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. District retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite such response.

Section 13. Indemnification.

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

directly or indirectly employed by any one of the foregoing or reasonably under the control of any of the foregoing or for whose acts any of the foregoing may be liable.

Section 14. Insurance.

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

Section 15. Assignment.

15.1 The expertise and experience of Consultant are material considerations for this Agreement. District has an interest in the qualifications of and capability of the persons and entities that will fulfill the duties and obligations imposed upon Consultant under this Agreement. Consultant may not assign or transfer this Agreement or any portion of this Agreement or the performance of any of Consultant's duties or obligations under this Agreement without the prior written consent of District. The District can withhold its approval/consent in its sole and absolute discretion. Any attempted assignment will be null and void, and will constitute a material breach of this Agreement entitling District to any and all remedies at law or in equity, including summary termination of this Agreement.

15.2 Consultant must obtain District's prior written approval before utilizing any subcontractors to perform any services under this Agreement, which approval may be withheld in District's sole and absolute discretion. This written approval must include the identity of the subcontractor and the terms of compensation. Approval by District does not imply any agreement to or endorsement by the District as to the competency or capability of any proposed subcontractor or sub-consultant, and District reserves any and all rights against both Consultant and such subcontractor or sub-consultant, for any failure to perform or other breach of any of the provisions of this Agreement, or the standards of performance defined herein, and no waiver is intended or to be implied by District's approval of any subcontractor or sub-consultant.

Section 16. Termination of Agreement.

16.1 District may terminate this Agreement, with or without cause, at any time by written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress.

16.2 Upon termination of this Agreement, all property belonging exclusively to District which is in Consultant's possession must be returned to District. Consultant shall promptly deliver to District a final invoice for all outstanding services performed and expenses incurred by Consultant as of the date of termination. Compensation for work in

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

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

Section 17. Notices.

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

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

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

To Consultant: The PUN Group Accountants & Advisors
200 E Sandpointe Ave Suite 600
Santa Ana, CA 92707
Attention: Kenneth H. Pun
Managing Partner

(Tel.) 949-777-8801
ken.pun@pungroup.com

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

Email: apinvoices@wvwd.org

or

*Mail: West Valley Water District
Accounts Payable
P.O. Box 2090
Rialto, CA 92377*

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

Section 18. General Provisions.

- 18.1 Authority to Execute.** Each Party represents and warrants that all necessary action has been taken by such Party to authorize the undersigned to execute this Agreement and to bind it to the performance of its obligations hereunder.
- 18.2 Binding Effect.** Subject to Section 15, this Agreement is binding upon the heirs, executors, administrators, successors and assigns of the Parties, including any subcontractors or sub-consultants of Consultant.
- 18.3 Entire Agreement.** This Agreement, including the attached Exhibits "A" through "C," is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed in this Agreement and supersedes all other agreements or understandings, whether oral or written, between Consultant and District prior to the execution of this Agreement.
- 18.4 Modification of Agreement.** No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and approved in writing by the Board of Directors of the District, or in writing by the General Manager, if such power has been delegated to General Manager. The Parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.
- 18.5 Facsimile Signatures.** Amendments to this Agreement will be considered executed when the signature of a Party is delivered by facsimile transmission. Such facsimile signature will have the same effect as an original signature.
- 18.6 Waiver.** Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement will not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement will not constitute a waiver of any other provision, or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any services by Consultant will not constitute a waiver of any of the provisions of this Agreement.
- 18.7 Interpretation.** This Agreement will be interpreted, construed and governed according to the laws of the State of California. Each Party has had the opportunity to review this Agreement with legal counsel. The Agreement will be construed simply, as a whole, and in accordance with its fair meaning, and without resort to rules regarding draftsmanship. It will not be interpreted strictly for or against either Party.

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

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

DISTRICT:

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

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

By _____
Peggy Asche, Executive Assistant

APPROVED AS TO FORM:

TAFOYA LAW GROUP, APC

By _____
Robert Tafoya

CONSULTANT:

The PUN Group Accountants & Advisors

By _____

Name _____

Its _____

EXHIBIT A
TASK ORDER

TASK ORDER NO. 1

This Task Order ("Task Order") is executed this 4th day of June , 2020 by and between West Valley Water District, a public agency of the State of California ("District") and The PUN Group Accountants & Advisors ("Consultant").

