



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

REGULAR BOARD MEETING  
AGENDA

THURSDAY, NOVEMBER 3, 2022  
CLOSED SESSION - 6:00 PM • OPEN SESSION – 6:45 PM

BOARD OF DIRECTORS

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

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

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

## OPENING CEREMONIES

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

## ADOPT AGENDA

## PUBLIC PARTICIPATION

*Any person wishing to speak to the Board of Directors on matters listed or not listed on the agenda, within its jurisdiction, is asked to complete a Speaker Card and submit it to the Acting Board Secretary, if you are attending in person. For anyone joining on Zoom, please wait for the Board President's instruction to indicate that you would like to speak. Each speaker is limited to three (3) minutes. Under the State of California Brown Act, the Board of Directors is prohibited from discussing or taking action on any item not listed on the posted agenda. Comments related to noticed Public Hearing(s) and Business Matters will be heard during the occurrence of the item.*

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

## PRESENTATIONS

None.

## 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. Holiday Schedule 2023. **Pg. 7.**
2. Legislative Principles 2022. **Pg. 9.**
3. Purchase Order Report - September 2022. **Pg. 14.**
4. Treasurer's Report - September 2022. **Pg. 20.**
5. Monthly Revenue & Expenditures Report - September 2022. **Pg. 36.**
6. Cash Disbursements Report - September 2022. **Pg. 44.**
7. Funds Transfer - September 2022. **Pg. 68.**

8. Adopt Resolution No. 2022-28 a Resolution of The Board of Directors Of The West Valley Water District Proclaiming A Local Emergency, Ratifying The Proclamation Of A State Of Emergency By Governor Gavin Newsom On March 4, 2020, And Authorizing Remote Teleconference Meetings Of The Legislative Bodies Of West Valley Water District For The Period November 14, 2022, Through December 14, 2022, Pursuant To Brown Act Provisions. **Pg. 72.**
9. Approval of Employment Agreement with William F. Fox for the Position of Chief Financial Officer. **Pg. 74.**
10. Approval of Payment to Liebert Cassidy Whitmore for Professional Services, for September 2022, Invoice No. 226504 for \$3,231.00. **Pg. 82.**

## **BUSINESS MATTERS**

### **Consideration of:**

11. **Purchasing / Procurement Policy. Pg. 93.**

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

1. **Board of Directors**
2. **General Manager**
3. **Legal Counsel**

## **UPCOMING MEETINGS**

- November 8, 2022 - Safety & Technology Committee Meeting at 6:00 p.m.
- November 9, 2022 - Engineering, Operations & Planning Committee Meeting at 6:00
- November 14, 2022 - Human Resource Committee Meeting at 6:00 p.m.
- November 17, 2022 - West Valley Water District Regular Board of Directors Meeting at 6:30 p.m. (6:00 p.m. Closed Session), at District Headquarters.
- November 18 &19, 2022 - Special Board of Directors Strategic Planning Retreat.
- November 22, 2022 - Policy Review Committee Meeting at 6:00 p.m.
- November 23, 2022 - Finance Committee Meeting at 6:00 p.m.
- November 28, 2022 - External Affairs Meeting at 6:00 p.m.

## **UPCOMING COMMUNITY EVENTS**

- Saturday, November 5, 2022, Oliver P. Roemer Community Tour (WVWD will be hosting), 9:00 a.m. - 11:00 a.m. Oliver P. Roemer Water Filtration Facility, 3010 N. Cedar Avenue
- Wednesday, November 9, 2022: Rialto Chamber of Commerce Breakfast, 7:30 a.m. - 9:00 a.m. Sammy's Café, 298 W. Baseline Road, Monthly Networking Breakfast
- Thursday, November 10, 2022 - Fontana Chamber of Commerce at 11:30 a.m. - 1:00 p.m. Hilton Garden Inn, 10543 Sierra Avenue, Monthly Networking Breakfast
- Saturday, November 12, 2022 - Irrigación y Colección de Agua, West Valley Water District, 855 W. Baseline Road at 10:00 am - 1:00 pm
- Saturday, November 19, 2022 - Thanksgiving Drive (WVWD is sponsoring turkeys for families and donating water), Smile America - Abdi Foundation, Warner Elementary School 10510 E. Rialto Ave, Rialto, CA 92376 at 10:00 am - 2:00 pm
- Saturday, December 3, 2022 - Rialto Holiday Festival and Parade Rialto Civic Center, 150 S. Palm Avenue. Tree Lighting, Posada, Entertainment, Vendor Lane, Activities & More at 5:30 p.m. - 9:00 p.m.
- Saturday, December 3, 2022 - Colton Chamber of Commerce's Annual Christmas Parade 10:00 a.m. O Street and La Cadena Drive, Christmas Parade
- Saturday, December 17, 2022 - Christmas Drive - Smile America, Abdi Foundation at Warner Elementary School, 10510 E. Rialto Ave, Rialto, CA 92376, 10:00 am - 2:00 pm
- Saturday, April 22, 2023 - Earth Day 2023 - Information to come

## **UPCOMING EDUCATION & TRAINING OPPORTUNITIES**

- November 29 - December 1, 2022 - Association of California Water Agencies, 2022 Fall Conference (Indian Wells, CA)

## **CLOSED SESSION**

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



- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - pursuant to Paragraph one (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Patricia Romero vs. West Valley Water District, Case No. CIVDS2024402.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Nadia Loukeh. vs. West Valley Water District, Case No. CIVSB2116242.
- CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Paragraph One (1) of Subdivision (d) of the Government Code Section 54956.9 Case Name: Julianna Zavala. vs. West Valley Water District, Case No. CIVSB2117197.
- CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957, Title(s) Chief Financial Officer.
- CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957, Title(s) Board Secretary.
- CONFERENCE WITH LEGAL COUNSEL - PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code Section 54957, Title(s) General Manager.
- CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957 - Appointment, Employment, Evaluation of Performance, Discipline, or Dismissal of a Public Employee - General Counsel.

## **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 October 31, 2022.**




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**Nancy Albitre, Acting Board Secretary**

**Please Note:**

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

**Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in the above-agendized public meeting should be directed to the Acting Board Secretary, Nancy Albitre, at least 72 hours in advance of the meeting to ensure availability of the requested service or accommodation. Ms. Albitre may be contacted by telephone at (909) 875-1804 ext. 346, or in writing at the West Valley Water District, P.O. Box 920, Rialto, CA 92377-0920.**



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 3, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** HOLIDAY SCHEDULE 2023

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**BACKGROUND:**

Annually staff presents the Holiday Schedule that contains the observed holidays that occur throughout the calendar year.

**DISCUSSION:**

Staff prepared the Holiday Schedule (**Exhibit A**) in accordance with the “Personnel Policies and Procedures for West Valley Water District” and is presenting it as an information item.

**FISCAL IMPACT:**

No fiscal impact

**STAFF RECOMMENDATION:**

This agenda item is for information only, no action required.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ:hms

**ATTACHMENT(S):**

1. Observed Holiday Schedule 2022-23 10.26.2022



**CALENDAR YEAR 2023  
HOLIDAY SCHEDULE**

<b>Sunday, January 1, 2023</b>	<b>New Year's Day (Observed Monday, January 2, 2023)</b>
<b>Monday, January 16, 2023</b>	<b>Martin Luther King Jr.</b>
<b>Monday, February 20, 2023</b>	<b>President's Day</b>
<b>Monday, May 29, 2023</b>	<b>Memorial Day</b>
<b>Tuesday, July 4, 2023</b>	<b>Independence Day</b>
<b>Monday, September 4, 2023</b>	<b>Labor Day</b>
<b>Saturday, November 11, 2023</b>	<b>Veteran's Day (Observed Friday, November 10)</b>
<b>Thursday, November 23, 2023</b>	<b>Thanksgiving Day</b>
<b>Friday, November 24, 2023</b>	<b>Day after Thanksgiving</b>
<b>Sunday, December 24, 2023</b>	<b>Day before Christmas (Observed Monday, December 25, 2023)</b>
<b>Monday, December 25, 2023</b>	<b>Christmas Day (Observed Monday, December 26, 2023)</b>
<b>Saturday, December 31, 2023</b>	<b>New Year's Eve (Observed Friday, December 30, 2023)</b>



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 3, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** LEGISLATIVE PRINCIPLES 2022

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**BACKGROUND:**

West Valley Water District (WVWD) is committed to working with stakeholders and representatives in Sacramento and Washington, D.C. to effectively communicate legislative priorities and support our mission to provide ratepayers with safe, high quality and reliable water service at a reasonable rate. The policy's purpose is to guide District officials and staff in considering legislative or regulatory proposals that are likely to impact the District.

The purpose of identifying Legislative principles is to provide clear direction to District staff regarding monitoring and acting upon bills during state and federal legislative sessions. Adherence to the Legislative Principles will ensure that legislative request and responses will be administered consistently with “one voice”.

**DISCUSSION:**

To be effective and engaged these guiding principles will allow staff in coordination with our State and Federal Lobbyist to in a timely and effectively manner respond to legislative alerts from ACWA, CSDA and other advocacy groups to be a voice in the water industry. The overall strategy for the 2023 legislative session is to ensure and enhance WVWD’s operations and efficiency through the support or opposition of relevant legislation or policy initiatives.

When considering legislative or regulatory proposals, the District may support or oppose based on the adopted policy principles. In cases where a legislative proposal, policy, or regulatory action is not a priority for the District but may affect the water industry, the District may choose to choose to take a “watch” position. There are also situations when the District may choose to take a position on a bill only if amendments are made.

For proposed legislation, either consistent with the District’s principles or with legislative positions the District has taken, staff will prepare position letters for the General Manager’s signature. Items not addressed in the principles may require further Board direction. Any legislative positions and/or actions that are deemed as potentially “controversial” by the General Manager will be presented to the External Affairs Committee and the Board of Directors, if needed, for further action.

Attached as **Exhibit A** are the proposed Legislative Principles.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Directors to approve the Legislative Principles.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ/sp

**ATTACHMENT(S):**

1. Exhibit A - Legislative Principles 2022 (External Affairs Committee)

**MEETING HISTORY:**

10/24/22      External Affairs Committee      REFERRED TO BOARD

# West Valley Water District

## Legislative Principles

West Valley Water District (WVWD) is committed to working with stakeholders and representatives in Sacramento and Washington, D.C. to effectively communicate legislative priorities and support our mission to provide ratepayers with safe, high quality and reliable water service at a reasonable rate.

The policy's purpose is to guide District officials and staff in considering legislative or regulatory proposals that are likely to impact the District.

The purpose of identifying Legislative principles is to provide clear direction to District staff with regard to monitoring and acting upon bills during state and federal legislative sessions. Adherence to the Legislative Principles will ensure that legislative request and responses will be administered consistently with "one voice".

### BOARD OF DIRECTORS

- Participate in meetings with legislators, agency representatives and other stakeholders.
- Testify on behalf of WVWD, as needed.
- Review and advise on adopting a legislative platform for the incoming legislative year.
- Refrain from taking policy positions on behalf of WVWD, unless adopted by the full Board. Directors can take positions as private citizens of the community.

### GENERAL MANAGER AND GOVERNMENT AND PUBLIC AFFAIRS STAFF

- Maintain a list of proposed legislation that may affect WVWD and ratepayers. Monitor bills and work with associations such as, but not limited to: Association of California Water Agencies (ACWA), California Special Districts Association (CSDA), American Water Works Association (AWWA), and other organizations.
- Submit letters and give direction to lobbyist to help advocate for or against issues.
- Make further recommendations and or seek further direction from the external affairs committee, if a bill does not fall under the scope of the legislative principles or is a politically controversial issue.
- Participate in meetings with lobbyist and other stakeholders.
- Establish relationships with stakeholders, legislators, staff and others on behalf of WVWD's advocacy efforts.

### LOBBYIST

- Provide regular reports to staff and members of the external affairs committee on appropriate bills.
- Advise staff on state and federal legislation, relevant budget impacts, funding opportunities, and issues that directly or indirectly impact WVWD in a timely manner.
- As necessary, attend hearings and provide testimony on behalf of WVWD, as directed by staff.
- Maintain relationships with legislators, stakeholders and staff on behalf of WVWD.
- Maintain regular meetings with WVWD.

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# West Valley Water District

## Legislative Principles

When considering legislative or regulatory proposals, the District may support or oppose based on the adopted policy principles. In cases where a legislative proposal, policy, or regulatory action is not a priority for the District but may affect the water industry, the District may choose to take a "watch" position. There are also situations when the District may choose to take a position on a bill only if amendments are made.

For proposed legislation, either consistent with the District's principles or with legislative positions the District has taken, staff will prepare position letters for the General Manager's signature. Items not addressed in the principles may require further Board direction. Any legislative positions and/or actions that are deemed as potentially "controversial" by the General Manager will be presented to the External Affairs Committee and the Board of Directors, if needed, for further action.

### WORKFORCE



- SUPPORT LEGISLATION THAT CREATES WORKFORCE AND TRAINING OPPORTUNITIES IN THE WATER INDUSTRY.
- SUPPORT LEGISLATION THAT ADDRESSES ECONOMIC EQUITY ACROSS THE WATER/WASTEWATER INDUSTRY AND ENCOURAGES MORE PROTECTED CLASS INCLUSION.
- SUPPORT REGIONAL EFFORTS/PROGRAMS THAT STRENGTHEN THE WATER INDUSTRY AND ITS WORKFORCE.

### LOCAL GOVERNMENT



- SUPPORT LEGISLATION THAT IS BENEFICIAL TO SPECIAL DISTRICTS.
- SUPPORT LOCAL GOVERNANCE AND TRANSPARENCY.
- SUPPORT LEGISLATION THAT EXPANDS OPTION FOR LOCAL SUPPLY DEVELOPMENT.
- OPPOSE A "PUBLIC GOODS CHARGE" OR "WATER TAX" ON PUBLIC WATER AGENCIES OR THEIR RATEPAYERS.
- OPPOSE MEASURES THAT MAY IMPEDE THE DISTRICT'S ABILITY TO MAINTAIN DAY-TO-DAY OPERATIONS.

### WATER SUPPLY RELIABILITY



- SUPPORT MEASURES TO EXPAND SURFACE AND GROUNDWATER SUPPLY.
- SUPPORT LEGISLATION THAT SUPPORTS WATER RELIABILITY FOR THE REGION AND TO THE WATER SUPPLIES OF WEST VALLEY WATER DISTRICT.
- SUPPORT FUNDING, RESOURCES AND PROJECTS THAT PROMOTE SUSTAINABILITY AND RESILIENCY.
- SUPPORT INVESTMENT IN LOCAL WATER SUPPLIES TO REDUCE RELIANCE ON THE DELTA.

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# West Valley Water District Legislative Principles

## WATER QUALITY



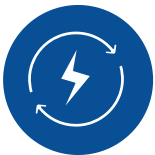
- SUPPORT MEASURES THAT PROMOTE INNOVATIVE TECHNOLOGIES.
- SUPPORT MEASURES THAT PROMOTE ENVIRONMENTAL STEWARDSHIP.
- SUPPORT SOUND SCIENCE & TRANSPARENT REGULATORY PROCESSES IN ESTABLISHING DRINKING WATER STANDARDS.

## FINANCE



- PROTECT LOCAL REVENUE SOURCES AND RESERVE FUNDS.
- MAINTAIN LOCAL GOVERNMENT CONTROL OVER THE RATE-SETTING PROCESS.
- SUPPORT FUNDING FOR COST-EFFECTIVE WATER USE EFFICIENCY AND CONSERVATION MEASURES.

## WATER ENERGY NEXUS



- SUPPORT FUNDING OPPORTUNITIES FOR INVESTMENT IN BACKUP ENERGY STORAGE AND OTHER INFRASTRUCTURE NEEDS TO PREPARE PUBLIC AGENCIES TO ADDRESS PUBLIC SAFETY POWER SHUTOFF EVENTS.
- SUPPORT PREPARATION FOR BROADER DEPLOYMENT OF ZERO-EMISSION FLEET VEHICLES AND SUPPORT EFFORTS TO MANAGE ENERGY USE.
- SUPPORT EXPANDED DEFINITIONS OF RENEWABLE RESOURCES.

## ACCESS TO SAFE AFFORDABLE DRINKING WATER



- SUPPORT SENSIBLE, LONG-TERM SOLUTIONS TO ASSIST DISADVANTAGED COMMUNITIES WITH INCREASED ACCESS TO SAFE, AFFORDABLE DRINKING WATER.
- OPPOSE MEASURES THAT IMPOSE FEES ON DRINKING WATER THAT WOULD INCREASE COST.

## WATER USE - EFFICIENCY



- SUPPORT LEGISLATION THAT ENCOURAGES ATTAINABLE WATER EFFICIENCY STANDARDS & BEST PRACTICES.
- SUPPORT FUNDING FOR COST-EFFECTIVE WATER USE EFFICIENCY AND CONSERVATION MEASURES.

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**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 3, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** PURCHASE ORDER REPORT - SEPTEMBER 2022

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**BACKGROUND:**

The West Valley Water District (“District”) generated thirty-nine (39) Purchase Orders (“PO”) in the month of September 2022 to various vendors that provide supplies and services to the District. The total amount issued to PO’s for the month of September 2022 was **\$368,835.59**. A table listing all PO’s for September 2022 is shown in **Exhibit A**.

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

**FISCAL IMPACT:**

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

**STAFF RECOMMENDATION:**

Staff recommends to the Board of Directors to approve the September 2022 Purchase Order Report.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ;ar

**ATTACHMENT(S):**

1. Exhibit A - September 2022 Purchase Order Report

**MEETING HISTORY:**

10/26/22 Finance Committee REFERRED TO BOARD

# Exhibit A



West Valley Water District, CA

# Purchase Order Summary Report

## Purchase Order Detail

Issued Date Range 09/01/2022 - 09/30/2022

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0093	Ferric Chloride chemical for Arsenic plant 00827 - BRENNTAG PACIFIC INC	Outstanding West Valley Water District	9/1/2022 9/15/2022	0.00	2,281.20
23-0094	Remove and Inspect Hydrogeneration Plant Generator 01124 - GENERAL PUMP COMPANY INC	Outstanding West Valley Water District	9/1/2022 9/15/2022	0.00	2,395.00
23-0095	License Renewal for MS Office 365 G3 3yr term yr1 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	9/2/2022 9/16/2022	0.00	25,489.88
23-0096	Cold Mix Temp Asphalt 00245 - VULCAN MATERIALS COMPANY	Completed West Valley Water District	9/6/2022 9/20/2022	0.00	1,294.44
23-0097	SCADA Upgrade Quote #22C126Q01 00097 - TESCO CONTROLS INC	Outstanding West Valley Water District	9/6/2022 9/20/2022	0.00	182,740.00
23-0099	Nearmap Digital Elevation Model Agreement 02291 - NEARMAP US INC	Outstanding West Valley Water District	9/8/2022 9/22/2022	0.00	6,500.00
23-0100	Backflow Parts 00748 - YO FIRE	Completed West Valley Water District	9/12/2022 9/26/2022	0.00	711.15
23-0101	Brass Parts Order 09/07/22 00748 - YO FIRE	Completed West Valley Water District	9/12/2022 9/12/2022	0.00	1,187.00
23-0102	Inventory Parts 08/22/22 00748 - YO FIRE	Completed West Valley Water District	9/12/2022 9/12/2022	0.00	1,906.75
23-0103	Agitator Rotary Arm for Roemer Filter Clarifiers 01249 - WESTECH ENGINEERING INC	Outstanding West Valley Water District	9/13/2022 9/27/2022	0.00	4,238.00
23-0104	Burrowing Owl Survey 02428 - JASON LEE BERKLEY	Outstanding West Valley Water District	9/13/2022 9/27/2022	0.00	1,680.00
23-0105	DAF Pump Parts 02394 - BRAX COMPANY INC	Outstanding West Valley Water District	9/14/2022 9/28/2022	0.00	2,704.33
23-0106	Iseries as400 Remote Support on 9407-515 02529 - MAINTENANCE GLOBAL SERVICES LLC	Outstanding West Valley Water District	9/14/2022 9/28/2022	0.00	2,000.00
23-0107	Topographic Services (CIP Cactus 12" Pipeline) 00784 - THE PRIZM CIVIL ENGINEERS & LAND	Outstanding West Valley Water District	9/14/2022 9/28/2022	0.00	7,355.00
23-0108	Meter Box Order 09/14/22 00941 - OLDCASTLE INFRASTRUCTURE INC	Outstanding West Valley Water District	9/14/2022 9/14/2022	0.00	44,799.24
23-0109	Refurbished FBR influent pump 99 01124 - GENERAL PUMP COMPANY INC	Outstanding West Valley Water District	9/15/2022 9/29/2022	0.00	4,200.76
23-0110	Hydro Generator Refurbished 01124 - GENERAL PUMP COMPANY INC	Outstanding West Valley Water District	9/15/2022 9/29/2022	0.00	4,477.79
23-0113	5/8 X 3/4 Sensus SR11 Meters 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	9/14/2022 9/28/2022	0.00	4,904.35

## Purchase Order Summary Report

Issued Date Range 09/01/2022 - 09/30/2022

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0114	5/8 X 3/4 Sensus Accustream meters 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	9/14/2022 9/28/2022	0.00	4,684.97
23-0115	Large Meter Gaskets 09/19/22 02453 - DAVID A PAYNE	Completed West Valley Water District	9/19/2022 9/19/2022	0.00	390.00
23-0116	Proposal for State Mandated Water loss Audit 01671 - MARK WILEY	Outstanding West Valley Water District	9/20/2022 10/4/2022	0.00	1,500.00
23-0117	Computer Network upgrade Parts 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	9/20/2022 10/4/2022	0.00	2,395.22
23-0118	Flow Meter for Zone 5-4 Cla Val 00318 - MCCROMETER INC	Outstanding West Valley Water District	9/20/2022 10/4/2022	0.00	3,445.85
23-0119	Replace Hardware on 5 FBR Doors 01470 - CRB SECURITY SOLUTIONS	Outstanding West Valley Water District	9/20/2022 10/4/2022	0.00	6,100.16
23-0120	Repairs to Gasoline Pump 01592 - FUEL SERV	Completed West Valley Water District	9/21/2022 10/5/2022	0.00	1,955.15
23-0121	Panasonic Toughbook Laptops ordered in 2021 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	9/21/2022 10/5/2022	0.00	3,910.94
23-0122	Water Bottles - event items 02141 - CUSTOM WATER, INC	Outstanding West Valley Water District	9/20/2022 10/4/2022	0.00	2,606.56
23-0123	5G upgrade for HQ alarm panel 01470 - CRB SECURITY SOLUTIONS	Outstanding West Valley Water District	9/21/2022 10/5/2022	0.00	700.45
23-0124	SCADA programming for 6-2 Booster transfer switch 00097 - TESCO CONTROLS INC	Outstanding West Valley Water District	9/21/2022 10/5/2022	0.00	1,095.00
23-0125	Repairs to Roemer Gate 09/14/22 00676 - AUTOMATED GATE SERVICES INC	Outstanding West Valley Water District	9/22/2022 10/6/2022	0.00	520.00
23-0126	Computer Supplies September 2022 02325 - AMAZON.COM SALES INC	Outstanding West Valley Water District	9/22/2022 10/6/2022	0.00	3,091.56
23-0127	Geotechnical Services for 12" Cactus Ave Project 01576 - HILLTOP GEOTECHNICAL, INC.	Outstanding West Valley Water District	9/22/2022 10/6/2022	0.00	11,400.00
23-0128	Air compressor minor service for FBR 02530 - MAQPOWER COMPRESSORS CORP	Outstanding West Valley Water District	9/22/2022 10/6/2022	0.00	677.49
23-0129	Air compressor maintenance 02530 - MAQPOWER COMPRESSORS CORP	Outstanding West Valley Water District	9/22/2022 10/6/2022	0.00	677.49
23-0130	USA monthly fees for Dig Alert 00068 - UNDERGROUND SERVICE ALERT	Completed West Valley Water District	9/26/2022 10/10/2022	0.00	626.00
23-0131	Temporary Asphalt 00245 - VULCAN MATERIALS COMPANY	Partially Received West Valley Water District	9/26/2022 10/10/2022	0.00	15,000.00
23-0132	Galv Parts Order 09/22/22 00066 - GRAINGER INC	Completed West Valley Water District	9/28/2022 9/28/2022	0.00	431.73
23-0133	Dionex Parts 01221 - THERMO ELECTRON NORTH AMERICA LLC	Outstanding West Valley Water District	9/28/2022 10/12/2022	0.00	2,312.92

## Purchase Order Summary Report

Issued Date Range 09/01/2022 - 09/30/2022

PO Number	Description	Status	Issue Date	Trade Discount	Total
23-0134	Public Affairs Supplies	Outstanding	9/30/2022	0.00	4,449.21
	02290 - 4IMPRINT, INC	West Valley Water District	10/14/2022		

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<b>Purchase Order Count: (39)</b>	<b>Total Trade Discount: 0.00</b>	<b>Total: 368,835.59</b>
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**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 3, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** TREASURER'S REPORT - SEPTEMBER 2022

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**DISCUSSION:**

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

**FISCAL IMPACT:**

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

**STAFF RECOMMENDATION:**

Staff recommends to the Board of Directors to approve the September Treasurer report.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

Vj:jv

**ATTACHMENT(S):**

1. Exhibit A - 2022 September Treasurer Report



**MEETING HISTORY:**

10/26/22 Finance Committee REFERRED TO BOARD

# Exhibit A

West Valley Water District  
Cash, Investment & Reserve Balances - September 30, 2022

Institution/Investment Type	August 2022 Balance	September 2022 Balance	RESERVE ACCOUNT	Minimum Balance	Target Balance	Maximum Balance
<b>Funds Under Control of the District:</b>			<b>RESTRICTED FUNDS</b>			
District Cash Drawers	\$ 4,300.00	\$ 4,300.00	2016A Bond	\$ 874,950.00	\$ 874,950.00	\$ 874,950.00
	<b>\$ 4,300.00</b>	<b>\$ 4,300.00</b>	Customer Deposit Accounts	\$ 5,398,104.21	\$ 5,398,104.21	\$ 5,398,104.21
Checking and Savings:			Capacity Charge Acct Balance	\$ 50,385,008.72	\$ 50,385,008.72	\$ 50,385,008.72
Chase - General Government Checking	\$ 4,197,453.08	\$ 5,601,861.36	CIP account in LAIF for capital purposes	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00
Chase - Special Rebate Checking	\$ -	\$ -		<b>\$ 59,658,062.93</b>	<b>\$ 59,658,062.93</b>	<b>\$ 59,658,062.93</b>
Chase - UTC Routine Checking	\$ 5,000.56	\$ 5,000.56	<b>CAPITAL RESERVE FUNDS</b>			
Chase - UTC Non-Routine Checking	\$ 48,636.50	\$ 48,636.50	Capital Project Account - 100% FY 22-23	\$ 7,827,687.00	\$ 7,827,687.00	\$ 10,000,000.00
	<b>\$ 4,251,090.14</b>	<b>\$ 5,655,498.42</b>	Capital Project Account-80% FY 23-24	\$ 4,868,000.00	\$ 4,868,000.00	\$ 8,000,000.00
State of California, Local Agency Investment Fund	\$ 67,030,977.79	\$ 74,930,977.79	Administrative & General Account	\$ 1,582,998.10	\$ 1,582,998.10	\$ 1,582,998.10
US Bank - Chandler Asset Mgmt	\$ 23,224,775.44	\$ 22,861,312.85		<b>\$ 14,278,685.10</b>	<b>\$ 14,278,685.10</b>	<b>\$ 19,582,998.10</b>
CalTrust Pooled Investment Fund - Short Term	\$ 16,713,318.98	\$ 16,710,762.60	<b>LIQUIDITY FUNDS</b>			
CalTrust Pooled Investment Fund - Medium Term	\$ -	\$ -	Rate Stabilization Account	\$ 985,094.40	\$ 2,955,283.20	\$ 4,925,472.00
U. S. Treasury Bills			Operating Reserve Account	\$ 5,276,660.33	\$ 10,553,320.67	\$ 15,829,981.00
Government Agencies (Federal Home Loan Bank)	\$ -	\$ -	Emergency Account	\$ 1,253,595.41	\$ 2,507,190.83	\$ 3,760,786.24
Total	<b>\$ 111,224,462.35</b>	<b>\$ 120,162,851.66</b>	Water Banking Account	\$ 125,000.00	\$ 625,000.00	\$ 1,250,000.00
Funds Under Control of Fiscal Agents:				<b>\$ 7,640,350.14</b>	<b>\$ 16,640,794.70</b>	<b>\$ 25,766,239.24</b>
<b>US BANK</b>			<b>OTHER RESERVES</b>			
2016A Bond - Principal & Payment Funds	\$ -	\$ 874,949.86	Self-Insurance Reserve	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00
2016A Bond - Interest Fund	\$ 0.14	\$ 0.14		<b>\$ 5,000,000.00</b>	<b>\$ 5,000,000.00</b>	<b>\$ 5,000,000.00</b>
Total	<b>\$ 0.14</b>	<b>\$ 874,950.00</b>	<b>OPERATING CASH</b>			
<b>Grand Total</b>	<b>\$ 111,224,462.49</b>	<b>\$ 121,037,801.66</b>	Balance Available for Daily Operations	\$ 34,460,703.49	\$ 25,460,258.93	\$ 11,030,501.39
				<b>\$ 34,460,703.49</b>	<b>\$ 25,460,258.93</b>	<b>\$ 11,030,501.39</b>
			<b>Grand Total</b>	<b>\$ 121,037,801.66</b>	<b>\$ 121,037,801.66</b>	<b>\$ 121,037,801.66</b>
			<b>UNRESTRICTED RESERVES \$ 61,379,738.73</b>			

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

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

*Van Jew*  
\_\_\_\_\_  
Acting General Manager

## West Valley Water District Investment Memo – September 2022

**Note:**

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

**Total Fund Balance**

When comparing the District's total fund balances month-over-month between September (\$121,037,801.66) and August (\$111,224,462.49), CLA found the \$9,813,339.17 increased fund balance between September and August.

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

**Cash/Money Market** - Per Section 9.11 of the District's investment policy, "The company shall have met either one of the following criteria: 1) attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs "Nationally Recognized Statistical Rating Organization" or 2) retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years of experience managing money market mutual funds with assets under management in excess of five hundred million dollars." Based on Chandler Asset Management's reconciliation summary for the period ending September 30, 2022, CLA was able to confirm the District's cash and money-market securities were in accordance with the investment policy. CLA also conducted a review of the District's cash and money-market securities and found that all the District's holdings were in alignment with the requirements set forth in the investment policy.

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

Per the investment policy, the maximum percentage of District investments in money market funds is capped at 20%. Similarly, the allowable mutual fund and money market account instruments per California government code (Sections 53601(I) and 53601.6(b)) for local government entities are also capped at 20%. The District's money market balance percentage as of September 30, 2022 is 0.2%. Therefore, the District is following both the investment policy and California governmental code.

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

The District's investment policy is in uniformity with the State of California's Local Agency Investment Guidelines (Government Code Section 53601(b)). These guidelines do not establish a maximum specified percentage of the District's investment portfolio for United States Treasury Obligations. The State of California's guidelines do, however, establish that maximum investment maturities for United States Treasury Obligations are limited to five years. As of September 30, 2022, 7.04% of the District's total

## West Valley Water District Investment Memo – September 2022

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

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

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

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

Negotiable certificates of deposit constitute 0.0% of the District's total investment balance as of September 30, 2022. Therefore, the District is following both the investment policy and the State of California's standards.

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

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

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

Medium-term notes constitute 5.04% of the District's total investment balance as of September 30, 2022. Therefore, the District is following both the investment policy and the State of California's standards.

## West Valley Water District Investment Memo – September 2022

**Federal Agency Obligations** – Per Section 9.5 of the District’s investment policy, “there is no limitation as to the percentage of the portfolio that may be invested in this category, however, purchases of callable Federal Agency obligations are limited to a maximum of 30 percent of the portfolio.” Although the policy does not explicitly list the bond rating requirements for federal agency obligations, all the District’s current federal agency holdings are rated AAA by multiple NRSRO’s as of September 30, 2022.

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

The maximum percentage of the District’s investments in federal agency obligations is 30% of the portfolio. Federal agency obligations represent 5.89% of the District’s total investment balance as of September 30, 2022. Therefore, the District is in accordance with both its investment policy as well as the guidelines set-forth by the State of California.

**Local Agency Investment Fund (LAIF)**

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

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

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

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

As of the period ending September 30, 2022, the District’s Local Agency Investment Fund balance represents 61.91% of the District’s entire portfolio. Therefore, the District is following the investment policy as well as the standards of the Local Agency Investment Guidelines.

Based on the LAIF performance report for the month-ending September 30, 2022, LAIF investments had a net-yield of 1.513%. Regarding portfolio composition, LAIF fund investments were split into the following categories (percentages may not total 100% due to rounding):

- Treasuries- 67.70%
- Agencies- 19.30%
- Certificates of Deposit/Bank Notes- 5.93%
- Commercial Paper- 4.40%
- Time Deposits- 2.06%
- Loans- 0.37%

## West Valley Water District Investment Memo – September 2022

- Corporate Bonds- 0.24%

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

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

In September 2022, the District’s LAIF balance has reached a \$75 million deposit limit on regular LAIF accounts.

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

The District maintains investments in the CalTRUST Short-Term Fund. For the month ending September 30, 2022 the Net Asset Value per share was \$9.97 (\$16,710,762.60 book value) for CalTRUST Short-Term Fund investments. Per the CalTRUST Month End Portfolio Statistics dated September 30, 2022, the credit rating for the Short-Term Fund is AAf, identifying the credit quality of the fund’s portfolio performance as very strong.

Section 9.3 of the District’s investment policy states “no limit will be placed on the percentage total in this category.” The State of California also fails to establish a maximum percentage total for investment trusts per Government Code Section 16340. As of the period ending September 30, 2022, the District’s CalTRUST investment balance represents 13.81% of the District’s entire portfolio. Therefore, the District is following the investment policy and the standards set-forth by the State of California as it relates to CalTRUST securities.

#### **Bank Deposits**

Based on the District’s investment policy, “Securities placed in a collateral pool must provide coverage for at least 100 percent of all deposits that are placed in that institution.” As of September 30, 2022, the District maintained balances within the FDIC limit of \$250,000 for each of its bank accounts, except for the Chase General Governmental Checking account and the US Bank 2016A Payment fund account. The Chase General Governmental Checking account maintains funds for operational purposes and normally carries a balance of at least \$1.5 million dollars which represents funding for one payroll, and one accounts payable check run. In CLA’s comparison between the District’s general checking account balances for September 2022 (\$5,601,861.36) and August 2022 (\$4,197,453.08), CLA observed an increase in the September 2022 account balance of \$1,404,408.28 versus August 2022.

## West Valley Water District Investment Memo – September 2022

During our review of the September 2022 Chase General Governmental Checking account bank statement, it was noted that there were 8 fraudulent checks totaling \$2,106.48. West Valley Water District (“WVWD”) has a procedure where the bank issues a check exception report for WVWD to review and reject fraudulent checks as needed. Currently, WVWD has implemented check number and amount positive pay.

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

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

In analyzing the accounting for the District’s cash drawers (\$3,600) and petty cash (\$700), per the District’s accounting staff, the District’s cash drawers are normally reconciled daily. Each drawer is counted by the customer service representative responsible for the drawer and a secondary count is performed by the customer service lead or supervisor prior to the funds being relinquished to the District’s armored security provider, Gaurda, for deposit daily. Cash deposits are reconciled daily by the District’s accounting department. Petty cash is normally reconciled by the accounting department monthly. The District’s accounting department provided CLA with a formalized reconciliation for the petty cash account and the cash drawer as of September 30, 2022 to verify the balances.

Section 9.12 of the investment policy asserts that “there is no limit on the percentage of the portfolio that may be invested in bank deposits.” Similarly, the State of California’s Government Code for Allowable Investment Instruments fails to dictate any portfolio standards for general bank deposit accounts. Although no maximum has been established for amounts invested in bank deposits by the investment policy or the State of California, CLA can verify that as of September 30, 2022 the District had 5.40% of its portfolio invested in bank deposit accounts.

### **Commercial Paper**

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



## West Valley Water District Investment Memo – September 2022

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

As of September 30, 2022, the District had 0.0% invested in commercial paper investment. Therefore, the District is following both the investment policy and the State of California's standards.

**Supranational**

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

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

As of September 30, 2022, the District's investments in five securities categorized as supranationals was 0.71% of the total portfolio and securities maintained a maturity date of less than five years from the original purchase date. CLA can confirm that the District's supranational investments meet the standards of both the investment policy and the State of California.

**Note:**

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

**Restricted Funds**

**Bond Proceeds Fund(s)** – Balances in the bond proceeds fund accounts represent monies derived from the proceeds of a bond issue. Per the requirements of the District's reserve policy, the target level for the debt service reserve requirement is established at the time of the bond issue. Based on documentation provided to CLA, "no reserve fund has been established in connection with the issuance of the 2016A bonds." Therefore, the September 30, 2022 ending balance of \$874,950 satisfies the minimum balance requirements per the District's reserve policy.

**Customer Deposit Accounts** – Due to fluctuations in the number of utility customer deposits required and the number of development projects in process, no minimum or maximum levels have been established for customer deposit accounts. The customer deposit account balances presented on the treasurer's report are based on the ending balance on the general ledger for the month. The customer deposit accounts are reconciled monthly. CLA was able to confirm that the customer deposit accounts balance presented on the September 2022 Treasurer's Report reconciles with the District's general ledger. The September 30, 2022 balance of \$5,398,104.21 in customer deposit accounts satisfies the balance requirements of the District's reserve policy.

**Capacity Charge Account** – The District's reserve policy does not explicitly address or specify any minimum or maximum funding levels for capacity charge accounts. However, based on the reconciliation schedule provided by the District, CLA can confirm that the balance of \$50,385,008.72 presented on the September 2022 Treasurer's Report for the Capacity Charge Account reconciles with the documentation provided to CLA with no variance.

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

**Capital Reserve Funds**

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

## West Valley Water District Reserve Memo – September 2022

capital project account, meeting the minimum target level required for both fiscal years. Based upon the inquiry of finance department personnel, certain projects are no longer included in the capital improvement reserve in the board approved budget for the FY 22-23 because those projects are funded directly from the Capacity Charge Restricted Fund. CLA was able to confirm that the District is in adherence with the minimum target level requirement as of September 30, 2022 by comparing the board-approved 2022-23 Capital Improvement Budget which indicates a total CIP (Operating Revenues + Capacity Charges + FY 2021-22 Carryover Balance) for fiscal year 2022-23 of \$7,827,687.00. The reserve policy only requires the district to maintain 80% of the amount estimated to be needed the following fiscal year (2023-24) which amounts to \$4,868,000.00, therefore, the District meets the requirement indicated in its reserve policy.

**Administrative & General Account** – The administrative and general account is utilized to fund certain general, administration and overhead projects. While no specific target level has been earmarked for either project, the District hopes to maintain a minimum balance in the administrative and general account equal to 5% of its annual operating expenses. Per the FY 2022-23 board-approved budget, CLA can confirm the District has an operating expenses budget of \$31,659,962.37. As of September 30, 2022, the administrative and general account contains \$1,582,998.10 which satisfies the 5% minimum requirement of the District’s reserve policy.

#### Liquidity Funds

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

**Operating Reserve Account** – This fund may be routinely utilized by staff to cover temporary cash flow deficiencies caused by timing differences between revenue and expenses or decreases in revenues and unanticipated increases in expenses. Given the significance of this account, the District strives to maintain a minimum amount equal to 60 days of the District’s budgeted total operating expenses in this account. Per the FY 2022-23 board-approved budget, CLA can confirm the District has an operating expenses budget of \$31,659,962.37. As of September 30, 2022, the operating reserve account maintains a balance of \$5,276,660.33, which satisfies the requirements of the District’s reserve policy.