RECITALS

- A. On or about June 4th , 2020 District and Consultant executed that certain Agreement for Professional Services ("Agreement").
- B. The Agreement provides that the District will issue Task Orders from time to time, for the provision of certain services by Consultant.
- C. Pursuant to the Agreement, District and Consultant desire to enter into this Task Order for the purpose of setting forth the terms and conditions upon which Consultant shall render certain services to the District.

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

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

[SIGNATURES APPEAR ON FOLLOWING PAGE]

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

DISTRICT:

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

Clarence C. Mansell Jr., General Manager

Peggy Asche, Executive Assistant

CONSULTANT:

The PUN Group Accountants & Advisors

By _____

Name _____

Its _____

By _____

Name _____

Its _____

EXHIBIT "1"

TO

TASK ORDER NO. 1

SCOPE OF SERVICES

The Consultant will perform the following services:

- ✓ **Financial Statement Audits of the District** and issuance of an opinion statement on the Comprehensive Annual Financial Report ("CAFR"). The audit will be conducted in accordance with Generally Accepted Government Auditing Standards. The CAFR will be in full compliance with all current GASB pronouncements.
- ✓ Provide assistance in meeting the requirements for the Government Finance Officers Association (GFOA) "**Certificate of Achievement for Excellence in Financial Reporting**".
- ✓ The engagement team will provide all required communications to the District's audit oversight committee. In addition, we will issue a separate "**Management Letter**" that includes recommendations for improvements on internal control, accounting procedures and other significant observations that are considered to be no reportable conditions.
- ✓ When needed, prepare a **Single Audit Report** which will include the following:
 - Report on compliance and on internal control over financial reporting based on audit of financial statements performed in accordance with Government Auditing Standards.
 - Report on compliance with requirements applicable to each major program, internal control over compliance, and on the schedule of expenditures of federal awards in accordance with Uniform Guidance, "Audits of State and Local Governments", and the Single Audit Act of 1984 (Public Law 98-502).
 - Schedule of Expenditures of Federal Awards.
 - Notes to Schedule of Expenditures of Federal Awards.
 - Schedule of Findings and Questioned Costs.
 - Any other required schedules or reports.
 - Prepare the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations.
- ✓ Preparation and submission of the **Annual Reports of Financial Transactions** of the District to the State Controller for each year by the due date required by the State Controller's Office.
- ✓ Perform audit work on all debt issues, to review accounting treatment and determine compliance with the bond covenants.

Additional Information: All auditors adjusting journal entries will be discussed and explained to the CFO and Accounting Manager prior to recording. They will be in a format that shows the lowest level of posting detail needed for the District to enter the data into the general ledger.

Also, the Firm will print, bind, and deliver 15 copies of the final reports to the District CFO, one unbound copy, and an electronic copy.

Target audits: In addition to the minimum audit requirements and reporting guidelines for Special Districts pursuant to California Code of Regulations, State Controller, Subchapter 5, 1131.2 "Minimum Audit Requirements and Reporting Guidelines for Special Districts," the auditor will perform the following reviews and provide a separate report to the General Manager and CFO:

- Review a sample of employee payroll records to verify compliance with CalPERS regulations
- Review a sample of accounts payable and payroll records to verify compliance with Federal and State sales tax and income tax requirements

- Review a sample of Board of Directors expenses to verify compliance with District Ordinance 72

Attendance at Meetings: A pre-auditing conference will be held to review and set the schedule and particular scope of the audit. The engagement team will start the examination after June 30 of the year being audited, or at a date mutually agreeable with the District's personnel. The engagement team will present the reports to the Board of Directors at a regularly scheduled meeting in December.

Supplemental Reports, Audits, or Agreed-Upon Procedures: Other services, such as agreed-upon procedures may be deemed necessary. These services will be performed at agreed-upon rates and will be added in a written agreement prior to commencing audit work. The Firm and the West Valley Water District will discuss and approve the scope and associated costs of these tasks.

Report of all Irregularities and Illegal Acts: The Firm will make an immediate written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the General Manager and the CFO.

The engagement team will also make all communications to the District required by the audits standards under which the engagement is performed. Those communications include, but are not limited to:

- a) The auditor's responsibility under generally accepted auditing standards.
- b) Significant accounting policies.
- c) Management judgment and accounting estimates.
- d) Significant audit adjustments.
- e) Other information in documents containing audited financial statements.
- f) Disagreements with management.
- g) Management consultation with other accountants.
- h) Major issues discussed with management prior to retention.
- i) Difficulties encountered in performing the audit.