**Emergency Account** – The emergency account may be utilized to purchase water at any time or to begin repair of the water system after a catastrophic event. Therefore, a minimum target level equal to 1% of net capital assets of the District’s water system has been established to enable the district to manage emergency situations. Per September 30, 2022 general ledger detail reporting provided by the District’s accounting staff, CLA was able to confirm that the District’s net assets total \$125,359,541.31. As of September 30, 2022, the emergency account represents a balance of \$1,253,595.41 or 1% of total net assets, allowing the District to meet its requirements for the reserve policy.

## West Valley Water District Reserve Memo – September 2022

**Water Banking Account** – The District’s reserve policy states “The District will strive to maintain a minimum level equal to the cost of 1,000 acre-feet of water and a maximum amount equal to the cost of 10,000 acre-feet of water.” Per an invoice from the San Bernardino Valley Municipal Water District, CLA can confirm that the District currently pays \$125 per acre-feet of water. By maintaining a balance of \$125,000 in its Water Banking Account, the District is in adherence with its reserve policy.

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

**Balance Available for Daily Operations** – This balance represents the District’s total cash balance less any fund requirements. For the month ending September 30, 2022, the District had a total of \$121,037,801.66 in various institutional accounts. The required reserve balances by type total \$86,577,098.17 and are categorized as follows:

- Restricted Funds- \$59,658,062.93
- Capital Reserve Funds- \$14,278,685.10
- Liquidity Funds- \$7,640,350.14
- Other Reserves- \$5,000,000.00

Based on the District’s Treasurer’s Report, which indicates a total cash balance of \$121,037,801.66 and fund requirements of \$86,577,098.17, the fund balance available for daily operations reconciles to the September 2022 Treasurer’s report.

CLA reviewed the Treasurer’s report for clerical accuracy and recalculated the total Unrestricted Reserves balance and agreed the totals to the September 2022 Treasurer’s Report. The Treasurer’s Report indicates that West Valley Water District’s total cash, investment, and reserve balances as of September 30, 2022 total \$121,037,801.66. In its assessment of the District’s accounts, the balances on the Treasurer’s Report appear to agree with the supporting documentation provided by the West Valley Water District.

West Valley Water District  
Investment Policy Analysis  
September 30, 2022

U.S. Bank - Chandler Asset Management		
Money Market	239,396.95	A
Commercial Paper	-	A
Federal Agency Obligations	7,132,386.05	A
U.S. Government	8,526,713.75	A
Corporate Bonds	6,106,103.60	A
Supranational	856,712.50	A
Negotiable CD	-	A
<b>Total U.S. Bank - Chandler Asset Management Funds</b>	<b>22,861,312.85</b>	

Checking and Savings		
Bank of Hope	-	B
Chase-1653 (Operating Account)	5,601,861.36	B
Chase-1368	5,000.56	B
Chase-1392	48,636.50	B
Chase-5993 (Rebate Account)		B
2016A Bond - Principal & Payment Funds	874,949.86	B
2016A Bond - Interest Fund	0.14	B
District Cash Drawers	4,300.00	C
<b>Total Checking and Savings</b>	<b>6,534,748.42</b>	

CalTRUST Short Term Fund	16,710,762.60	A
CalTRUST Medium Term Fund	-	A
LAIF	74,930,977.79	A
<b>Total September 30, 2022 District Funds</b>	<b>121,037,801.66</b>	

The balances indicated above are as of September 30, 2022

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

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

Based on our review of the asset classes as of 09/30/22, West Valley Water District is in compliance with its investment policy

Security Type	Maximum per Investment Policy	Balance
Commercial Paper	25%	-
Federal Agency Obligations	30%	7,132,386.05
U.S. Government	No Limit	8,526,713.75
LAIF	No Limit	74,930,977.79
CalTRUST	No Limit	16,710,762.60
Negotiable CD	30%	-
Medium Term Notes (Corporate Bonds)	30%	6,106,103.60
Money Market	20%	239,396.95
Bank Deposits	No Limit	6,534,748.42
Supranational	30%	856,712.50
		121,037,801.66
<b>Funds Excluded from Policy</b>	2016A	-
<b>Total September 30, 2022 District Funds</b>		<b>121,037,801.66</b>

Asset Class	September 2022	
	(% of Total Investments)	Maximum Portfolio (%)
Commercial Paper	0.00%	25%
Federal Agency Obligations	5.89%	30%
U.S. Government	7.04%	No Limit
LAIF	61.91%	No Limit
CalTRUST	13.81%	No Limit
Negotiable CD	0.00%	30%
Medium Term Notes (Corporate Bonds)	5.04%	30%
Money Market	0.20%	20%
Bank Deposits	5.40%	No Limit
Supranational	0.71%	30%

West Valley Water District  
 Bond Analysis  
 September 30, 2022

Federal Agency Obligations						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 09/30/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
F H L M C - 3137EAEN5	247,282.50	Aaa	Yes	8/7/2018	6/19/2023	4.8
F H L M C - 3137EAES4	174,938.40	Aaa	Yes	6/24/2020	6/26/2023	3.0
FFCB Note 3133EKZK5	244,175.00	Aaa	Yes	8/19/2019	8/14/2023	3.9
Federal Home Loan Bks - 313383YJ4	247,725.00	Aaa	Yes	11/29/2018	9/8/2023	4.7
F N M A - 3135G0U43	231,632.45	Aaa	Yes	9/12/2018	9/12/2023	4.9
FHLMC MTN- 3137EAEZ8	478,110.00	Aaa	Yes	10/7/2020	11/6/2023	3.0
F N M A - 3135G06H1	415,577.25	Aaa	Yes	11/23/2020	11/27/2023	3.0
FHLMC MTN- 3137EAF2	333,938.50	Aaa	Yes	12/2/2020	12/4/2023	3.0
Federal Home Loan Bks - 3130A0F70	237,081.60	Aaa	Yes	12/13/2018	12/8/2023	4.9
Federal Home Loan Bks - 3130AB3H7	184,681.90	Aaa	Yes	4/8/2019	3/8/2024	4.8
Federal Home Loan Bks - 3130A0XE5	246,127.50	Aaa	Yes	3/19/2019	3/8/2024	4.9
FFCB Note 3133EKNX0	241,867.50	Aaa	Yes	6/25/2019	6/3/2024	4.9
Federal Home Loan Bks - 3130A1XJ2	243,705.00	Aaa	Yes	6/12/2019	6/14/2024	4.9
F N M A - 3135G0V75	239,355.00	Aaa	Yes	7/8/2019	7/2/2024	4.9
FFCB- 3133EKP75	237,775.00	Aaa	Yes	10/15/2019	9/17/2024	4.9
F N M A - 3135G0W66	237,202.50	Aaa	Yes	10/17/2019	10/15/2024	4.9
F N M A - 3135G0X24	89,628.70	Aaa	Yes	1/8/2020	1/7/2025	4.9
Federal Home Loan Mortgage Company - 3137EAEP0	267,090.60	Aaa	Yes	2/13/2020	2/12/2025	4.9
F N M A Deb - 3135G03U5	154,917.60	Aaa	Yes	4/22/2020	4/22/2025	4.9
F N M A - 3135G04Z3	257,585.85	Aaa	Yes	6/17/2020	6/17/2025	4.9
F H L M C - 3137EAEU9	314,002.50	Aaa	Yes	7/21/2020	7/21/2025	4.9
F N M A - 3135G05X7	456,016.50	Aaa	Yes	10/6/2020	8/25/2025	4.8
Federal Home Loan Bks - 3130AJXA2	267,945.00	Aaa	Yes	10/7/2020	9/12/2025	4.9
FHLMC MTN - 3137EAEK3	196,209.20	Aaa	Yes	9/23/2020	9/23/2025	4.9
F N M A - 3135G06G3	445,270.00	Aaa	Yes	11/1/2020	11/7/2025	4.9
Federal Home Loan Bks - 3130AKFA9	442,545.00	Aaa	Yes	12/16/2020	12/12/2025	4.9
<b>Total Federal Agency Obligations</b>	<b>7,132,386.05</b>					

Negotiable Certificate of Deposit						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 09/30/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
<b>Total Negotiable Certificates of Deposit</b>	-					

Money Market Fund						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 09/30/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
First American Govt Obligation Fund Class Y - 31846V203	239,396.95	Aaa	Yes	various		
<b>Total Money Market</b>	<b>239,396.95</b>					

Commercial Paper						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 09/30/22	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
<b>Total Commercial Paper</b>	-					

Supranational						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 09/30/22	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
International Finance Corp - 45950KCR9	235,637.50	Aaa	Yes	7/12/2021	10/16/2024	3.2
International Bank M T N - 459058JL8	177,920.00	Aaa	Yes	10/22/2020	10/28/2025	4.9
Inter American Devel Bk - 4581X0DV7	443,155.00	Aaa	Yes	4/13/2021	4/20/2026	5.0
<b>Total Supranational</b>	<b>856,712.50</b>					

U.S. Corporate						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 09/30/22	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
Visa Inc Callable Note Cont 92826CAC6	149,643.00	Aa3	Yes	12/13/2018	12/14/2022	3.9
Charles Schwab Corp - 808513AT2	149,434.50	A2	Yes	6/8/2018	1/25/2023	4.6
Berkshire Hathaway Inc. - 084670BR8	149,188.50	Aa2	Yes	5/9/2018	3/15/2023	4.8
Toyota Motor Credit Corp. - 89236TJD8	142,042.00	A1	Yes	4/6/2021	4/6/2023	2.0
Apple Inc. - 037833AK6	148,360.50	Aaa	Yes	4/11/2019	5/3/2023	4.0
Walmart Inc - 931142EK5	149,269.50	Aa2	Yes	6/26/2018	6/26/2023	4.9
Bank of NY Mellon Corp - 06406FAD5	294,081.00	A1	Yes	3/15/2021	8/16/2023	2.4
John Deere Capital Corp - 24422EVN6	317,630.25	A2	Yes	3/1/2021	1/17/2024	2.8
National Rural Util Coop - 637432NL5	195,374.00	A1	Yes	4/6/2022	2/7/2024	1.8
Bank of America - 06051GHF9	124,016.25	A2	Yes	5/29/2019	3/5/2024	4.7
Charles Schwab Corp. - 808513BN4	99,275.40	A2	Yes	3/16/2021	3/18/2024	3.0
Amazon Com Inc. - 023135BW5	281,229.00	A1	Yes	5/10/2021	5/12/2024	3.0
Jpmorgan Chase Co - 46625HJX9	294,852.00	A1	Yes	12/5/2019	5/13/2024	4.4
Caterpillar Fini Service - 14913R2L0	289,949.20	A2	Yes	5/10/2021	5/17/2024	3.0
Salesforce Com Inc - 79466LAG9	46,605.50	A2	Yes	6/29/2021	7/15/2024	3.0
US Bancorp - 91159HHX1	143,889.00	A2	Yes	2/5/2021	7/30/2024	3.4
Paccar Financial Corp - 69371RR40	111,219.60	A1	Yes	8/3/2021	8/9/2024	3.0
Paccar Financial Corp - 69371RR73	224,667.05	A1	Yes	3/31/2022	4/7/2025	3.0
Pfizer Inc Sr Glbl Nto - 717081EX7	113,505.00	A2	Yes	6/3/2020	5/28/2025	4.9
State Str Corp - 857477BR3	74,470.40	A1	Yes	2/27/2022	2/6/2026	3.9
Apple Inc. - 037833EB2	153,926.50	Aaa	Yes	2/5/2021	2/8/2026	4.9
Unitedhealth Group Inc. - 91324PEC2	53,098.80	A3	Yes	6/16/2021	5/15/2026	4.8
Walmart Inc - 931142ER0	52,353.00	Aa2	Yes	9/8/2021	9/17/2026	5.0
Target Corp - 87612EBM7	125,666.80	A2	Yes	1/19/2022	1/15/2027	4.9
Procter Gamble Co The - 742718FV6	271,176.00	Aa3	Yes	2/1/2022	2/1/2027	4.9
Charles Schwab Corp - 808513BY0	85,253.00	A2	Yes	3/1/2022	3/3/2027	4.9
Berkshire Hathaway Fin - 084664C22	254,833.60	Aa2	Yes	3/7/2022	3/15/2027	5.0
Blackrock Inc - 09247XAN1	235,500.00	Aa3	Yes	4/27/2022	3/15/2027	4.8
Northern Tr Corp Sr Nt - 665859AW4	289,284.00	A2	Yes	5/5/2022	5/10/2027	4.9
Unitedhealth Group Inc - 91324PEG3	99,891.75	A3	Yes	5/17/2022	5/15/2027	4.9
Walmart Inc - 931142EX7	242,707.50	Aa2	Yes	9/12/2022	9/9/2027	4.9
Toronto Dominion Bank - 89114QCA4	288,111.00	A1	Yes	4/23/2021	6/12/2024	3.1
Bank of Montreal - 06367WB85	230,005.00	A2	Yes	8/6/2021	5/1/2025	3.7
Royal Bank of Canada - 78015K7H1	225,595.00	A1	Yes	5/20/2021	6/10/2025	4.0
<b>Total U.S. Corporate</b>	<b>6,106,103.60</b>					

U.S. Government						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 09/30/22	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
U.S. Treasury Note - 912828M80	249,522.50	Aaa	Yes	5/9/2018	11/30/2022	4.5
U.S. Treasury Note - 912828V80	243,340.00	Aaa	Yes	4/29/2019	1/31/2024	4.7
U.S. Treasury Note - 912828X70	241,142.50	Aaa	Yes	9/5/2019	4/30/2024	4.6
U.S. Treasury Note - 912828U3	167,343.75	Aaa	Yes	12/30/2019	8/31/2024	4.6
U.S. Treasury Note - 912828YM6	472,815.00	Aaa	Yes	12/9/2020	10/31/2024	3.8
U.S. Treasury Note - 912828YV6	235,850.00	Aaa	Yes	12/11/2019	11/30/2024	4.9
U.S. Treasury Note - 912828Z52	468,320.00	Aaa	Yes	5/9/2021	1/31/2025	3.7
U.S. Treasury Note - 912828ZF0	456,155.00	Aaa	Yes	2/24/2021	3/31/2025	4.0
U.S. Treasury Note - 912828ZL7	452,910.00	Aaa	Yes	1/13/2021	4/30/2025	4.2
U.S. Treasury Note - 912828ZT0	449,725.00	Aaa	Yes	12/16/2020	5/31/2025	4.4
U.S. Treasury Note - 912828CAB7	446,915.00	Aaa	Yes	12/16/2020	7/31/2025	4.6
U.S. Treasury Note - 912828CAJ0	445,410.00	Aaa	Yes	12/1/2020	8/31/2025	4.7
U.S. Treasury Note - 912828CAT8	442,795.00	Aaa	Yes	12/1/2020	10/31/2025	4.8
U.S. Treasury Note - 912828CBC4	442,130.00	Aaa	Yes	1/8/2021	12/31/2025	4.9
U.S. Treasury Note - 912828CBH3	440,430.00	Aaa	Yes	2/16/2021	1/31/2026	4.9
U.S. Treasury Note - 912828CBQ3	441,190.00	Aaa	Yes	3/4/2021	2/28/2026	4.9
U.S. Treasury Note - 912828CCF6	220,782.50	Aaa	Yes	6/28/2021	5/31/2026	4.9
U.S. Treasury Note - 912828CCP4	437,285.00	Aaa	Yes	9/17/2021	7/31/2026	4.8
U.S. Treasury Note - 912828CCW9	438,495.00	Aaa	Yes	11/29/2021	8/31/2026	4.7
U.S. Treasury Note - 912828CCZ2	439,865.00	Aaa	Yes	12/15/2021	9/30/2026	4.7
U.S. Treasury Note - 912828CEN7	471,855.00	Aaa	Yes	6/6/2022	4/30/2027	4.8
U S Treasury Note - 912828CET4	422,437.50	Aaa	Yes	7/8/2022	5/31/2027	4.8
<b>Total U.S. Government</b>	<b>8,526,713.75</b>					

September 2022 Bond Total per Treasurer's Report 22,861,312.85  
 Total Per September 2022 Chandler Statement 22,861,312.85  
 Variance -



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 3, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** MONTHLY REVENUE & EXPENDITURES REPORT - SEPTEMBER 2022

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**BACKGROUND:**

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

**DISCUSSION:**

The Monthly Financial Status Report (**Exhibit A**) summarizes the District's revenue categories as well as expenditures for all Departments. The original total budget includes the adopted budget. Current total budget includes the adopted budget plus any budget amendments or adjustments made during the year. Period activity column represents activity for the reporting periods. Fiscal activity column represents the year-to-date activity or transactions that have been recorded in the general ledger from the beginning of the fiscal year July 1 through September 30. The encumbrance column represents funds encumbered with a purchase order that's not spent but committed. The percent column represents the percentage of the current budget that has been received (Revenue) or utilized (Expenditure). Every quarter-end a quarterly report (**Exhibit B**) is presented to compare the current fiscal year quarter vs the previous year's quarter.

**FISCAL IMPACT:**

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

**STAFF RECOMMENDATION:**

Staff recommends to the Board of Directors to approve the September 2022 Monthly Revenue & Expenditure Report.



Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

Vj:jv

**ATTACHMENT(S):**

1. Exhibit A - 2022 September Monthly Revenue & Expenditure Report
2. Exhibit B - 2022 September Quarter End Report

**MEETING HISTORY:**

10/26/22      Finance Committee      REFERRED TO BOARD

# Exhibit A



West Valley Water District, CA

## Budget Report Group Summary

For Fiscal: 2022-2023 Period Ending: 09/30/2022

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Revenue</b>							
4000 - Water consumption sales	19,701,888.00	19,701,888.00	1,833,083.68	5,820,133.35	0.00	-13,881,754.65	29.54 %
4010 - Water service charges	8,168,023.00	8,168,023.00	538,439.00	2,047,496.11	0.00	-6,120,526.89	25.07 %
4020 - Other operating revenue	3,967,920.00	3,967,920.00	112,944.59	471,282.30	0.00	-3,496,637.70	11.88 %
4030 - Property Taxes	3,069,566.00	3,069,566.00	0.00	-208.36	0.00	-3,069,774.36	0.01 %
4040 - Interest & Investment Earnings	350,000.00	350,000.00	-365,825.43	295,796.89	0.00	-54,203.11	84.51 %
4050 - Rental Revenue	36,303.00	36,303.00	4,481.55	10,819.71	0.00	-25,483.29	29.80 %
4060 - Grants and Reimbursements	127,892.00	127,892.00	0.00	2,150.00	0.00	-125,742.00	1.68 %
4070 - Gain on Sale of Capital Assets	0.00	0.00	735,493.68	735,493.68	0.00	735,493.68	0.00 %
4080 - Other Non-Operating Revenue	15,783.00	15,783.00	3,185.94	4,885.94	0.00	-10,897.06	30.96 %
<b>Revenue Total:</b>	<b>35,437,375.00</b>	<b>35,437,375.00</b>	<b>2,861,803.01</b>	<b>9,387,849.62</b>	<b>0.00</b>	<b>-26,049,525.38</b>	<b>26.49 %</b>

## Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2022

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
<b>Expense</b>							
5110 - Source Of Supply	2,530,789.00	2,530,789.00	143,847.18	178,775.15	0.00	2,352,013.85	7.06 %
5210 - Production	4,403,550.00	4,403,550.00	403,850.12	887,385.99	106,313.35	3,409,850.66	22.57 %
5310 - Water Quality	772,375.00	772,375.00	39,640.13	118,109.07	0.00	654,265.93	15.29 %
5320 - Water Treatment - Perchlorate	550,000.00	550,000.00	31,841.10	67,660.07	21,821.56	460,518.37	16.27 %
5350 - Water Treatment - FBR/FXB	2,204,600.00	2,204,600.00	90,858.05	309,267.97	596,322.93	1,299,009.10	41.08 %
5390 - Water Treatment - Roemer/Arsenic	1,944,210.00	1,944,210.00	161,606.07	421,134.49	230,737.30	1,292,338.21	33.53 %
5410 - Maintenance - T & D	2,545,250.00	2,545,250.00	158,686.55	372,304.73	389,331.99	1,783,613.28	29.92 %
5510 - Customer Service	1,323,600.00	1,323,600.00	90,238.72	255,762.74	0.00	1,067,837.26	19.32 %
5520 - Meter Reading	1,154,500.00	1,154,500.00	76,644.55	223,057.45	0.00	931,442.55	19.32 %
5530 - Billing	537,700.00	537,700.00	26,160.85	88,887.40	159,266.32	289,546.28	46.15 %
5610 - Administration	2,512,301.00	2,512,301.00	54,230.27	159,479.21	52,800.00	2,300,021.79	8.45 %
5615 - General Operations	3,378,372.00	3,378,372.00	791,254.88	1,632,372.23	299,098.10	1,446,901.67	57.17 %
5620 - Accounting	974,443.00	974,443.00	60,665.96	178,088.06	51,000.00	745,354.94	23.51 %
5630 - Engineering	1,793,120.00	1,793,120.00	130,629.37	353,183.97	50,020.56	1,389,915.47	22.49 %
5640 - Business Systems	1,369,630.00	1,369,630.00	118,248.66	262,623.52	38,168.53	1,068,837.95	21.96 %
5645 - GIS	285,830.00	285,830.00	36,893.18	63,282.34	6,500.00	216,047.66	24.41 %
5650 - Board Of Directors	304,900.00	304,900.00	19,881.04	46,261.10	26,550.00	232,088.90	23.88 %
5660 - Human Resources/Risk Management	964,580.00	964,580.00	45,270.63	111,243.47	119,510.00	733,826.53	23.92 %
5680 - Purchasing	667,300.00	667,300.00	41,226.50	116,555.92	0.00	550,744.08	17.47 %
5710 - Public Affairs	1,362,912.00	1,362,912.00	68,412.50	159,126.68	477,361.80	726,423.52	46.70 %
5720 - Grants & Rebates	80,000.00	80,000.00	2,031.00	4,129.00	0.00	75,871.00	5.16 %
6200 - Interest Expense	888,300.00	888,300.00	434,949.86	212,406.50	0.00	675,893.50	23.91 %
6300 - Debt Administration Service	6,615.00	6,615.00	0.00	0.00	0.00	6,615.00	0.00 %
<b>Expense Total:</b>	<b>32,554,877.00</b>	<b>32,554,877.00</b>	<b>3,027,067.17</b>	<b>6,221,097.06</b>	<b>2,624,802.44</b>	<b>23,708,977.50</b>	<b>27.17 %</b>
<b>Report Surplus (Deficit):</b>	<b>2,882,498.00</b>	<b>2,882,498.00</b>	<b>-165,264.16</b>	<b>3,166,752.56</b>	<b>-2,624,802.44</b>	<b>-2,340,547.88</b>	<b>18.80 %</b>

Budget Report

For Fiscal: 2022-2023 Period Ending: 09/30/2022

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
100 - Water Operations Fund	2,882,498.00	2,882,498.00	-165,264.16	3,166,752.56	-2,624,802.44	-2,340,547.88
Report Surplus (Deficit):	2,882,498.00	2,882,498.00	-165,264.16	3,166,752.56	-2,624,802.44	-2,340,547.88

# Exhibit B

**FIRST QUARTER FINANCIAL REPORT  
THREE MONTHS ENDED SEPTEMBER 30, 2022**

	1st Quarter Actuals			
	FY21-22 9/30/2021	FY22-23 9/30/2022	Amount Change	% Change
<b>Operating revenues:</b>				
Water consumption sales	\$ 6,390,390	\$ 5,820,133	\$ (570,257)	-8.92%
Water service charges	2,025,439	2,060,170	34,731	1.71%
Other operating income	419,772	458,608	38,836	9.25%
Total operating revenues	<u>8,835,601</u>	<u>8,338,912</u>	<u>(496,689)</u>	<u>-5.62%</u>
<b>Non-operating revenues:</b>				
Property taxes	\$ -	\$ (208)	\$ (208)	0.00%
Grants and reimbursements	1,312	2,150	838	63.84%
Interest and investment earnings	18,717	295,797	277,079	1480.33%
Rental income- cellular antennas	9,041	10,820	1,779	19.67%
Gain/(loss) on sale/disposition of capital assets	-	735,494	735,494	0.00%
Other non-operating revenues	4,601	4,886	285	6.18%
Total non-operating revenues	<u>33,672</u>	<u>1,048,938</u>	<u>1,015,266</u>	<u>3015.15%</u>
<b>Operating expenses:</b>				
Public Affairs	\$ 115,653	\$ 159,127	\$ 43,473	37.59%
Grants	-	4,129	4,129	0.00%
Source of supply	47,560	178,775	131,215	275.90%
Pumping	762,582	887,386	124,804	16.37%
Water treatment	1,051,587	916,172	(135,415)	-12.88%
Transmission and distribution	429,339	372,305	(57,034)	-13.28%
Customer accounts	561,761	567,708	5,947	1.06%
General and administrative	2,124,258	2,923,090	798,832	37.61%
Total operating expenses	<u>5,092,740</u>	<u>6,008,691</u>	<u>915,950</u>	<u>17.99%</u>
<b>Non-operating expenses:</b>				
Interest expense - long-term debt	\$ 216,578	\$ 212,399	\$ (4,178)	-1.93%
Total non-operating expenses	<u>216,578</u>	<u>212,399</u>	<u>(4,178)</u>	<u>-1.93%</u>
<b>Total revenues</b>	<u>\$ 8,869,273</u>	<u>\$ 9,387,850</u>	<u>\$ 518,576</u>	<u>5.85%</u>
<b>Total expenditures</b>	<u>\$ 5,309,318</u>	<u>\$ 6,221,090</u>	<u>\$ 911,772</u>	<u>17.17%</u>
<b>Net Change</b>	<u>\$ 3,559,955</u>	<u>\$ 3,166,760</u>	<u>\$ (393,195)</u>	<u>-11.04%</u>



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 3, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** CASH DISBURSEMENTS REPORT - SEPTEMBER 2022

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**BACKGROUND:**

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

**DISCUSSION:**

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

**FISCAL IMPACT:**

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

**STAFF RECOMMENDATION:**

Staff recommends to the Board of Directors to approve the September 2022 Cash Disbursement Reports.

Respectfully Submitted,



*Van Jew*

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Van Jew, Acting General Manager

Vj:jv

**ATTACHMENT(S):**

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

**MEETING HISTORY:**

10/26/22      Finance Committee      REFERRED TO BOARD

# Exhibit A

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (2,038.39)	
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (169.30)	
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (21.18)	
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (2.38)	
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (1,538.41)	
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (94.96)	
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (21.18)	
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (45.36)	
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (1,715.65)	
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (21.18)	
6412	ACWA /JPIA	CREDIT TERMED EMPLOYEES	\$ (2.38)	
6412	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 555.76	
6412	ACWA /JPIA	HEALTH INSURANCE	\$ 6,979.28	
6412	ACWA /JPIA	VISION	\$ 84.72	
6412	ACWA /JPIA	DELTACARE DENTAL HMO	\$ 686.52	
6412	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 7,943.32	
6412	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	\$ 178.50	
6412	ACWA /JPIA	HEALTH INSURANCE	\$ 122,069.06	
6412	ACWA /JPIA	VISION	\$ 1,588.50	
6412	ACWA /JPIA	RETIREE - HEALTH BENEFITS - AUGUST 2022	\$ 17,482.24	
6412	ACWA /JPIA	RETIREE - HEALTH BENEFITS - AUGUST 2022	\$ 2,072.08	
6412	ACWA /JPIA	RETIREE - HEALTH BENEFITS - AUGUST 2022	\$ 614.22	
6412	ACWA /JPIA	EE ADJUSTMENTS	\$ 420.45	
6413	ARROWHEAD UNITED WAY	Gina Bertoline	\$ 5.00	
6413	ARROWHEAD UNITED WAY	Gina Bertoline	\$ 5.00	
6414	BRENNTAG PACIFIC INC	Acetic Acid for FBR	\$ 27,630.36	
6415	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-TELAT DUE TO WVWD	\$ 229.49	
6415	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-VAN JEW	\$ 72.19	
6415	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-KELVIN MOORE	\$ 129.00	
6416	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 827.50	
6416	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 69.00	
6416	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 34.50	
6416	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 69.00	
6416	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 172.50	
6416	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 204.50	
6416	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 344.00	
6416	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 448.50	
6416	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	\$ 34.50	
6417	DAVID N M TURCH	Federal Lobbyist Services-7/9/22-8/8/22	\$ 12,500.00	
6418	DRAKE, LANCE W	SAFETY BOOTS	\$ 225.00	
6419	HARRINGTON INDUSTRIAL PLASTICS	ROEMER SUPPLIES	\$ 316.15	
6420	HASA INC.	CHEMICALS-WELL# 42	\$ 409.27	
6420	HASA INC.	CHEMICALS-WELL# 15	\$ 312.97	
6420	HASA INC.	CHEMICALS-WELL# 8	\$ 409.27	
6420	HASA INC.	CHEMICALS-WELL# 1	\$ 481.50	
6420	HASA INC.	CHEMICALS-WELL# 24	\$ 299.79	
6420	HASA INC.	CHEMICALS-WELL# 1	\$ 395.72	
6420	HASA INC.	CHEMICALS-ROEMER	\$ 5,401.02	
6420	HASA INC.	CHEMICALS-WELL# 24	\$ 240.75	
6420	HASA INC.	CHEMICALS-PERCHLORATE	\$ 192.60	
6420	HASA INC.	CHEMICALS-WELL# 1	\$ 312.97	
6420	HASA INC.	CHEMICALS-WELL# 4	\$ 264.82	
6420	HASA INC.	CHEMICALS-WELL# 15	\$ 312.97	
6420	HASA INC.	CHEMICALS-WELL# 8	\$ 240.75	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6420	HASA INC.	CHEMICALS-WELL# 30	\$ 240.75	
6420	HASA INC.	CHEMICALS-BLF	\$ 963.00	
6420	HASA INC.	CHEMICALS-WELL# 5	\$ 240.75	
6421	KVAC ENVIRONMENTAL SERVICES INC	sampling of sludge	\$ 676.00	
6422	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 148.01	
6423	MERLIN JOHNSON CONST INC.	Riverside Ave North Street Recons Proj Phase I-B		\$ 89,950.00
6423	MERLIN JOHNSON CONST INC.	RETENTION		\$ (4,497.50)
6424	POUND, ROGER A	MEDICARE PART B REIMB JAN-MARCH 2022	\$ 510.30	
6424	POUND, ROGER A	MEDICARE PART B REIMB-APR-JUNE 2022	\$ 510.30	
6425	POUND,PHYLLIS A	MEDICARE PART B REIMB-JAN-MAR 2022	\$ 510.30	
6425	POUND,PHYLLIS A	MEDICARE PART B REIMB-APR-JUN 2022	\$ 510.30	
6426	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MTG 8/09/22	\$ 225.00	
6426	SAFETY COMPLIANCE COMPANY	OFFICE SAFETY MTG-08/09/22	\$ 200.00	
6427	AIR & HOSE SOURCE INC	MAINTENANCE SUPPLIES	\$ 174.56	
6427	AIR & HOSE SOURCE INC	MAINTENANCE SUPPLIES	\$ 495.65	
6427	AIR & HOSE SOURCE INC	MAINTENANCE SUPPLIES	\$ 251.33	
6427	AIR & HOSE SOURCE INC	MAINTENANCE SUPPLIES	\$ 211.52	
6428	CALIFORNIA LANDSCAPE & DESIGN INC.	Blanket PO for Landscape Maintenance Services	\$ 5,833.00	
6428	CALIFORNIA LANDSCAPE & DESIGN INC.	Blanket PO for Landscape Maintenance Services	\$ 1,667.00	
6428	CALIFORNIA LANDSCAPE & DESIGN INC.	Blanket PO for Landscape Maintenance Services	\$ 7,004.69	
6429	CHANDLER ASSET MANAGEMENT	AUG 2022 SERVICES	\$ 1,955.87	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL# 11	\$ 1,639.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL# 6	\$ 1,639.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 774.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 1,364.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 590.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 1,864.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 1,364.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 169.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 36.75	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 36.75	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 45.75	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 165.75	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 35.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 169.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 141.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 45.75	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 42.50	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 6.75	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 320.75	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 141.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 35.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 35.00	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-D22004	\$ 13.50	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 20.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6430	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 47.25	
6432	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-MAISHA	\$ 143.78	
6433	DIAMOND ENVIRONMENTAL SERVICES LP	PORTABLE RESTROOM RENTAL-10272 CEDAR	\$ 129.95	
6433	DIAMOND ENVIRONMENTAL SERVICES LP	PORTABLE RESTROOM RENTAL-18451 VINEYARD	\$ 129.95	
6434	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 325.81	
6434	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 132.07	
6434	FASTENAL COMPANY	SHOP SUPPLIES	\$ 93.05	
6434	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 394.31	
6435	HAWKINS, CHANNING	2022 ANNUAL CONFERENCE EXHIBITOR PALM DESEI	\$ 725.00	
6435	HAWKINS, CHANNING	2022 ANNUAL CONFERENCE EXHIBITOR PALM DESEI	\$ 1,395.11	
6435	HAWKINS, CHANNING	STATE OF THE COUNTY OF SB REGISTRATION	\$ 50.00	
6435	HAWKINS, CHANNING	WORLD WATER TECH NORTH AMERICA 2022 CONF I	\$ 1,295.00	
6436	MCMASTER-CARR SUPPLY COMPANY	FBR SUPPLIES	\$ 205.99	
6436	MCMASTER-CARR SUPPLY COMPANY	ARSENIC SUPPLIES	\$ 418.03	
6436	MCMASTER-CARR SUPPLY COMPANY	ARSENIC SUPPLIES	\$ 335.65	
6436	MCMASTER-CARR SUPPLY COMPANY	WATER QUALITY SUPPLIES	\$ 463.83	
6436	MCMASTER-CARR SUPPLY COMPANY	FBR SUPPLIES	\$ 383.71	
6437	RAMCO RECYCLED AGGREGATE MATERIALS	DISPOSAL FEES	\$ 15.00	
6437	RAMCO RECYCLED AGGREGATE MATERIALS	SHOP SUPPLIES	\$ 176.95	
6438	SB VALLEY MUNICIPAL	JUNE 2022 BASELINE FEEDER	\$ 2,200.00	
6438	SB VALLEY MUNICIPAL	JUNE 2022 BASELINE FEEDER	\$ 26,794.07	
6438	SB VALLEY MUNICIPAL	JUNE 2022 BASELINE FEEDER	\$ 28,981.18	
6438	SB VALLEY MUNICIPAL	JUNE 2022 BASELINE FEEDER	\$ 6,900.35	
6438	SB VALLEY MUNICIPAL	BLF ELECTRICITY CREDIT-MAY/JUNE 2022	\$ (24,136.61)	
6439	SHARP EXTERMINATOR INC	DISTRICT MAINTENANCE-AUG 2022	\$ 185.00	
6440	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 136.28	
6440	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 212.17	
6440	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 8.00	
6440	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.17	
6440	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 4.99	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 8.00	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.05	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 5.83	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 5.72	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.62	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.72	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.49	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.00	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.22	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.90	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 4.95	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.93	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.05	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.85	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.05	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.05	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.21	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.80	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 8.00	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.60	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.03	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.50	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 5.53	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 8.00	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.87	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.07	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.05	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.60	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.95	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.97	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.27	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 8.00	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 5.57	
6440	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 8.00	
6440	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.18	
6440	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 5.73	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.17	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.56	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.95	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.05	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 8.00	
6440	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 151.32	
6440	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 265.87	
6440	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	
6440	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.48	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.02	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.56	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.69	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.53	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.60	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.62	
6440	UNIFIRST CORPORATION	METERS-UNIFORMS	\$ 6.97	
6440	UNIFIRST CORPORATION	METERS-UNIFORMS	\$ 9.50	
6440	UNIFIRST CORPORATION	METERS-UNIFORMS	\$ 6.26	
6440	UNIFIRST CORPORATION	METERS-UNIFORMS	\$ 6.61	
6440	UNIFIRST CORPORATION	METERS-UNIFORMS	\$ 6.23	
6440	UNIFIRST CORPORATION	METERS-UNIFORMS	\$ 6.63	
6440	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.98	
6440	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.39	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.72	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.22	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.61	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.71	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.50	
6440	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 237.07	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6440	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 45.96	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 85.06	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6440	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.69	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.56	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6440	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.53	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.60	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.62	
6440	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.63	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.26	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.97	
6440	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.39	
6440	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.98	
6440	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.50	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.72	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.22	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.61	
6440	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.71	
6445	VULCAN MATERIALS COMPANY	Cold Mix Temp Asphalt	\$ 1,294.44	
6446	ABF PRINTS INC	BUSINESS CARDS-JENKINS	\$ 160.55	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 249.50	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 169.25	
6447	CLINICAL LAB OF SAN BERNARDINO INC	FBR SUPPLIES	\$ 249.50	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 141.00	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 18.75	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 33.25	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 33.25	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 33.25	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 45.75	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ARSENIC	\$ 33.25	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 47.25	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6447	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 31.50	
6448	DAVID N M TURCH	Federal Lobbyist Services-8/9/22-9/8/22	\$ 12,500.00	
6449	GOUIN, JOHN P	PEGGY'S RETIREMENT EXPENSES-LAMP	\$ 93.70	
6450	HASA INC.	CHEMICALS-PERCHLORATE WELL#42	\$ 312.97	
6450	HASA INC.	CHEMICALS-WELL# 24	\$ 192.60	
6450	HASA INC.	CHEMICALS-WELL# 1	\$ 361.12	
6450	HASA INC.	CHEMICALS-WELL# 4	\$ 300.94	
6450	HASA INC.	CHEMICALS-WELL# 5	\$ 240.75	
6450	HASA INC.	CHEMICALS-WELL# 8	\$ 240.75	
6450	HASA INC.	CHEMICALS-WELL# 30	\$ 240.75	
6450	HASA INC.	CHEMICALS-WELL# 15	\$ 240.75	
6451	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 155.44	
6452	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MTG 8/23/22	\$ 225.00	
6453	SAMBA HOLDINGS INC	HR SERVICES	\$ 136.87	
6454	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 156.60	
6454	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 237.07	
6454	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6454	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	