Working Paper Retention and Access to Working Papers: The Firm will retain, at its own expense, all working papers and reports for a minimum of (7) seven years, unless the West Valley Water District notifies the Firm in writing of the need to extend the retention period. The Firm will make working papers available to the District and/or designees.

Also, the Firm will comply with reasonable requests from successor auditors and allow them to review working papers that relate to matters of continuing accounting significance.

Advice and Consultation: Will be provided throughout the year on matters relating to accounting and financial reporting. This will not include any task that entails significant research or a formal report.

EXHIBIT “2”
TO
TASK ORDER NO. 1

COMPENSATION

(1) All Inclusive Maximum Price

Following are the proposed fees ⁽¹⁾ ⁽²⁾ for Professional Auditing Services for Fiscal Year Ending June 30,2020 through 2022, with option to extend for two subsequent fiscal years.

Service:	FY2019/20	FY2020/21	FY2021/22	FY2022/23 (Optional)	FY2023/24 (Optional)
Financial Statements Audit and Related Reports	\$ 45,000	\$ 45,500	\$ 46,000	\$ 46,500	\$ 47,000
Preparation and Filing State Controller's Report	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Single Audit - 1 Major Program (if needed)	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Total for Fiscal Year (not-to-exceed)	\$ 50,000	\$ 50,500	\$ 51,000	\$ 51,500	\$ 52,000

- (2)** Single Audit fees based on 1 (one) major program. The fee to audit additional major program will be \$3,500 each. The number of programs determined to be “major” will be based on OMB Uniform Guidance. The Engagement Team will discuss this with the West Valley Water District’ Management before starting Single Audit work.
- (3) Assistance with GASB 87 Implementation:** Fees will be based on a blended hourly rate of \$150/hour. The Engagement Team will discuss this with the West Valley Water District’ Management before starting the implementation procedures.

(4) Price Breakdown by Engagement Team Level

FY 2019-20 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	40	\$ 300	\$ 225	\$ 9,000
Managers	70	\$ 200	\$ 175	\$ 12,250
Senior Auditors	130	\$ 125	\$ 125	\$ 16,250
Staff Auditors	160	\$ 100	\$ 100	\$ 16,000
Clerical	4	\$ 75	\$ 60	\$ 240
Subtotal	404			\$ 53,740
Out of Pocket Expenses				
Meals and Lodging				Included
Transportation				Included
Other (Specify)				Included
Total for Services per RFP	404			\$ 53,740
Less: Professional Discount				\$ (3,740)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$ 50,000

FY 2020-21 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	40	\$ 300	\$ 225	\$ 9,000
Managers	70	\$ 200	\$ 175	\$ 12,250
Senior Auditors	130	\$ 125	\$ 125	\$ 16,250
Staff Auditors	160	\$ 100	\$ 100	\$ 16,000
Clerical	4	\$ 75	\$ 60	\$ 240
Subtotal	404			\$ 53,740
Out of Pocket Expenses				
Meals and Lodging				Included
Transportation				Included
Other (Specify)				Included
Total for Services per RFP	404			\$ 53,740
Less: Professional Discount				\$ (3,240)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$ 50,500

FY 2021-22 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	40	\$ 300	\$ 225	\$ 9,000
Managers	70	\$ 200	\$ 175	\$ 12,250
Senior Auditors	130	\$ 125	\$ 125	\$ 16,250
Staff Auditors	160	\$ 100	\$ 100	\$ 16,000
Clerical	4	\$ 75	\$ 60	\$ 240
Subtotal	404			\$ 53,740
Out of Pocket Expenses				
Meals and Lodging				Included
Transportation				Included
Other (Specify)				Included
Total for Services per RFP	404			\$ 53,740
Less: Professional Discount				\$ (2,740)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$ 51,000

FY 2022-23 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	40	\$ 300	\$ 225	\$ 9,000
Managers	70	\$ 200	\$ 175	\$ 12,250
Senior Auditors	130	\$ 125	\$ 125	\$ 16,250
Staff Auditors	160	\$ 100	\$ 100	\$ 16,000
Clerical	4	\$ 75	\$ 60	\$ 240
Subtotal	404			\$ 53,740
Out of Pocket Expenses				
Meals and Lodging				Included
Transportation				Included
Other (Specify)				Included
Total for Services per RFP	404			\$ 53,740
Less: Professional Discount				\$ (2,240)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$ 51,500