**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6454	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6454	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6454	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6454	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6454	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6454	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	
6454	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6454	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6454	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.02	
6454	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6454	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.48	
6454	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	
6454	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.69	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.56	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6454	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6454	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.62	
6454	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.50	
6454	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.53	
6454	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.60	
6454	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.63	
6454	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.97	
6454	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
6454	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.26	
6454	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.50	
6454	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
6454	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.50	
6454	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.39	
6454	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.98	
6454	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.22	
6454	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.61	
6454	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.71	
6454	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.50	
6454	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.72	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 1,514.00	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 42.50	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 45.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 25.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 575.25	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 497.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 197.50	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 65.00	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 147.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 218.25	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 40.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 706.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 15.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 36.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 36.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 167.50	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 6.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 6.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 120.00	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 6.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 6.75	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6456	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6458	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 199.28	
6458	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 379.25	
6458	FASTENAL COMPANY	SHOP SUPPLIES	\$ 122.55	
6459	HARRINGTON INDUSTRIAL PLASTICS	ROEMER SUPPLIES	\$ 413.23	
6460	HASA INC.	CHEMICALS-PERCHLORATE	\$ 276.87	
6460	HASA INC.	CHEMICALS-BLF	\$ 2,046.37	
6460	HASA INC.	CHEMICALS-WELL# 30	\$ 312.97	
6460	HASA INC.	CHEMICALS-WELL# 15	\$ 481.50	
6460	HASA INC.	CHEMICALS-WELL# 8	\$ 192.60	
6460	HASA INC.	CHEMICALS-WELL# 1	\$ 361.12	
6460	HASA INC.	CHEMICALS-WELL# 4	\$ 361.12	
6460	HASA INC.	CHEMICALS-WELL# 5	\$ 240.75	
6460	HASA INC.	CHEMICALS-WELL# 24	\$ 168.52	
6460	HASA INC.	CHEMICALS-WELL# 54	\$ 650.02	
6460	HASA INC.	CHEMICALS-WELL# 54	\$ 650.02	
6460	HASA INC.	CHEMICALS-BLF	\$ 1,324.12	
6460	HASA INC.	CHEMICALS-WELL# 30	\$ 421.32	
6460	HASA INC.	CHEMICALS-WELL# 15	\$ 361.12	
6460	HASA INC.	CHEMICALS-WELL# 8	\$ 361.12	
6460	HASA INC.	CHEMICALS-WELL# 5	\$ 481.50	
6460	HASA INC.	CHEMICALS-WELL# 4	\$ 481.50	
6460	HASA INC.	CHEMICALS-WELL# 1	\$ 481.50	
6460	HASA INC.	CHEMICALS-PERCHLORATE	\$ 361.12	
6460	HASA INC.	CHEMICALS-WELL# 24	\$ 168.52	
6460	HASA INC.	CHEMICALS-ROEMER	\$ 5,401.02	
6461	MCMASTER-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 23.81	
6461	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 440.56	
6461	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 233.79	
6461	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 139.34	
6462	PANTALEON, SOCORRO	EVENTS/WORKSHOP-SUPPLIES	\$ 121.09	
6463	RAMCO RECYCLED AGGREGATE MATERIALS	DISPOSAL FEES	\$ 260.00	
6463	RAMCO RECYCLED AGGREGATE MATERIALS	MAINTENANCE SUPPLIES	\$ 130.64	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

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<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
6464	THE HAWKINS COMPANY	Executive Recruitment Services for CFO	\$ 11,820.00	
6465	UNIFIRST CORPORATION	JANITORIAL SERVICES	\$ 237.07	
6465	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6465	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6465	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	
6465	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6465	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6465	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6465	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6465	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.02	
6465	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	
6465	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6465	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6465	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.48	
6465	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6465	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6465	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.56	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.69	
6465	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.53	
6465	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.50	
6465	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.60	
6465	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.62	
6465	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.26	
6465	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
6465	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.63	
6465	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.97	
6465	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.50	
6465	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.98	
6465	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.39	
6465	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.22	
6465	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6465	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6465	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.61	
6465	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 5.72	
6467	ACWA /JPIA	EE ADJUSTMENTS - PENDING CREDIT	\$ (3,093.48)	
6467	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 555.76	
6467	ACWA /JPIA	HEALTH INSURANCE	\$ 6,979.28	
6467	ACWA /JPIA	VISION	\$ 84.72	
6467	ACWA /JPIA	DELTACARE DENTAL HMO	\$ 686.52	
6467	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 7,774.02	
6467	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	\$ 176.12	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

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EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6467	ACWA /JPIA	HEALTH INSURANCE	\$ 120,030.67	
6467	ACWA /JPIA	VISION	\$ 1,567.32	
6467	ACWA /JPIA	Retiree (Asche) - Health Benefits for August 2022	\$ 857.83	
6467	ACWA /JPIA	Retiree (Asche) - Health Benefits for August 2022	\$ 47.86	
6467	ACWA /JPIA	Retiree (Asche) - Health Benefits for August 2022	\$ 21.18	
6467	ACWA /JPIA	Retiree - Health Benefits for Setpember 2022	\$ 17,555.09	
6467	ACWA /JPIA	Retiree - Health Benefits for Setpember 2022	\$ 2,025.74	
6467	ACWA /JPIA	Retiree - Health Benefits for Setpember 2022	\$ 635.40	
6468	ARROWHEAD UNITED WAY	Gina Bertoline	\$ 5.00	
6468	ARROWHEAD UNITED WAY	Gina Bertoline	\$ 5.00	
6469	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Maintenance Services	\$ 4,203.74	
6469	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Maintenance Services	\$ 5,833.00	
6469	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Maintenance Services	\$ 1,667.00	
6469	CALIFORNIA LANDSCAPE & DESIGN INC.	Blanket PO for Landscape Maintenance Services	\$ 1,395.26	
6469	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Maintenance Services	\$ 3,666.29	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 167.50	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 249.50	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL#6	\$ 165.75	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL#11	\$ 165.75	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 20.25	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 13.50	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 15.00	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 182.25	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 128.25	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 6.75	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	\$ 211.50	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 30.00	
6470	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
6471	KVAC ENVIRONMENTAL SERVICES INC	Arsenic Sludge Removal and New Sock Liner	\$ 4,858.90	
6471	KVAC ENVIRONMENTAL SERVICES INC	Arsenic Sludge Removal and New Sock Liner	\$ 3,079.00	
6472	NAVARRO, RALPH	TRISTATE SEMINAR	\$ 87.20	
6473	RAMCO RECYCLED AGGREGATE MATERIALS	MAINTENANCE SHOP SUPPLIES	\$ 43.09	
6474	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	
6474	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6474	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6474	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 151.32	
6474	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	\$ 151.32	
6474	UNIFIRST CORPORATION	JANITORIAL SERVICES-HQ	\$ 237.07	
6474	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 9.50	
6474	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.72	
6474	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	\$ 5.54	
6474	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.49	
6474	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.71	
6474	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 9.50	
6474	UNIFIRST CORPORATION	UNIFORMS-FBR	\$ 6.38	
6474	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.28	
6474	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.58	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
6474	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 5.50	
6474	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.26	
6474	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 7.48	
6474	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 9.50	
6474	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 8.02	
6474	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	\$ 6.16	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.14	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.16	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.26	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.71	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.63	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.69	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 9.50	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 7.56	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.91	
6474	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	\$ 6.51	
6474	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.62	
6474	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 5.60	
6474	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 6.53	
6474	UNIFIRST CORPORATION	UNIFORMS-WATER QLTY	\$ 9.50	
6474	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.26	
6474	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.23	
6474	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 9.50	
6474	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.97	
6474	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.63	
6474	UNIFIRST CORPORATION	UNIFORMS-METERS	\$ 6.61	
6474	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 7.98	
6474	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 9.50	
6474	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	\$ 6.39	
6474	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.61	
6474	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 9.50	
6474	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.22	
6474	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 5.72	
6474	UNIFIRST CORPORATION	UNIFORMS-ROEMER	\$ 6.71	
6476	VULCAN MATERIALS COMPANY	Temporary Asphalt	\$ 701.25	
82685	VARGAS, EDGAR	CUSTOMER REFUND	\$ 9.53	
82686	LI, CLAIRE CHIN & ZIZHENG	CUSTOMER REFUND	\$ 30.26	
82687	LYLE, ARNOLD & JEANETTE	CUSTOMER REFUND	\$ 35.10	
82688	STEINMETZ, RYAN	CUSTOMER REFUND	\$ 7.49	
82689	LENNAR COMMUNITIES	CUSTOMER REFUND	\$ 117.79	
82690	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 12.83	
82690	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 113.95	
82691	AMERICAN ASPHALT SOUTH INC	DEPOSITS REFUNDS	\$ 120.00	
82691	AMERICAN ASPHALT SOUTH INC	DEPOSITS REFUNDS	\$ 2,943.50	
82692	AQUA-METRIC SALES CO	Warranty MXU's 520-M Smart points	\$ 1,284.91	
82692	AQUA-METRIC SALES CO	Warranty MXU's 520-M Smart points	\$ 1,853.30	
82692	AQUA-METRIC SALES CO	Warranty MXU's 520-M Smart points	\$ 2,335.25	
82692	AQUA-METRIC SALES CO	Warranty MXU's 520-M Smart points	\$ 2,446.36	
82692	AQUA-METRIC SALES CO	Warranty MXU's 520-M Smart points	\$ 6,424.96	
82692	AQUA-METRIC SALES CO	Warranty MXU's 520-M Smart points	\$ 7,202.95	
82693	AT&T	ROEMER FIRE SVC	\$ 152.08	
82694	CHAMBERLAYNEPR	Communcations Consultant Services-JULY 2022	\$ 7,500.00	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
82695	CINTAS CORPORATION	JANITORIAL SERVICES	\$ 181.10	
82696	CITY OF RIALTO	ENCROACHMENT PERMIT FEES	\$ 18,965.00	
82696	CITY OF RIALTO	ENCROACHMENT PERMIT FEES	\$ 3,230.00	
82697	CITY OF RIALTO-ALARM PROGRAM	FALSE ALARMS	\$ 1,016.50	
82698	CLIFTON LARSON ALLEN	Treasurer Services-JULY 2022	\$ 2,625.00	
82699	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 786.67	
82699	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 263.77	
82699	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 786.56	
82699	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 263.71	
82700	CONTROL TEMP INC	Repairs to FBR HVAC system	\$ 346.50	
82700	CONTROL TEMP INC	Repairs to FBR HVAC system	\$ 161.63	
82701	DFA, LLC	GASB 75-PROFESSIONAL SERVICES	\$ 750.00	
82702	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINT	\$ 3.80	
82703	FRANCHISE TAX BOARD	GARNISHMENT	\$ 50.00	
82703	FRANCHISE TAX BOARD	GARNISHMENT	\$ 50.00	
82704	GARDA CL WEST INC	ARMORED TRANSPORT-AUG 2022	\$ 324.65	
82705	HAAKER EQUIPMENT COMPANY	New Broom for Street Sweeper	\$ 553.13	
82706	HONEYCOTT INC	BEE COLONY REMOVALS	\$ 175.00	
82706	HONEYCOTT INC	BEE COLONY REMOVALS	\$ 175.00	
82707	I.U.O.E., LOCAL UNION NO. 12	I.U.O.E LOCAL 12 UNION DUES	\$ 363.00	
82707	I.U.O.E., LOCAL UNION NO. 12	I.U.O.E LOCAL 12 UNION DUES	\$ 363.00	
82708	INLAND DESERT SECURITY	AMSWERING SERVICE-AUG 2022	\$ 645.85	
82709	INNOVYZE INC	INFOWATER PRO SOFTWARE MAINT	\$ 6,820.00	
82710	JOHNSON'S HARDWARE INC	FBR SUPPLIES	\$ 188.53	
82710	JOHNSON'S HARDWARE INC	METERS SUPPLIES	\$ 22.80	
82710	JOHNSON'S HARDWARE INC	WATER QUALITY SUPPLIES	\$ 140.11	
82711	LEGAL SHIELD	LEGALSHIELD	\$ 243.19	
82711	LEGAL SHIELD	LEGALSHIELD	\$ 243.16	
82712	MACKAMUL, ROBERT	D3 EXAM REIMBURSEMENT	\$ 100.00	
82713	MESA, MAISHA	THE STANDARD-AUG 2022 REFUND DEDUCTION	\$ 32.50	
82714	PSA PRINT GROUP	METERS SUPPLIES	\$ 493.72	
82715	RANCHO PACIFIC ELECTRIC INC	Server room electrical circuit install	\$ 11,500.00	
82716	RIALTO WATER SERVICES	SEWER SERVICE-ROEMER	\$ 67.17	
82717	SB COUNTY FIRE PROTECTION DISTRICT	PERMIT FEES WELL #33	\$ 2,591.00	
82717	SB COUNTY FIRE PROTECTION DISTRICT	PERMIT FEES WELL # 4A	\$ 455.00	
82717	SB COUNTY FIRE PROTECTION DISTRICT	PERMIT FEES-WELL#5	\$ 455.00	
82717	SB COUNTY FIRE PROTECTION DISTRICT	PERMIT FEES-WELL#5A	\$ 455.00	
82718	SB COUNTY FLOOD CONTROL DISTRICT	PERMIT#LA13-229 FEES	\$ 13,835.77	
82718	SB COUNTY FLOOD CONTROL DISTRICT	PERMIT#P-22016048 FEES	\$ 1,236.00	
82719	SDRMA (SPECIAL DISTRICT RISK	WORKERS COMP INSURANCE 2021-2022 RECONCILI	\$ 24,533.19	
82720	SHERIFFS COURT SERVICES	GARNISHMENT	\$ 794.20	
82721	SO CALIFORNIA EDISON	BLF ELECTRICITY	\$ 158.10	
82722	STATE WATER RESOURCES CONTROL BOARD	PERMITS-ROEMER	\$ 2,117.66	
82722	STATE WATER RESOURCES CONTROL BOARD	PERMITS-ROEMER	\$ 2,050.18	
82723	TESCO CONTROLS INC	Tesco repairs to RTU # 52	\$ 575.00	
82723	TESCO CONTROLS INC	Tesco repairs for RTU-99	\$ 575.00	
82724	TESS ELECTRIC INC	PRODUCTION SUPPLIES	\$ 254.56	
82724	TESS ELECTRIC INC	Emergency callout for Well 33	\$ 620.00	
82725	THE STANDARD	EE Adjustment and Pending Credit	\$ (87.38)	
82725	THE STANDARD	AD&D	\$ 25.20	
82725	THE STANDARD	DEPENDENT LIFE	\$ 4.92	
82725	THE STANDARD	LIFE INSURANCE	\$ 186.00	
82725	THE STANDARD	LONG TERM DISABILITY	\$ 15.53	
82725	THE STANDARD	AD&D	\$ 308.51	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
82725	THE STANDARD	DEPENDENT LIFE	\$ 92.25	
82725	THE STANDARD	EMPLOYEE AFTER-TAX	\$ 570.27	
82725	THE STANDARD	LIFE INSURANCE	\$ 2,274.96	
82725	THE STANDARD	LONG TERM DISABILITY	\$ 2,100.45	
82725	THE STANDARD	EMPLOYEE AFTER-TAX	\$ 537.69	
82726	USA BLUEBOOK	ARSENIC SUPPLIES	\$ 433.67	
82727	VERIZON WIRELESS PHONES	CELL PHONES/IPADS	\$ 4,775.56	
82727	VERIZON WIRELESS PHONES	CELL PHONES/IPADS	\$ 3,218.37	
82728	VIJAY KUMAR	Trouble shoot Arsenic Plant Program for Valves	\$ 1,200.00	
82729	YO FIRE	MAINTENANCE SUPPLIES	\$ 646.50	
82730	PADILLA-MEZA, ALMA	CUSTOMER REFUND	\$ 48.36	
82731	PEACOCK, MERCEDES	CUSTOMER REFUND	\$ 63.80	
82732	TAMAYO, JESSICA CANELA & JESUS CANELA	CUSTOMER REFUND	\$ 26.61	
82733	SANCHEZ, CRISTAL	CUSTOMER REFUND	\$ 69.90	
82734	PAZ, CARLA S	CUSTOMER REFUND	\$ 49.41	
82735	SALCEDO, JOSE	CUSTOMER REFUND	\$ 39.23	
82736	RICHMOND AMERICAN HOMES	CUSTOMER REFUND	\$ 10.61	
82737	D.R. HORTON	CUSTOMER REFUND	\$ 0.31	
82738	VANG, LANG TRICIA	CUSTOMER REFUND	\$ 34.02	
82739	AMAZON.COM SALES INC	CREDIT PO#23-0051	\$ (420.21)	
82739	AMAZON.COM SALES INC	PR SUPPLIES-OUTREACH	\$ 280.14	
82739	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 375.46	
82740	BLM PRK & REC SPECIAL DISTRICT	REISSUE CK#801885-4/23/18	\$ 5,506.22	
82741	BURRTEC WASTE INDUSTRIES INC	DISPOSAL FEES-ROEMER	\$ 262.86	
82741	BURRTEC WASTE INDUSTRIES INC	DISPOSAL FEES-HQ	\$ 911.94	
82742	CHARTER COMMUNICATIONS	TELEPHONE/INTERNET	\$ 690.00	
82742	CHARTER COMMUNICATIONS	TELEPHONE/INTERNET	\$ 1,389.46	
82742	CHARTER COMMUNICATIONS	TELEPHONE/CABLE SERVICES	\$ 276.04	
82742	CHARTER COMMUNICATIONS	TELEPHONE/CABLE SERVICES	\$ 109.92	
82743	CINTAS CORPORATION	JANITORIAL SERVICES	\$ 181.10	
82744	CITY OF COLTON	REISSUE STALE REBATE CHECK#803482-4/23/18	\$ 1,185.37	
82745	CITY OF SAN BERNARDINO	LYTLE CREEK STREAMFLOW	\$ 23,267.97	
82746	DAN'S LAWNMOVER CENTER	MAINTENANCE SUPPLIES	\$ 4.53	
82747	ESRI INC	GIS SOFTWARE LICENSE MAINT	\$ 25,000.00	
82748	FEDEX	SHIPPING FEES	\$ 74.70	
82749	FUEL SERV	REPAIRS TO GAS PUMP	\$ 485.55	
82750	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 376.26	
82751	INDUSTRIAL METAL SUPPLY CO	ROEMER SUPPLIES	\$ 36.00	
82752	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 50.58	
82752	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 186.35	
82753	MCCALLS METERS INC	SB88 Meter Calibration	\$ 1,225.00	
82754	MINUTEMAN PRESS OF RANCHO CUCAMONGA	Blanket PO for Graphic Design, Printing & Postage	\$ 2,875.36	
82754	MINUTEMAN PRESS OF RANCHO CUCAMONGA	Blanket PO for Graphic Design, Printing & Postage	\$ 4,270.50	
82754	MINUTEMAN PRESS OF RANCHO CUCAMONGA	Blanket PO for Graphic Design, Printing & Postage	\$ 4,570.67	
82754	MINUTEMAN PRESS OF RANCHO CUCAMONGA	Blanket PO for Graphic Design, Printing & Postage	\$ 2,977.44	
82755	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	\$ 133.53	
82755	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	\$ 197.62	
82755	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	\$ 4.45	
82755	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES-CREDIT	\$ (175.63)	
82755	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE SUPPLIES	\$ 8.60	
82756	RIALTO WATER SERVICES	WELL#16 WATER SVC	\$ 30.42	
82756	RIALTO WATER SERVICES	WATER SERVICE-HQ	\$ 122.27	
82756	RIALTO WATER SERVICES	FBR WELLHEAD DISCHARGE	\$ 67.17	
82757	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	\$ 20.00	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

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<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
82758	SHAW HR CONSULTING, INC.	HR SERVICES	\$ 360.00	
82759	SO CAL LOCKSMITH	MAINTENANCE SUPPLIES	\$ 222.35	
82760	SO CALIFORNIA EDISON	ROEMER-ELECTRICITY	\$ 67,706.50	
82761	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	\$ 2,882.94	
82761	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	\$ 2,882.94	
82761	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	\$ 2,882.93	
82761	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	\$ 2,882.94	
82762	USA BLUEBOOK	ROEMER SUPPLIES	\$ 468.38	
82763	YO FIRE	SHOP SUPPLIES	\$ 495.65	
82763	YO FIRE	MAINTENANCE SUPPLIES	\$ 188.56	
82764	LOPEZ, JAIME	CUSTOMER REFUND	\$ 53.92	
82765	ZUNIGA, BLANCA K	CUSTOMER REFUND	\$ 63.71	
82766	PUTT, LISA	CUSTOMER REFUND	\$ 73.18	
82767	SANCHEZ, CARLOS	CUSTOMER REFUND	\$ 908.18	
82768	AIRGAS USA LLC	PRODUCTION SUPPLIES	\$ 56.93	
82769	AKEL ENGINEERING GROUP INC	ENGINEERING SERVICES	\$ 465.00	
82770	ALL PRO ENTERPRISES INC.	Bathroom Paper Goods Blanket FY 22-23	\$ 1,180.67	
82771	AMAZON.COM SALES INC	SHOP SUPPLIES	\$ 89.25	
82772	AUTOMATED GATE SERVICES INC	Repairs to Main Gate at Roemer	\$ 1,910.00	
82773	BRAY SALES, INC.	Decant Valve at Arsenic Treatment Plant	\$ 1,110.97	
82774	CANNE, IVAN S	T2 EXAM REIMBURSEMENT	\$ 45.00	
82775	CA-NV AWWA	G1 WATER EFFICIENCY CERTIFICATE-RIQUELME CYN	\$ 100.00	
82776	CHINO BASIN WATERMASTER	POOL LEGAL SERVICES FY 2022/2023	\$ 1,418.02	
82777	CITY OF RIALTO	UTILITY USER TAX AUGUST 2022	\$ 54,892.92	
82777	CITY OF RIALTO	UTILITY USER TAX AUGUST 2022	\$ (179.81)	
82778	COLTON PUBLIC UTILITIES	WELL 18A ELECTRIC	\$ 380.80	
82779	D & H WATER SYSTEMS, INC.	ROEMER SUPPLIES	\$ 285.80	
82780	FAST SERVICE	CUSTOMER SERVICES AUG 2022	\$ 279.00	
82781	GRAINGER INC	ROEMER SUPPLIES	\$ 341.14	
82782	INDUSTRIAL METAL SUPPLY CO	MAINTENANCE SUPPLIES	\$ 36.00	
82783	INDUSTRIAL TEST SYSTEMS INC	ARSENIC SUPPLIES	\$ 437.38	
82784	INLAND EMPIRE UTILITIES AGENCY	JULY 2022 SERVICES	\$ 119,161.19	
82785	JOHNSON'S HARDWARE INC	WATER QLTY SUPPLIES	\$ 140.06	
82785	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 33.38	
82786	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES-JUNE 2022	\$ 31.79	
82786	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES-JUNE 2022	\$ 2,207.50	
82786	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES-JUNE 2022	\$ 1,637.06	
82786	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES-JUNE 2022	\$ 10,635.00	
82787	PACK N MAIL	CUSTOMER SERVICES AUG 2022	\$ 234.00	
82788	PSA PRINT GROUP	HELP SERV YOU DOODR HANGERS-METERS	\$ 493.72	
82789	QUINN COMPANY	EQUIPMENT MAINTENANCE	\$ 43.50	
82790	STATE WATER RESOURCES CONTROL BOARD	T2 CERTIFICATION-IVAN CANNE	\$ 60.00	
82791	STATE WATER RESOURCES CONTROL BOARD	D3 CERTIFICATION-ROBERT MACKAMUL	\$ 90.00	
82792	THE GAS COMPANY	ROEMER GAS SVC	\$ 16.46	
82793	USA BLUEBOOK	ARSENIC SUPPLIES	\$ 273.84	
82793	USA BLUEBOOK	FBR SUPPLIES	\$ 346.92	
82793	USA BLUEBOOK	FBR SUPPLIES	\$ 173.04	
82794	VARNER & BRANDT	LEGAL FEES	\$ 147.20	
82795	VERIZON CONNECT NWF INC	CONTRACTS/LICENSES	\$ 679.98	
82796	WESTECH ENGINEERING INC	Surface wash arm nozzles	\$ 814.59	
82796	WESTECH ENGINEERING INC	Surface wash arm nozzles	\$ 1,647.35	
82797	YO FIRE	Brass Parts Order 09/07/22	\$ 271.52	
82797	YO FIRE	Brass Parts Order 09/07/22	\$ 765.03	
82797	YO FIRE	Brass Parts Order 09/07/22	\$ 242.44	



**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 377.13	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 894.33	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 280.13	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 327.56	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 65.73	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 680.98	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 577.54	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 564.61	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 508.58	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 506.43	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 991.30	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 200.42	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 271.53	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 387.90	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 3,008.38	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 1,288.69	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 2,346.80	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 595.86	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 383.58	
82797	YO FIRE	Ford Stock Order 08/09/22	\$ 773.65	
82797	YO FIRE	Inventory Parts 08/22/22	\$ 32.33	
82797	YO FIRE	Inventory Parts 08/22/22	\$ 592.63	
82797	YO FIRE	Inventory Parts 08/22/22	\$ 504.27	
82797	YO FIRE	Inventory Parts 08/22/22	\$ 107.75	
82797	YO FIRE	Inventory Parts 08/22/22	\$ 204.72	
82797	YO FIRE	Inventory Parts 08/22/22	\$ 20.20	
82797	YO FIRE	Inventory Parts 08/22/22	\$ 592.63	
82797	YO FIRE	SHOP SUPPLIES	\$ 88.36	
82799	ACWA	OUTREACH ONLINE WEBINAR- FAROOQI	\$ 50.00	
82800	AMAZON.COM SALES INC	WATER QLTY SUPPLIES	\$ 462.13	
82800	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 42.15	
82800	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 359.08	
82800	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 429.87	
82801	AQUA-METRIC SALES CO	Sensus Meter Order 07/19/22	\$ 9,492.77	
82801	AQUA-METRIC SALES CO	Sensus Meter Order 07/19/22	\$ 5,885.22	
82801	AQUA-METRIC SALES CO	Sensus Meter Order 07/19/22	\$ 2,248.79	
82801	AQUA-METRIC SALES CO	Sensus Meter Order 07/19/22	\$ 5,935.30	
82802	AT&T	TELEMETRY LINE	\$ 68.96	
82803	AT&T INTERNET	INTERNET SERVICES	\$ 101.65	
82804	CEMEX INC	MAINTENANCE SUPPLIES	\$ 213.26	
82804	CEMEX INC	MAINTENANCE SUPPLIES	\$ 206.97	
82805	CINTAS CORPORATION	JANITORIAL SERVICES	\$ 181.10	
82806	CITY OF SAN BERNARDINO	BLF WATER	\$ 46.13	
82807	CONTROL TEMP INC	AC MAINTENANCE	\$ 111.93	
82808	DAVID A PAYNE	Large Meter Gaskets 09/19/22	\$ 220.20	
82808	DAVID A PAYNE	Large Meter Gaskets 09/19/22	\$ 190.20	
82808	DAVID A PAYNE	SHOP SUPPLIES	\$ 415.50	
82809	FISH WINDOW CLEANING	JANITORIAL-WINDOW CLEANING	\$ 275.00	
82810	GARDA CL WEST INC	ARMORED TRANSPORTATION SVC-SEPT 2022	\$ 317.84	
82811	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 375.08	
82811	HOME DEPOT	ARSENIC SUPPLIES	\$ 417.98	
82812	HUNT ORTMANN PALFFY NIEVES DARLING & MAH II LEGAL FEES			\$ 11,315.00
82812	HUNT ORTMANN PALFFY NIEVES DARLING & MAH II LEGAL FEES			\$ 5,548.00
82813	JOHNSON'S HARDWARE INC	ROEMER SUPPLIES	\$ 35.10	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
82813	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 30.15	
82813	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 43.09	
82813	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ (2.16)	
82813	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 11.85	
82813	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 36.61	
82813	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 96.88	
82813	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 136.81	
82814	MCCALLS METERS INC	Meter testing for SB 88 compliance at Roemer Plant	\$ 980.00	
82815	NED'S OIL SALES INC	PRODUCTION SUPPLIES	\$ 12.89	
82816	NEO GOV	CONTRACTS/LICENSES	\$ 9,290.40	
82817	POLLARDWATER.COM	ENGINEERING SUPPLIES	\$ 298.68	
82818	RIALTO WATER SERVICES	ROEMER SEWER SERVICE	\$ 67.17	
82819	ROBERT D NIEHAUS INC	Construction Water Fee Adequacy	\$ 3,240.00	
82820	SB COUNTY FIRE PROTECTION DISTRICT	PERMIT FEES-WELL#30	\$ 455.00	
82820	SB COUNTY FIRE PROTECTION DISTRICT	PERMIT FEES-WELL#18A	\$ 455.00	
82820	SB COUNTY FIRE PROTECTION DISTRICT	PERMIT FEES-WELL#42	\$ 455.00	
82821	SO CALIFORNIA EDISON	ELECTRICITY-WELL#22	\$ 21.00	
82821	SO CALIFORNIA EDISON	ELECTRICITY-WELL#6	\$ 19,321.10	
82821	SO CALIFORNIA EDISON	ELECTRICITY-WELL# 11X	\$ 43.33	
82821	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 70,805.00	
82821	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 17,722.50	
82821	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 126,319.48	
82821	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 28,588.86	
82821	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 20,633.54	
82821	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 7,361.90	
82821	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 273.71	
82821	SO CALIFORNIA EDISON	ELECTRICITY-VARIOUS LOCATIONS	\$ 5,529.32	
82821	SO CALIFORNIA EDISON	ELECTRICITY-19920 COUNTRY CLUB/WELL#17	\$ 76,224.40	
82821	SO CALIFORNIA EDISON	ELECTRICITY-19920 COUNTRY CLUB/WELL#17	\$ 398.28	
82821	SO CALIFORNIA EDISON	ELECTRICITY-S END SHOP	\$ 109.60	
82822	THE GAS COMPANY	HQ GAS SERVICE	\$ 16.94	
82823	TRI COUNTY PUMP CO	Pull & Inspect Well 54	\$ 18,073.83	
82824	TROJAN TECHNOLOGIES INC.	ROEMER SUPPLIES	\$ 64.31	
82825	TYLER TECHNOLOGIES INC	CONTRACTS/MAINTENANCE	\$ 41,943.33	
82826	UNDERGROUND SERVICE ALERT	USA FEES-NEW TICKETS	\$ 169.42	
82827	WHITE CAP CONSTRUCTION SUPPLY	MAINTENANCE SUPPLIES	\$ 62.90	
82828	YO FIRE	WATER QLTY SUPPLIES	\$ 387.90	
82828	YO FIRE	Backflow Parts	\$ 150.85	
82828	YO FIRE	Backflow Parts	\$ 560.30	
82829	LLC, DIVINITY FLO,	CUSTOMER REFUND	\$ 56.78	
82830	ESCOBEDO, RYAN D	CUSTOMER REFUND	\$ 57.70	
82831	VARGAS,RUTH	CUSTOMER REFUND	\$ 40.09	
82832	DELOS REYES, EDILBERTO	CUSTOMER REFUND	\$ 55.61	
82833	D.R. HORTON	CUSTOMER REFUND	\$ 1.58	
82834	PINTO, ILEANA	CUSTOMER REFUND	\$ 55.69	
82835	LLC, DIVINITY FLO,	CUSTOMER REFUND	\$ 56.78	
82836	AGUA OWNER LLC	CUSTOMER REFUND	\$ 10.11	
82837	RODRIGUEZ, CARLOS	CUSTOMER REFUND	\$ 32.44	
82838	GUERRERO, REGINA	CUSTOMER REFUND	\$ 18.40	
82839	REYNOSO, BENITO & HORTENCIA	CUSTOMER REFUND	\$ 11.83	
82840	LLC, BRECKENRIDGE PROPERTY FUND	CUSTOMER REFUND	\$ 38.34	
82841	ANDERSON, HARRY H. ANDERSON & CONNIE	CUSTOMER REFUND	\$ 174.52	
82842	CONSTRUCTION, KPRS	CUSTOMER REFUND	\$ 1,804.60	
82843	EBS GENERAL	CUSTOMER REFUND	\$ 1,591.38	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
82844	HOFFMAN, MOLLY	CUSTOMER REFUND	\$ 362.91	
82845	ALL PRO ENTERPRISES INC.	Janitorial Services for District	\$ 350.00	
82845	ALL PRO ENTERPRISES INC.	Janitorial Services for District	\$ 3,591.92	
82846	AMAZON.COM SALES INC	SHOP SUPPLIES	\$ 277.44	
82847	AUTOMATED GATE SERVICES INC	DISTRICT GATE REPAIRS	\$ 250.00	
82848	BRIAN M RODGERS	TURF REPLACEMENT	\$ 2,031.00	
82849	CINTAS CORPORATION	JANITORIAL SERVICES	\$ 181.10	
82850	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 786.67	
82850	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 263.77	
82850	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 786.56	
82850	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 263.71	
82851	CONTROL TEMP INC	Repair AC in Engineering/Operations Cubicle Area	\$ 2,285.00	
82852	CRANEHILL CAPITAL LLC	REISSUE STALE DATED CHECK	\$ 49,950.00	
82853	FRANCHISE TAX BOARD	GARNISHMENT	\$ 50.00	
82853	FRANCHISE TAX BOARD	GARNISHMENT	\$ 50.00	
82854	FUEL SERV	Repairs to Gasoline Pump	\$ 1,955.15	
82855	GARDA CL WEST INC	ARMORED TRANSPORT AUGUST 2022	\$ 14.03	
82856	GRAINGER INC	SHOP SUPPLIES	\$ 5.64	
82856	GRAINGER INC	SHOP SUPPLIES	\$ 10.53	
82856	GRAINGER INC	Galv Parts Order 09/22/22	\$ 66.27	
82856	GRAINGER INC	Galv Parts Order 09/22/22	\$ 36.31	
82856	GRAINGER INC	Galv Parts Order 09/22/22	\$ 130.49	
82856	GRAINGER INC	Galv Parts Order 09/22/22	\$ 39.52	
82856	GRAINGER INC	Galv Parts Order 09/22/22	\$ 33.40	
82856	GRAINGER INC	Galv Parts Order 09/22/22	\$ 47.97	
82856	GRAINGER INC	Galv Parts Order 09/22/22	\$ 24.94	
82856	GRAINGER INC	Galv Parts Order 09/22/22	\$ 29.85	
82856	GRAINGER INC	Galv Parts Order 09/22/22	\$ 56.46	
82857	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 104.39	
82857	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 21.25	
82858	I.U.O.E., LOCAL UNION NO. 12	I.U.O.E LOCAL 12 UNION DUES	\$ 363.00	
82858	I.U.O.E., LOCAL UNION NO. 12	I.U.O.E LOCAL 12 UNION DUES	\$ 363.00	
82860	JOHNSON'S HARDWARE INC	DISTRICT MAINTENANCE	\$ 67.06	
82861	LEGAL SHIELD	LEGALSHIELD	\$ 243.19	
82861	LEGAL SHIELD	LEGALSHIELD	\$ 243.16	
82862	O'REILLY AUTO PARTS	VEHICLES MAINTENANCE	\$ 135.69	
82862	O'REILLY AUTO PARTS	VEHICLES MAINTENANCE	\$ 27.82	
82863	SO CALIFORNIA EDISON	ELECTRICITY-BLF	\$ 150.95	
82864	THE STANDARD	AD&D	\$ 31.50	
82864	THE STANDARD	DEPENDENT LIFE	\$ 6.15	
82864	THE STANDARD	LIFE INSURANCE	\$ 232.50	
82864	THE STANDARD	LONG TERM DISABILITY	\$ 22.73	
82864	THE STANDARD	AD&D	\$ 305.89	
82864	THE STANDARD	DEPENDENT LIFE	\$ 92.25	
82864	THE STANDARD	EMPLOYEE AFTER-TAX	\$ 564.77	
82864	THE STANDARD	LIFE INSURANCE	\$ 2,255.59	
82864	THE STANDARD	LONG TERM DISABILITY	\$ 2,052.70	
82864	THE STANDARD	EMPLOYEE AFTER-TAX	\$ 564.66	
82864	THE STANDARD	EE Adjustment and Pending Credit	\$ 22.39	
82865	UNDERGROUND SERVICE ALERT	USA monthly fees for Dig Alert	\$ 626.00	
DFT0002556	US BANK-CAL CARD (AL)	PRINTING-DAILY JOURNAL	\$ 1,375.36	
DFT0002556	US BANK-CAL CARD (AL)	CONSTANT CONTACT-PA SUBSCRIPTION	\$ 225.00	
DFT0002556	US BANK-CAL CARD (AL)	CAPIO REGISTRATION-MJ HARTLEY	\$ 850.00	
DFT0002556	US BANK-CAL CARD (AL)	ADMIN MEALS	\$ 6.78	

**WEST VALLEY WATER DISTRICT**

## CASH DISBURSEMENT REPORT

September 2022

<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
DFT0002556	US BANK-CAL CARD (AL)	TRISTATE REGISTRATION-J BECERRA	\$ 125.00	
DFT0002556	US BANK-CAL CARD (AL)	BOARD MEETING MEALS	\$ 232.71	
DFT0002556	US BANK-CAL CARD (AL)	BIA WATER CONFERENCE-A GARCIA	\$ 125.00	
DFT0002556	US BANK-CAL CARD (AL)	BIA WATER CONFERENCE-VAN JEW	\$ 125.00	
DFT0002556	US BANK-CAL CARD (AL)	BIA WATER CONFERENCE-SOCORRO PANTALEON	\$ 125.00	
DFT0002556	US BANK-CAL CARD (AL)	AWWA WATER ED SEMINAR-R MACKAMUL	\$ 175.00	
DFT0002556	US BANK-CAL CARD (AL)	AWWA WATER ED SEMINAR-A HERRERA	\$ 175.00	
DFT0002556	US BANK-CAL CARD (AL)	FONTANA CHAMBER LUNCHEON-MJ HARTLEY	\$ 30.00	
DFT0002556	US BANK-CAL CARD (AL)	SC NEWS GROUP SUBSCRIPTION PA	\$ 14.00	
DFT0002556	US BANK-CAL CARD (AL)	PRINTING-DAILY JOURNAL	\$ 1,375.36	
DFT0002556	US BANK-CAL CARD (AL)	TRI STATE SEMINAR LODGING-KRUEGER	\$ 222.80	
DFT0002556	US BANK-CAL CARD (AL)	TRI STATE SEMINAR LODGING-CLIFF RAY	\$ 222.80	
DFT0002556	US BANK-CAL CARD (AL)	TRI STATE SEMINAR LODGING-R NAVARRO	\$ 222.80	
DFT0002556	US BANK-CAL CARD (AL)	VEHICLES MAINTENANCE-WASH	\$ 300.00	
DFT0002556	US BANK-CAL CARD (AL)	OFFICE SUPPLIES-COSTCO	\$ 349.08	
DFT0002556	US BANK-CAL CARD (AL)	BIA WATER CONFERENCE-JENKINS	\$ 125.00	
DFT0002556	US BANK-CAL CARD (AL)	LUNCHEON FONTANA CHAMBER-S PANTALEON	\$ 30.00	
DFT0002556	US BANK-CAL CARD (AL)	FONTANA CHAMBER LUNCHEON-A. GARCIA	\$ 30.00	
DFT0002556	US BANK-CAL CARD (AL)	LUNCHEON FONTANA CHAMBER-VAN JEW	\$ 30.00	
DFT0002556	US BANK-CAL CARD (AL)	LUNCHEON FONTANA CHAMBER-A GARCIA	\$ 30.00	
DFT0002556	US BANK-CAL CARD (AL)	LUNCHEON FONTANA CHAMBER-HAWKINS	\$ 30.00	
DFT0002556	US BANK-CAL CARD (AL)	AWWA WATER ED SEMINAR-J MARTIN	\$ 175.00	
DFT0002556	US BANK-CAL CARD (AL)	LUNCHEON FONTANA CHAMBER-MOORE	\$ 35.00	
DFT0002556	US BANK-CAL CARD (AL)	TOW WATER TRUCK	\$ 250.00	
DFT0002556	US BANK-CAL CARD (AL)	TRISTATE SEMINAR REGISTRATION-KRUEGER	\$ 125.00	
DFT0002556	US BANK-CAL CARD (AL)	TRISTATE SEMINAR LODGING-RALPH NAVARRO	\$ 90.40	
DFT0002556	US BANK-CAL CARD (AL)	TRISTATE SEMINAR REGISTRATION-J GOUIN	\$ 125.00	
DFT0002556	US BANK-CAL CARD (AL)	TRISTATE SEMINAR REGISTRATION-C LUDWIG	\$ 125.00	
DFT0002556	US BANK-CAL CARD (AL)	BIA WATER CONFERENCE-J HARMON	\$ 99.00	
DFT0002556	US BANK-CAL CARD (AL)	BOARD MEETING MEALS	\$ 232.71	
DFT0002557	US BANK-CAL CARD (HAYDEE)	HR MEMBERSHIP-ACCESS PERKS	\$ 125.00	
DFT0002558	US BANK-CAL CARD (JON)	CONTRACTS/LICENSES-ZOOM	\$ 531.78	
DFT0002558	US BANK-CAL CARD (JON)	CONTRACTS/LICENSES-GO DADDY WP SUPPORT PLA	\$ 79.99	
DFT0002558	US BANK-CAL CARD (JON)	CONTRACTS/LICENSES-AMAZON WEB	\$ 1,268.60	
DFT0002559	US BANK-CAL CARD (VAN)	CSDA CONFERENCE REGISTRATION-VAN	\$ 400.00	
DFT0002559	US BANK-CAL CARD (VAN)	ACWA DC MEALS-VAN	\$ 60.03	
DFT0002559	US BANK-CAL CARD (VAN)	ACWA DC MEALS-MOORE	\$ 60.02	
DFT0002559	US BANK-CAL CARD (VAN)	ACWA DC TRANSPORTATION/LODGING-VAN	\$ 1,308.46	
DFT0002559	US BANK-CAL CARD (VAN)	EXECUTIVE COMMITTEE MEETING	\$ 74.48	
DFT0002560	US BANK-CAL CARD (YOLANDA)	WELLNESS PROGRAM	\$ 149.00	
DFT0002560	US BANK-CAL CARD (YOLANDA)	RECRUITMENT MEALS/ADVERTISING	\$ 88.23	
DFT0002560	US BANK-CAL CARD (YOLANDA)	GIFT BASKET-HILLMAN	\$ 52.49	
DFT0002579	US BANK	BOND SERIES 2016A-PRINCIPAL/INTERESTS	\$ 440,000.00	
DFT0002579	US BANK	BOND SERIES 2016A-PRINCIPAL/INTERESTS	\$ 434,950.00	
DFT0002579	US BANK	BOND SERIES 2016A-PRINCIPAL/INTERESTS	\$ (0.14)	
			<b>SUBTOTALS</b>	<b>\$ 2,503,691.34</b>
			<b>GRAND TOTAL</b>	<b>\$ 2,606,006.84</b>