FY 2023-24 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	40	\$ 300	\$ 225	\$ 9,000
Managers	70	\$ 200	\$ 175	\$ 12,250
Senior Auditors	130	\$ 125	\$ 125	\$ 16,250
Staff Auditors	160	\$ 100	\$ 100	\$ 16,000
Clerical	4	\$ 75	\$ 60	\$ 240
Subtotal	404			\$ 53,740
Out of Pocket Expenses				
Meals and Lodging				Included
Transportation				Included
Other (Specify)				Included
Total for Services per RFP	404			\$ 53,740
Less: Professional Discount				\$ (1,740)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$ 52,000

Out of Pocket Expenses in the Total Maximum Price and Reimbursement Rates

The Firm's policy is to maintain flexible billing rates to meet the needs of clients and help them control costs. In the interest of continuing our long-term relationship, we will absorb expenses such as travel and printing costs. Additionally, our Partners will be available to provide advice and consultation as necessary to the West Valley Water District. The Firm will also absorb these costs.

(5) Standard Hourly Rates

Below are the Firm's standard hourly billing rates, delineated by staffing levels:

Standard Hourly Billing Rates		
Partner(s)	\$	225
Manager(s)	\$	175
Senior Accountant(s)	\$	125
Staff Accountant(s)	\$	100
Clerical	\$	60

Any supplemental reports, audits, or agreed-upon procedures not covered by this proposal may be added in a written agreement prior to commencing audit work. The Firm and the District will discuss and approve the scope and associated costs of these tasks. Any additional work will be performed at the above quoted hourly rates.

(6) Manner of Payment

Engagement Team members are required to maintain timesheets detailing the date, number of hours, and work performed for every audit task. The Firm will collect these timesheets and bill the West Valley Water District, at the rates outlined in the Total All-Inclusive Maximum Price section, in four stages: (1) at the conclusion of the planning phase, (2) at the conclusion of the interim phase, (3) at the conclusion of the Year-End phase, (4) and after presentation and acceptance of the final audit reports. Interim billings will cover a period not less than a calendar month. The billing amounts generally break down as follows:

Work Performed	% of Proposal Amount
Planning	10%
Interim	40%
Fieldwork	40%
Presentation and Acceptance of Reports	10%

EXHIBIT "3"
TO
TASK ORDER NO. 1

SCHEDULE

The following schedule is for Fiscal Year 19-20. Future schedule's of subsequent Fiscal Year's to be provided at a later date.

Milestones and Proposed Timeline**	2020										2021					
	April		May		Jun		Jul		Aug		Sep	Oct	Nov	Dec	Jan	
	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End	Mid	End
Initial Planning																
● Review Predecessor Audit Working Papers and Reports				●												
● Establish Permanent Files				●												
● Meet with Management				●												
● Evaluate Impact on Implementation of New GASB Pronouncements				●												
● Develop Audit Work Plan				●												
Interim																
● Understand the Audit and Identify Risks				●	●											
● Preliminary Analytical Procedures and Establish Expectations				●	●											
● Walkthroughs on Significant Transaction Classes				●	●											
● Document our Understanding of the Processes				●	●											
● Identify Key Internal Controls				●	●											
● Test Effectiveness of Internal Controls Perform Fraud Inquiries and Brainstorming				●	●											
● Review Prior Year Findings/Observations				●	●											
● Generate Audit Programs				●	●											
● Conduct Review of IT functions				●	●											
● Evaluation of Compliance				●	●											
Year-End																
● Validation Procedures On All Financial Statements Line Items										●	●					
● Review the Basis and Reasonableness of Management Estimates										●	●					
● Obtain Confirmations Directly from Attorneys, Banks, Fiscal Agents and Others										●	●					
● Perform Analytical Procedures										●	●					
● Complete Compliance Procedures										●	●					
● Hold Exit Conference										●	●					
Reporting																
● Develop the Required Auditors' Reports, Financial Reports and Compliance Reports along with required Communications														●		
● Perform Final Analytical Review of the Financial Results														●		
● Complete PPC Disclosures Checklist														●		
● Draft Reports to Client														●		
● Finalization of Reports**														●		

*Above proposed timeline is subject to review and approval, and it can be modified as needed to meet client's needs.

** Based on Financial Statement/CAFR audit timing.

EXHIBIT B**KEY PERSONNEL**

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

Kenneth H. Pun

EXHIBIT C
INSURANCE

INSURANCE

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

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

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

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

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

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

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

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

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

in excess of the limits and coverage required by this Agreement, and which is applicable to a given loss, must be made available to District to compensate it for such losses.