# Exhibit B

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

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

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

Date	Item	Check No. or EFT	Amount
09/01/22	Monthly Pay Period #9	none	0.00
09/08/22	Pay Period #18	8871-8873	12,184.36
09/22/22	Pay Period #19	8874	181.50
<b>Total Checks</b>			<b><u>12,365.86</u></b>
09/01/22	Monthly Pay Period #9 Direct Deposits	EFT	6,686.30
09/01/22	Federal Tax Withheld Social Security & Medicare	EFT	1,334.17
09/01/22	State Tax Withheld and State Disability Insurance	EFT	63.65
09/08/22	Pay Period #18 Direct Deposits	EFT	185,980.69
09/08/22	Federal Tax Withheld Social Security & Medicare	EFT	74,499.34
09/08/22	State Tax Withheld and State Disability Insurance	EFT	16,159.99
09/08/22	Lincoln Deferred Compensation Withheld	EFT	14,711.80
09/08/22	Lincoln - Employer Match Benefit	EFT	3,375.00
09/08/22	Nationwide Deferred Compensation Withheld	EFT	2,692.00
09/08/22	Nationwide - Employer Match Benefit	EFT	625.00
09/08/22	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	27,471.82
09/08/22	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	15,904.14
09/08/22	California State Disbursement	EFT	1,050.46
09/22/22	Pay Period #19 Direct Deposits	EFT	187,717.80
09/22/22	Federal Tax Withheld Social Security & Medicare	EFT	70,711.44
09/22/22	State Tax Withheld and State Disability Insurance	EFT	15,322.59
09/22/22	Lincoln Deferred Compensation Withheld	EFT	14,944.35
09/22/22	Lincoln - Employer Match Benefit	EFT	3,375.00
09/22/22	Nationwide Deferred Compensation Withheld	EFT	2,692.00
09/22/22	Nationwide - Employer Match Benefit	EFT	625.00
09/22/22	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	27,650.60
09/22/22	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	15,669.44
09/22/22	California State Disbursement	EFT	1,050.46
<b>Total EFT</b>			<b><u>690,313.04</u></b>
<b>Grand Total Payroll Cash</b>			<b><u>702,678.90</u></b>



**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 3, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** FUNDS TRANSFER - SEPTEMBER 2022

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**BACKGROUND:**

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

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

**FISCAL IMPACT:**

Potential interest earnings on funds invested/transferred.

**STAFF RECOMMENDATION:**

Staff recommends to the Board of Directors to approve the September 2022 Funds Transfer Report.

Respectfully Submitted,



*Van Jew*

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Van Jew, Acting General Manager

VJ:jv

**ATTACHMENT(S):**

1. Exhibit A - 2022 September Funds Transfer Report

**MEETING HISTORY:**

10/26/22      Finance Committee      REFERRED TO BOARD

# Exhibit A

**Fund Transfer Detail September 2022**

Date	Beginning Balances	Amount
9/12/2022	Chase Gen Checking	13,511,671.48
9/12/2022	LAIF	67,030,977.79

Date	Transfers	Amount
9/12/2022	Chase Gen Checking → LAIF	7,900,000.00

Date	**Ending Balances (After Transfers)	Amount
9/12/2022	Chase Gen Checking	6,454,074.78
9/12/2022	LAIF	74,930,977.79

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

**RESOLUTION NO. 2022-28**  
**A RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE WEST VALLEY WATER DISTRICT**  
**PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION**  
**OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM ON**  
**MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS**  
**OF THE LEGISLATIVE BODIES OF WEST VALLEY WATER DISTRICT FOR THE**  
**PERIOD NOVEMBER 14, 2022, THROUGH DECEMBER 14, 2022,**  
**PURSUANT TO BROWN ACT PROVISIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**ADOPTED, this 3<sup>rd</sup> day of November, 2022.**

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

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

## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into this \_\_\_\_ day of October, 2022 ("Effective Date") by and between WEST VALLEY WATER DISTRICT, a public agency of the State of California ("District"), acting by and through its Board of Directors, and WILLIAM F. FOX ("Fox"). The District and Fox may be collectively referred to as the "Parties" and individually as a "Party."

### RECITALS

A. District is a county water district organized and operating pursuant to law found in *Water Code Sections 30000, et seq.*

B. District desires to engage the services of Fox as the Chief Financial Officer ("Chief Financial Officer") and Fox desires to perform the services of the Chief Financial Officer.

C. Fox represents and warrants that he has the skill and ability to serve as Chief Financial Officer and wishes to accept such employment.

D. The Parties now desire to enter into this Agreement for the purpose of setting forth the terms and conditions upon which Fox shall render certain services to District as Chief Financial Officer.

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

1. This Agreement has no specific term because Fox is an "AT WILL" employee which means that Fox works at the will of the District and can be terminated at any time for any reason or no reason at all per the terms set forth in this Agreement.

2. (a) The District employs Fox beginning November 14, 2022, subject to a twelve (12) month probationary period from the date of appointment of Fox as its new Chief Financial Officer. It is expressly understood that Fox, in his capacity as Chief Financial Officer, is a contracted "AT WILL" employee serving at the pleasure of the General Manager/West Valley Water District, subject to the provisions set forth herein. Fox agrees to observe and comply with the rules and regulations of the District as adopted by the Board respecting performance of his duties and to carry out and perform orders, directives and policies of the District as they may be, from time to time, stated to him either orally or in writing by a majority of the Board.

(b) Fox shall be the Chief Financial Officer of the District and shall perform such duties and services as shall be necessary and advisable to manage and conduct the business of the District, subject at all times to all applicable law(s) and Board decisions, as well as the consent, approval and direction of the Board.

(c) Fox will devote his full time and attention to the performance of his duties and to District business affairs. Fox shall report to the General Manager and District's offices for work under the District's work schedules and at such other times as may be necessary to discharge

his duties, except when away on District business, or as otherwise excused such as vacations and holidays. Notwithstanding the foregoing, Fox agrees that he will report to work when necessary to District's operations, regardless of regularly scheduled hours to the extent such attendance is reasonably possible.

(d) Fox may devote a reasonable amount of time to professional water district and community related activities, so long as the time devoted to these other activities does not interfere with the performance of his duties to the District. Participation at those professional and other organizational activities will be subject to review and approval by the Board.

(e) This Agreement shall in no way be interpreted as prohibiting Fox from making passive personal investments and/or attending to such other personal business affairs, provided that such personal investments and/or private business affairs in no way interferes and/or conflicts with his duties and responsibilities as Chief Financial Officer and/or the needs and best interests of the District.

3. (a) District shall compensate Fox for the services performed pursuant to this Agreement in the annual sum of Two Hundred Thirty Five Thousand Seven Hundred Sixty Eight Dollars (\$235,768.00), payable in installments at the same time as other employees of the District are paid. This new salary Two Hundred Thirty Five Thousand Seven Hundred Sixty Eight Dollars (\$235,768.00) shall be effective November 14, 2022. District shall have the right to deduct or withhold from compensation due Fox hereunder any and all sums required for federal income and social security taxes, if any, and all state or local taxes now applicable or that may be enacted and become applicable in the future. Fox will receive all benefits contained in Exhibit "1" titled "West Valley Water District Summary of Benefits."

(b) In or about October of each year, or as soon as practicable, the Board shall evaluate the performance of Fox and other relevant factors and shall consider making adjustments in the annual salary of Fox, as the Board may deem appropriate, in its sole and absolute discretion, in accordance with such evaluation. The Board shall meet and confer with Fox in regard to such evaluation and the conclusions to be reached therefrom. However, it is understood that the District makes no commitment to increase or decrease Fox's salary at any particular time on any regular basis.

(c) As an exempt managerial employee, under no circumstances will Fox be entitled to any overtime pay, regardless of the number of hours she may work in any work week.

(d) District will provide Fox with a District cellular telephone, laptop computer, iPad, and such other technical equipment ("Technical Equipment") as may be necessary for the performance of his duties, at District cost and expense. The District will provide Fox with an office and provide administrative support with pool secretarial assistance. The District will provide Fox with Technical Equipment as part of his employment as the Chief Financial Officer. In the course of Fox's employment, District shall refresh and replace said Technical Equipment periodically in accordance with District policy. In addition, District shall budget and pay Fox's professional dues and subscriptions necessary for continued full participation in approved national, regional, state, and local associations and organizations necessary and desirable for continued professional growth and advancement for the good of the District.

(e) Fox will not be entitled to a District vehicle for District business.

(f) Fox will be entitled to receive the same paid holidays as provided the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(g) The District has established a 457 and 401(a) Plan pursuant to the Internal Revenue Code and the regulations promulgated thereunder. Fox may participate in such 457 and/or 401(a) Plans with his own funds, as he may determine from time to time. The District will contribute \$1 for every \$1 that Fox contributes up to a total of \$5,000 per fiscal year. Employee is also eligible for all other matching contributions the District offers as outlined in the "Personnel Policies and Practices."

(h) Fox and his dependents (including his spouse) will be entitled to the same life insurance, accidental death and dismemberment insurance and long-term disability benefits as the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(i) Fox and his dependents (including his spouse) shall be entitled to the same medical insurance benefits as the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(j) Fox and his dependents (including his spouse) will be entitled to the same vision care and dental insurance benefits as the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(k) Fox will be entitled to the same PERS retirement programs and education assistance programs as the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(l) Fox will be entitled to the same leaves of absence (e.g., vacation, sick) as provided to the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(m) INTENTIONALLY BLANK.

(n) Fox will be entitled to the same social security benefits and any other like or kind benefits as the District's regular fulltime employees per the terms and conditions of the current approved District's "PERSONNEL POLICIES AND PRACTICES".

(o) Consistent with Article 1204 of the District's "PERSONNEL POLICIES AND PRACTICES" a retired employee and dependent spouse (See Article 2), or spouse of a deceased employee or retiree, may continue his/her medical, dental and vision insurance at District's expense on the basis of the following: employee is a minimum of fifty-five (55) years of age with a minimum of five to twenty (20) years of continuous service. (See Article 1204 of the District's "Personnel Policies and Practices.")



(p) Tuition and Fees Reimbursement. West Valley Water District will reimburse the Chief Financial Officer for educational tuition and fees solely for the Chief Financial Officer's education. One hundred percent of fees will be eligible for reimbursement each fiscal year, not to exceed \$5,000.00. The Chief Financial Officer shall successfully complete the course(s) with a "C" or equivalent passing grade. Failure to successfully complete the course(s) will result in no reimbursement. Items subject to reimbursement shall include fees actually paid by the employee such as registration fees, tuition (educational fees), books, parking, and laboratory fees. Proof of payment will be required in order to reimburse the Chief Financial Officer for these items.

4. (a) Fox serves at the will and pleasure of the Board. The Board and/or District may terminate this Agreement, in whole or in part, upon a vote of at least three (3) of the five (5) members of the Board (i) with cause or (ii) without cause. Notwithstanding the foregoing, this Agreement shall terminate on the death, retirement, or permanent disability of Fox.

(b) In the event the District terminates Fox's employment without cause, and if Fox executes a full release of all claims against the District including, but not limited to a Civil Code section 1542 release, then and only then Fox shall be entitled to a severance pay equal to only three (3) months of his yearly salary at the rate in effect at the time of termination. No benefits of any kind are to be included in any severance calculation.

(c) In exchange for the severance pay set forth in subsection (b) above, Fox hereby expressly waives any right he may have under any applicable law, District policy or otherwise to challenge or appeal his termination.

(d) In the event Fox's employment is terminated by the District for cause, he will not be entitled to severance pay. The term "cause", although non-inclusive, can mean any of the following as determined by the Board: (i) willful damage to District property; (ii) a material breach by Fox of the terms of his employment; (iii) willful violation of conflict of interest; (iv) acts of dishonesty, (v) insubordination, (vi) misappropriation, embezzlement, intentional fraud, (vii) dereliction of duty, and any similar misconduct by Fox. Upon termination for cause, Fox shall not be entitled to any severance payment, but shall be entitled to receive all compensation earned but unpaid, for actual work performed as of the date of termination for cause and for accrued vacation time plus all compensation required under the law.

5. (a) Fox is an "AT WILL" employee of the District and shall serve at the pleasure of the District and nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the District to terminate the services of Fox for any reason, or no reason at all, with or without cause, at any time, subject only to California law and the provisions set forth in this Agreement.

(b) Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Fox to resign at any time from his position with the District.

(c) In the event the District terminates Fox's employment pursuant to this Agreement, and if Fox is not otherwise in breach of the terms of this Agreement, and if Fox executes a written waiver of any and all claims Fox may have against the District, including but not limited to a Civil Code Section 1542 waiver, then the District shall pay a severance equal to a

lump sum payment equal to three (3) months' base salary as indicated in paragraph 4(b). The District shall be relieved of any obligation to pay severance pay if Fox fails to execute a waiver as described above or if Fox is terminated for cause as defined in paragraph 4(d) in carrying out the duties obligated under this Agreement or if Fox is convicted of any illegal act involving moral turpitude or personal gain.

6. Fox may resign at any time. In the event of death, illness, or incapacity (as discussed in subsection 4(a) above), Fox shall not be entitled to any severance pay.

7. Fox will be reimbursed for reasonable and appropriate District related business and/or travel expenses in connection with the performance of his duties under this Agreement and in accordance with the District's general policies on business expenses.

8. (a) If any provision of this Agreement shall be ruled invalid, illegal or unenforceable, the Parties shall: (i) promptly negotiate a substitute for the provision which shall, to the greatest extent legally permissible, effect the intent of the parties in the invalid, illegal or unenforceable provision, and (ii) 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 (i) 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 provision, the balance of this Agreement shall not be affected, and this Agreement shall be construed and enforced as if the invalid, illegal or unenforceable provision did not exist.

(b) This Agreement may be signed and delivered in any number of counterparts, each of which, when signed and delivered, shall be an original, but all of which shall together constitute one and the same Agreement.

(c) This Agreement contains the entire agreement between the Parties with respect to the subject matter of this Agreement and any agreement or representation with respect to the same or the obligations of either Party with respect to the same which is not expressly provided in this Agreement or in a written document which is signed by the Party to be charged, shall be null and void.

(d) This Agreement may not be amended except by a subsequent writing which is signed by the Parties.

(e) The Recitals set forth herein are incorporated herein and are an operative part of this Agreement.

(f) This Agreement shall be governed by and construed in accordance with the laws of the State of California.

(g) If any action in law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, each Party shall pay its own attorneys' fees.

(h) No official or employee of the District shall be personally liable to Fox in the event of any default or breach by District or for any amount which may become due to Fox or for any breach of the terms of this Agreement.

(i) No director, officer or employee of the District shall have any financial interest, direct or indirect, in this Agreement nor shall any such director, officer or employee participate in any decision relating to this Agreement which affects his/her financial interest or the financial interest of any corporation, partnership, entity or association in which he/she is directly or indirectly interested, in violation of any state or federal statute or regulation. Fox warrants that he has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

(j) Fox recognizes the relations of trust and confidence that are established by this Agreement, and covenants with the District to furnish his best skill and judgment, and to actively cooperate and assist in furthering the best interests of the District in all matters pertaining to the services provided herein.

(k) Each Party represents and warrants to the other Party 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.

(l) Fox may not assign this Agreement in whole or in part. Any attempted assignment shall be null and void.

(m) Fox acknowledges that (1) he has had the opportunity to consult counsel in regard to this Agreement, (2) he has read and understands this Agreement, (3) he is fully aware of its legal effects, and (4) he has entered into it freely and voluntarily and based on his own judgment and not on any representations of promises other than those contained in this Agreement.

IN WITNESS WHEREOF, the Parties have hereunto set their hands on the first day date above written.

WEST VALLEY WATER DISTRICT,  
A Public Agency of the State of California

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Channing Hawkins, President

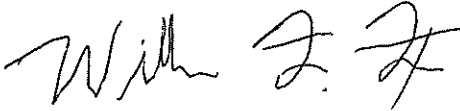
Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Van Jew, Acting General Manager

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Nancy Albitre, Acting Secretary to the Board

Dated: October 27, 2022



\_\_\_\_\_  
William F. Fox, Chief Financial Officer

APPROVED AS TO FORM

Dated: \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Robert Tafoya, General Counsel

## West Valley Water District Summary of Benefits

1. Health Insurance - Becomes effective the first of the following month after date of hire for self and family.
2. Dental Insurance - Becomes effective the first of the following month after date of hire for self and family. Coverage includes orthodontic benefits after one year of employment.
3. Vision Service Plan- Becomes effective the first of the following month after date of hire for self and family.
4. Long-Term Disability Plan - Becomes effective the first of the following month after thirty (30) days of employment.
5. Life Insurance Plan – Becomes effective the first of the following month after thirty (30) days of employment. The coverage through The Standard provides a flat amount policy for both Basic Life and AD&D covered for \$300,000.
6. Employee Assistance Program (EAP) – Becomes effective the first of the following month after thirty (30) days of employment.
7. Tuition Loan Program – Up to \$5,000 annual tuition per fiscal year.
8. Sick Leave – 96 hours of sick leave per year
9. District employees receive 12 holidays per year plus a floater holiday and a birthday holiday.
10. Annual Vacation Allowance: 120 hours for Executive Management
11. 120 hours of Administrative Leave for for General Manager, Assistance General Manager and Chief Financial Officer.

***(District pays the total cost of the above benefits)***

12. Public Employees' Retirement System (PERS) – effective first day of work. Under the Public Employees' Pension Reform Act (PEPRA) of 2013, new members will be provided the 2% at 62 retirement formula with an employee contribution of 6.75% of the annual salary. However, if confirmed as a Classic Employee with PERS, your formula will be 2% at 55 and District will pay both the Employer and Employee portion of this benefit.
13. Social Security and Medicare – employees contribute their portion of this benefit.

In addition, a 457 retirement plan, supplemental Insurance and credit union services are offered for voluntary participation.