West Valley Water District

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Cost Proposal

Rogers, Anderson, Malody & Scott, LLP

Certified Public Accountants

Certification: Scott W. Manno is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the District.

The annual fee for the audit of each fiscal year, as listed below shall not exceed the following:

Services	2019-20	2020-21	2021-22
District Audit (including the following): <ul style="list-style-type: none"> • Preparation of CAFR • GASB 68 assistance Issue a separate report for the following additional procedures: <ul style="list-style-type: none"> • Review of sample of employee payroll records to verify compliance with CalPERS regulations • Review a sample of accounts payable and payroll records to verify compliance with Federal and State sales tax and income tax requirements • Review a sample of Board of Directors expenses to verify compliance with District Ordinance 72 • GANN Limit Report, if required 	\$ 34,000	\$ 35,000	\$ 36,000
Single Audit Report, if required*	4,500	4,600	4,700
Special District's Financial Transaction Report to the State Controller	1,500	1,500	1,500
Total for Fiscal Year (not-to-exceed)	\$ 40,000	\$ 41,100	\$ 42,200

* = fee for one major program, each additional major program is \$3,500.


 Signature

Partner
 Title

5/1/2020
 Date

Scott W. Manno, CPA, CGMA
 Name (print)

West Valley Water District

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Cost Proposal

Rogers, Anderson, Malody & Scott, LLP
Certified Public Accountants

Schedule of Professional Fees

	Hours	Rates	Amount
Partners	25	\$ 310	\$ 7,750
Managers	25	200	5,000
Supervisors	65	150	9,750
Staff.	100	115	11,500
Subtotal	215		\$ 34,000

Out of Pocket Expenses	Amount
Meals and Lodging	\$ -
Transportation	-
Other (specify)	-
Subtotal	\$ -

Total All-Inclusive Maximum Price for Fiscal Year 2019-20 Financial Audit	\$ 34,000
--	------------------

We prepared this cost proposal after evaluating the available information related to the District's audit and request for proposal, and we believe our proposed not-to-exceed fee is competitive, and commensurate with the value and quality of services we would provide the District. If the anticipated scope-of-work is modified, we invite the District to contact us for a revised cost proposal.

WEST VALLEY WATER DISTRICT

Cost of Services

Price Breakdown by Engagement Team Level

FY 2019-20 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	40	\$ 300	\$ 225	\$ 9,000
Managers	70	\$ 200	\$ 175	\$ 12,250
Senior Auditors	130	\$ 125	\$ 125	\$ 16,250
Staff Auditors	160	\$ 100	\$ 100	\$ 16,000
Clerical	4	\$ 75	\$ 60	\$ 240
Subtotal	404			\$ 53,740
Out of Pocket Expenses				
Meals and Lodging				Included
Transportation				Included
Other (Specify)				Included
Total for Services per RFP	404			\$ 53,740
Less: Professional Discount				\$ (3,740)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$ 50,000

FY 2020-21 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	40	\$ 300	\$ 225	\$ 9,000
Managers	70	\$ 200	\$ 175	\$ 12,250
Senior Auditors	130	\$ 125	\$ 125	\$ 16,250
Staff Auditors	160	\$ 100	\$ 100	\$ 16,000
Clerical	4	\$ 75	\$ 60	\$ 240
Subtotal	404			\$ 53,740
Out of Pocket Expenses				
Meals and Lodging				Included
Transportation				Included
Other (Specify)				Included
Total for Services per RFP	404			\$ 53,740
Less: Professional Discount				\$ (3,240)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$ 50,500

WEST VALLEY WATER DISTRICT

Cost of Services

FY 2021-22 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	40	\$ 300	\$ 225	\$ 9,000
Managers	70	\$ 200	\$ 175	\$ 12,250
Senior Auditors	130	\$ 125	\$ 125	\$ 16,250
Staff Auditors	160	\$ 100	\$ 100	\$ 16,000
Clerical	4	\$ 75	\$ 60	\$ 240
Subtotal	404			\$ 53,740
Out of Pocket Expenses				
Meals and Lodging				Included
Transportation				Included
Other (Specify)				Included
Total for Services per RFP	404			\$ 53,740
Less: Professional Discount				\$ (2,740)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$ 51,000

FY 2022-23 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	40	\$ 300	\$ 225	\$ 9,000
Managers	70	\$ 200	\$ 175	\$ 12,250
Senior Auditors	130	\$ 125	\$ 125	\$ 16,250
Staff Auditors	160	\$ 100	\$ 100	\$ 16,000
Clerical	4	\$ 75	\$ 60	\$ 240
Subtotal	404			\$ 53,740
Out of Pocket Expenses				
Meals and Lodging				Included
Transportation				Included
Other (Specify)				Included
Total for Services per RFP	404			\$ 53,740
Less: Professional Discount				\$ (2,240)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$ 51,500

FY 2023-24 Audit	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	40	\$ 300	\$ 225	\$ 9,000
Managers	70	\$ 200	\$ 175	\$ 12,250
Senior Auditors	130	\$ 125	\$ 125	\$ 16,250
Staff Auditors	160	\$ 100	\$ 100	\$ 16,000
Clerical	4	\$ 75	\$ 60	\$ 240
Subtotal	404			\$ 53,740
Out of Pocket Expenses				
Meals and Lodging				Included
Transportation				Included
Other (Specify)				Included
Total for Services per RFP	404			\$ 53,740
Less: Professional Discount				\$ (1,740)
TOTAL ALL-INCLUSIVE MAXIMUM PRICE				\$ 52,000

TOTAL ALL-INCLUSIVE MAXIMUM PRICE

Classification	Quoted Rates	Estimated Hours	Fiscal Years				
			2019-20	2020-21	2021-22	Optional	
			2022-23	2023-24			
Partner	\$ 175	35	\$ 6,125	\$ 6,160	\$ 6,195	\$ 6,230	\$ 6,265
Manager	135	40	5,400	\$ 5,440	\$ 5,480	\$ 5,520	\$ 5,560
Senior	115	60	6,900	\$ 6,960	\$ 7,020	\$ 7,080	\$ 7,140
Staff	95	60	5,700	\$ 5,760	\$ 5,820	\$ 5,880	\$ 5,940
Clerical	65	5	325	\$ 330	\$ 335	\$ 340	\$ 345
Grand Totals	Grand Totals	200	\$ 24,450	\$ 24,650	\$ 24,850	\$ 25,050	\$ 25,250
Discount			\$ (2,450)	\$ (2,600)	\$ (2,750)	\$ (2,900)	\$ (3,050)
Total *			\$ 22,000	\$ 22,050	\$ 22,100	\$ 22,150	\$ 22,200

*No Single Audit was priced for this engagement.

Classification	Fiscal Years				
	2019-20	2020-21	2021-22	2022-23	2023-24
Audit Fee	\$ 20,750	\$ 20,775	\$ 20,800	\$ 20,825	\$ 20,850
SCO Report	\$ 1,250	\$ 1,275	\$ 1,300	\$ 1,325	\$ 1,350
Grand Totals	\$ 22,000	\$ 22,050	\$ 22,100	\$ 22,150	\$ 22,200

Optional Services	Fiscal Years				
	2019-20	2020-21	2021-22	2022-23	2023-24
Single Audit **	\$ 2,750	\$ 2,775	\$ 2,800	\$ 2,825	\$ 2,850

**Single Audit may not occur in each year of the contract term - subject to District's expending of current federal awards granted and any new additional awards received and expended in future years. For this price is one major program to test, an additional program will be \$2,500.

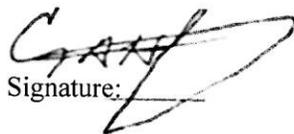
DISCOUNT

Due to the current economic environment, Moss, Levy & Hartzheim, LLP has accepted the fact that in order for government entities to survive some of the revenue cutbacks, contractors will need to reassess their hourly fees or total estimate of costs. Therefore, we are reducing our total estimate fee to assist the District in these challenging economic times.

Name of Firm: Moss, Levy & Hartzheim, LLP
 Address: 5800 Hannum Avenue, Suite E
 City, State, Zip: Culver City, California, 90230
 Contact Name: Craig A. Hartzheim, CPA: Partner
 Contact Telephone Number: (310) 670-2745, Ext. 106
 Contact E-mail Address: mlhbh@mlhcpas.com

I, the undersigned, certify I am duly authorized to represent the above-named firm, and I am empowered to submit this bid. In addition, I certify I am authorized to contract with the West Valley Water District on behalf of the above-named firm.

Craig A. Hartzheim, CPA Partner May 4, 2020
 Name Title Date

Signature: 

Moss, Levy & Hartzheim, LLP is an Equal Opportunity Employer