Updated 10.17.2022

**LCW** LIEBERT CASSIDY WHITMORE

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A PROFESSIONAL LAW CORPORATION

6033 W. Century Boulevard  
5<sup>th</sup> Floor  
Los Angeles, CA 90045  
310-981-2000  
Fed. Tax I.D. #95-3658973

Attorney – Client Privilege

**West Valley Water District**  
**Haydee Sainz**  
**Human Resources & Risk Management Manager**  
**hsainz@wvwd.org**

Invoice 226504  
September 30, 2022

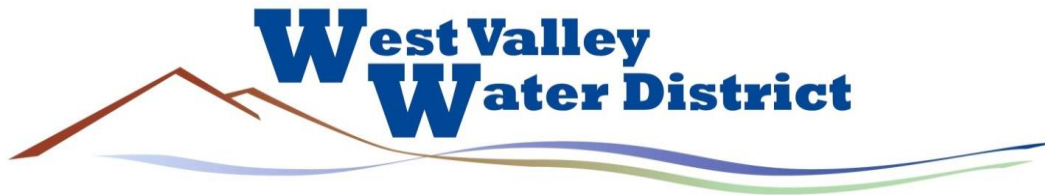
Client/Matter No.: WE126-00001  
Re: General

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**Billing Summary**

<b>Total Fees</b>	<b>\$3,231.00</b>
<b>Total Costs</b>	<b>\$0.00</b>
<b>Total Charges</b>	<b>\$3,231.00</b>

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**BOARD OF DIRECTORS  
STAFF REPORT**

**DATE:** November 3, 2022  
**TO:** Board of Directors  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** PURCHASING / PROCUREMENT POLICY

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**BACKGROUND:**

West Valley Water District (“District”) has an adopted Purchasing / Procurement Policy to establish guidelines for the cost-effective and efficient purchasing and contracting of supplies, materials, equipment, labor, and services including Capital Improvement Projects. It is best practice to review and update the Purchasing / Procurement Policy every 2-3 years to address any changes in government codes and improve efficiency for the District while further being transparent and accountable to the ratepayers. The last Board adopted revision of the Purchasing / Procurement Policy occurred on September 3, 2020 (**Exhibit A**).

**DISCUSSION:**

The Finance Committee gave staff direction to bring a redline version of the District’s Purchasing/Procurement Policy (**Exhibit B**) for consideration. Also, included is a survey showing what the staff authorization levels at other water agencies in the area and comparing that to the District’s current approved staff authorization levels (**Exhibit C**). In reviewing the 2020 Purchasing / Procurement Policy, there were three main areas staff felt were important enough to address and make recommendations.

First, amending authorization levels can improve workflow efficiency and the more timely procurement of supplies and services, especially during this time of supply chain challenges, sometimes resulting in vendors in not always being able to hold their price for an extended period of time.

Second, staff recommended removing all text and information related to Procedures. Procedures are the step-by-step instructions on how a Policy is followed, for example, a Standard Operating Procedure (“SOP”) is a procedural document. Staff felt the Purchasing Policy should be solely a Policy document and any SOP or other procedural documents should be compiled and produced separately for use by staff internally.

Finally, staff recommended removing any information that does not apply or forms that are no longer used. The 2020 Purchasing / Procurement Policy outlines California Uniform Public Construction Cost Accounting (“CUPCCA”) procedures by which the District is not bound and has



no reason to be included in the District's Purchasing / Procurement Policy. At the end of the Policy, there are also "Vendor Profile/New Vendor" and "Record of Three Price Quotations" forms that are not used due to the implementation of Tyler Incode 10 in 2020. The information from these forms is entered directly into Tyler Incode 10 and these forms are no longer needed.

**FISCAL IMPACT:**

There is no fiscal impact for adopting the revised Purchasing / Procurement Policy.

**STAFF RECOMMENDATION:**

Staff recommends that the Board of Directors approve the revised Purchasing / Procurement Policy.

Respectfully Submitted,

*Van Jew*

---

Van Jew, Acting General Manager

Vj:jv

**ATTACHMENT(S):**

1. Exhibit A - Purchasing & Procurement Policy
2. Exhibit B - Redline Version Purchasing Procurement Policy 2022
3. Exhibit C - Purchasing Policy Comparison

**MEETING HISTORY:**

10/26/22 Finance Committee REFERRED TO BOARD

# Exhibit A

## ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE <b>PROCUREMENT POLICIES &amp; PROCEDURES</b>	EFFECTIVE DATE

### PREFACE

#### Open and Transparent

The District is committed to transparency and accountability and will strive to make businesses aware of all contracting opportunities available to them.

### SECTION I: PURPOSE

The purpose of this policy is to establish guidelines and procedures for the cost effective and efficient purchasing and contracting of supplies, materials, equipment, labor and services, including construction and capital improvements, for West Valley Water District (the District) pursuant to California Government Code (CGC) Section 54201 et seq. This is also to encourage competition for public contracts and to aid the District in the efficient administration of public contracting, to the maximum extent possible, for similar work performed.

*CGC Section 54202* requires every local agency to adopt policies and procedures, including bidding regulations, governing purchases of supplies, materials, and equipment and that said purchases shall be in accordance with duly adopted policies.

*CGC Section 54204* requires that if a local agency is other than a city or county, policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.

### SECTION 2: GENERAL POLICY & OBJECTIVES

The general purchasing policy is as follows:

## ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE <b>PROCUREMENT POLICIES &amp; PROCEDURES</b>	EFFECTIVE DATE

The District will procure goods and services in support of its administrative, operational, and capital improvement requirements. It is the intent of the District to engage in procurements that ensure it will receive goods and services of the appropriate quantity, of a satisfactory level of quality, delivered in a timely manner, and at a price that represents the best value to the District and its ratepayers. Furthermore, it will employ procurement processes that are fair and equitable and will allow providers of goods and services the greatest opportunity to participate and compete for the District's procurement engagements. Lastly, the policy will support management in cooperatively developing and executing sourcing strategies with the District's Departments for products and services that meet or exceed the District's requirements and to perform these services to the highest ethical and professional standards.

The general purchasing procedures used in the application of the general policy follow de-centralized procedures. The responsibility for the purchase of all products, materials, supplies, furniture, equipment, vehicles and services is divided among the Administration, Operations and Maintenance, Engineering, Human Resources/Risk Management, Customer Service, Information Technologies, Accounting, Billing and Water Conservation Departments. Although assigned different responsibilities, all core systems, methods, policies and procedures remain common. Shared responsibilities include overseeing the professional relationships between West Valley Water District and its vendors and contractors and insuring the highest ethical and professional standards.

Other objectives of this Purchasing policy that are valuable to the District include:

- Assisting Departments in maintaining compliance to all District policies regarding contracting and purchasing.
- Assisting Departments involved in Federal and State grant agreements in maintaining compliance to applicable regulations.



## ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE <b>PROCUREMENT POLICIES &amp; PROCEDURES</b>	EFFECTIVE DATE

- Providing leadership through contract negotiation, and vendor management.
- Promoting the use of small, disadvantaged and minority-owned businesses when possible.
- Supporting the District's commitment to environmental responsibility.
- Supporting the District's commitment to the local business community by supporting use of local businesses when possible.

### Applicability:

- All purchases, agreements, services, leases, and/or contracts for materials, supplies, equipment, and other WVWD property shall be made in accordance with this Policy.
- Procurement practices shall comply with laws, regulations and guidelines of the State of California and the provisions of grant or funding agreements, if applicable
- Any employee affecting any procurement action outside of the policies and procedures established within this manual and without Board authorization to do so, may be subject to disciplinary action and/or termination.
- Splitting or separating of material, supply, service, lease, and equipment orders or projects for the expressed purpose of evading the requirements of this Policy is strictly prohibited.

## ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE <b>PROCUREMENT POLICIES &amp; PROCEDURES</b>	EFFECTIVE DATE

### SECTION 3: PROCUREMENT AUTHORITY

Procurement Authority shall be exercised and performed by the Board of Directors. This authority includes both the authority to approve procurements and the authority to commit the District to procurements. The Board of Directors may delegate certain authorities to the District's management and staff. These delegated authorities shall be exercised and performed in accordance with applicable federal, state, and local laws and the policies contained herein.

The Board authorizes the General Manager, or his/her authorized representative to exercise certain duties and responsibilities that are essential for the day-to-day operation of the District.

- The General Manager (GM) may delegate the procurement of services and materials to those staff members given specific authority within this policy.
- The GM delegates the authority to act as the District's Purchasing Agent to the Chief Financial officer, or their designee.
- The GM delegates the authority to procure engineering, consulting and design, and construction services for Construction projects to the Directors of Engineering and Operations, or their Designee.
- The GM delegates to Program Managers and Supervisors the authority to determine specifications of goods and services needed, to solicit proper bids, and to obtain proper approvals according to the Authorization Table.

The Authorization Table outlines who may approve and sign contracts and legally binding agreements with external parties that obligate the District. The Authorization Table shall also apply to all Capital Improvement Projects. Capital Improvement Projects shall employ competitive bidding whenever possible and all capital

**ADMINISTRATIVE PROCEDURES**



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE <b>PROCUREMENT POLICIES &amp; PROCEDURES</b>	EFFECTIVE DATE

procurements that exceed the General Manager’s authorization level must be approved by the Board of Directors.

For multiple year agreements, procurement authorization shall be determined by the maximum total dollar value that may be awarded over the duration of the contract, including any option years. If provided for in the original agreement, the Purchasing Agent may in its sole discretion, negotiate a reasonable price revision based on escalation during the option years, if any. Yearly renewals, if required (and noted in original Board Action Item), may then be authorized by the General Manager or his/her designee, regardless of the dollar amount.

Purchases to replenish WVWD’s warehouse inventory may be approved by any authorized buyer up to the limit established by the Authorization Table.



## ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE <b>PROCUREMENT POLICIES &amp; PROCEDURES</b>	EFFECTIVE DATE

**Authorization Table** – Authorization levels listed below are applicable to procurement of materials and services that are included in the current year adopted budget (including sales tax).

WEST VALLEY WATER DISTRICT PURCHASING			
Purchase Amount	Procurement	Contract Type	Approval Level
\$0 - \$500	N/A	Not Applicable	Forepersons/ Stock Controller
\$501 - \$1,000	2 Verbal or Written Quotes	Purchase Order (PO)	Supervisor/ Board Secretary
\$1,001 - \$5,000	3 Written Quotes	Purchase Order (PO)	Departmental Manager/ Unit Manager
\$5,001 - \$10,000	3 Written Quotes	Purchase Order (PO)	Chief Financial Officer and/or Asst. General Manager
\$10,001 - \$25,000	3 Informal Bids/proposals	Purchase Order & Short Form Contract	General Manager
\$25,001 - \$99,999	3 Formal Request for Qualifications/ Proposal/Bids	Professional Service Agreement/ Advertised Technical Proposal for Service, Purchase order & Contract	Board of Directors
\$100,000 +	3 Formal Request for Qualifications/ Proposals/Bids	Advertised Sealed Bids, Professional Service Agreement/ Advertised Sealed Technical Proposal for Service, Purchase Order & Contract for Public Works	Board of Directors



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### SECTION 4: RESPONSIBILITIES

Purchasing Agent –The Purchasing Agent reports directly to the Chief Financial Officer of the District.

A. The Purchasing Agent's responsibilities include:

1. Administration of the Purchasing Policy.
2. Management of the administration of the purchasing policy within the District's Financial Software
3. Management of the District's online procurement software system
4. Review and process Purchase Requisitions
5. Review, process and issue Purchase Orders (PO)
6. Prepare and issue PO change orders
7. Support the deployment and use of field inventory, office supplies and equipment
8. Assist with negotiation and execution of vehicle equipment leases for District vehicle fleet program
9. Review bid documents and bidding procedures.
10. Review all contracts (except Construction).
11. Recommend revisions to purchasing procedures when necessary and keep informed of current developments in the field of public purchasing.

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12. Assist with evaluating and selecting suppliers and vendors

13. Supervise the receipt and inspection of all materials, supplies, equipment, and services purchased to ensure conformance with specification.

14. Conduct internal audits; and

15. Provide Training for District staff on this policy.

B. Directors of Engineering and Operations responsibilities include:

1. Recommend revisions to purchasing procedures with respect to public contracting; and
2. Review all construction contracts.
3. Manage all Capital Projects during the bid and award cycle
4. Manage all construction contract bids during bidding including job walks, responding to RFI's, due diligence reviews of bidders, conduct public bid opening meetings and determination of lowest responsive, responsible bidder
5. Operate and maintain a centralized warehouse to efficiently manage commonly used supplies and materials

C. Program Managers and Supervisors responsibilities shall include:

1. Enter contractual obligations on behalf of the District
2. Obtain full and open competition in accordance with prescribed policies

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and procedures in a manner that presents the best overall value to the District.

3. Prepare Requests for Proposals (RFP)
4. Prepare Requests for Bids (RFB)
5. To anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with the best purchasing practices.
6. Identify, evaluate, and utilize purchasing methods which best meet the needs of the District (e.g. cooperative purchases, blanket purchase orders, contractual agreements, purchase cards, etc.)
7. Assist with evaluating and selecting suppliers and vendors
8. Develop staff reports for award of contracts for consideration by Board committee and Board of Director's meetings
9. Determine optimal ordering methods to meet requirements at lowest possible cost
10. Negotiate and review contracts
11. Provide for the fair and equitable treatment of vendors, suppliers, and contractors.
12. Supervise the receipt and inspection of all materials, supplies, equipment, and services purchased to ensure conformance with specification.
13. To notify vendors of purchase award when authorized by Purchasing



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Agent.

14. Sending a copy of the purchase order to the vendor, when applicable
15. Obtaining approvals according to the Authorization Table above.
16. Reconcile PO invoicediscrepancies
17. Support the deployment and use of field inventory, office supplies and equipment
18. Assist with negotiation and execution of vehicle equipment leases for District vehicle fleet program
19. Schedule purchases and deliveries
20. Negotiate adjustments with vendors and suppliers
21. Assist in audits and reviews

In the absence of the approver for a given request, authorization will be obtained by his/her appointee or the next highest authority in accordance with the Authorization Table.

**At no time can purchases be “split” or otherwise billed separately to circumvent the spending authority.**

With the exception of Board of Directors, authorized procurements, increases to previously authorized procurements are permitted if the increased procurements remain within the approver’s limit. Freight and sales tax are a cost of doing business and shall be included in the total cost of the procurement

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### SECTION 5: EXCEPTIONS FROM CENTRALIZED PROCUREMENT

- A. Any purchase for supplies, materials, equipment and/or services, other than those exceptions listed below, shall not be made outside of the purchasing process without the approval of the GM, CFO or designee.
- B. Any purchase made without issuance and approval of a purchase order will be deemed void and will be subject to non-payment. The individual employee responsible for creating the unauthorized obligation may be subject to disciplinary action and/or subject to termination.
- C. Purchases that are exempt from the centralized procurement process are limited to the following, and authorization for these transactions shall be in accordance with the approval limits and dollar thresholds set forth in this Policy. Please refer to the Authorization Table in Section 3.
- a. Advertisements
  - b. Agency Contribution
  - c. Annexation Expenses
  - d. Application Fees
  - e. Assessment District Expenses and Payment of Debt Service
  - f. Association Fees
  - g. Bank Charges and Fees
  - h. Board Lunches

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- i. Bond Transactions
- j. Claims
- k. Conferences
- l. Court Reporting
- m. Easements
- n. Environmental Fees and Permits
- o. Fees and Permits (City, County, State, & Agency)
- p. Insurance Premiums
- q. Leases or Purchase of Real Property
- r. Medical Services
- s. Memberships
- t. Notices
- u. P-Card Purchase (See P-Card Policy)
- v. Payroll Expenses
- w. Petty Cash
- x. Postage



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- y. Purchase of Imported Water
- z. Refunds (Constructions & Billing)
  - aa. Seminars
  - bb. Subscriptions and Software license maintenance
  - cc. Training (Offsite)
  - dd. Travel Expenses, Lodging, Meals & Transportation
  - ee. Utilities

### **SECTION 6: STANDARDS OF CONDUCT IN PROCUREMENT**

#### **CONFLICT OF INTEREST**

No member, officer, or employee of the District, or their designees or agents, and no public official who exercises authority over or responsibility with respect to purchasing during his or her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any purchase, agreement or sub agreement, or the proceeds thereof, for any purchase or purchase agreement. The full Conflict of Interest Code of the West Valley Water District is incorporated herein by reference.

Employees must follow the Conflict of Interest Code adopted by the Board of Directors. Employees must follow applicable laws, rules, and regulations in regard to conflicts of interest including, but not limited to, the Political Reform Act, the prohibition against contractual conflicts of interest, and guidelines in the California Code of Regulations regarding accepting of gifts.

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### VENDOR GIFTS AND GRATUITIES:

The receiving of gifts and/or other symbols of appreciation may compromise the integrity of professional relationships and can lead to inappropriate business practices.

Subject to guidelines in the California Code of Regulations Section 89503, no officer, or employee, shall receipt or agree to receive, directly or indirectly, any compensation, reward, or gift from any source except from his or her appointing authority or employer, for any action related to the conduct of WVWD's business, except as set forth below:

- A. Acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of a breakfast, luncheon, or dinner meeting or other meeting or a tour where the arrangements are consistent with the transaction of official business
- B. Acceptance of transportation, lodging, meals or refreshment, in connection with attendance at widely attended gatherings sponsored by industrial, technical or professional organizations; or in connection with attendance at public ceremonies or similar activities financed by non-governmental sources where the officer's or employee's participation on behalf of WVWD is the result of an invitation addressed to him or her in his or her official capacity and the transportation, lodging, meals or refreshment accepted is related to, and is in keeping with, his or her official participation.
- C. Purchase of items or entry fees at advantageous rates where such rates are offered to WVWD personnel as a class, such as discounts provided to government employees.
- D. Acceptance of unsolicited advertising or promotional material, such as pens, pencils, note pads, calendars, or other items of nominal value, not exceeding \$50.



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- E. Acceptance of incidental transportation from a private organization provided it is furnished in connection with the performance of the officer's or employee's official duties and is of a type customarily provided by the private organization.
- F. Acceptance of commendations, certificates, or plaques for outstanding individual service or work on WVWD projects.
- G. A gift or gratuity, the receipt of which is prohibited under this section shall be returned to the donor within 30 calendar days. If return is not possible, the gift or gratuity shall be turned over to a public or charitable institution within 30 calendar days without being claimed as a charitable deduction and any other requirements for disposition of such gifts.

### **PERSONAL PURCHASES FROM SUPPLIERS, VENDORS, OR CONTRACTORS:**

- A. Employees of WVWD or their immediate relatives are NOT to utilize the employee's position with WVWD to solicit or utilize discounts, promotions, or other concessions from WVWD suppliers, vendors, or contractors to purchase supplies, equipment, tools, etc.
- B. Employees of WVWD or their immediate relatives are permitted to utilize discounts, promotions etc. offered to the general public by WVWD suppliers, vendors, or contractors

### **CONTRACTS WITH WVWD EMPLOYEES OR ORGANIZATIONS OWNED BY THEM:**

- A. Employees shall not knowingly award a contract, agreement, or purchase order to a WVWD employee or to a business concern or other organization owned or substantially controlled by one or more WVWD employees. This policy is intended to avoid any conflict of interest that might arise between the employees'

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interests and their WVWD duties and to avoid the appearance of favoritism or preferential treatment by WVWD towards its employees.

- B. The Board or General Manager may authorize an exception to this policy only if there is a most compelling reason to do so, such as when the WVWD's needs cannot reasonably be otherwise met.

**ETHICAL PROCUREMENT PRACTICES:**

- A. It is the policy of WVWD to maintain good working relationships with its vendors suppliers, as well as the community at large. Every employee has the ability to influence the opinions of others through daily interaction with the business community. In personal contacts with vendors and suppliers, employees shall represent the best interests of WVWD by conducting business in a fair, equitable, and ethical manner.
- B. WVWD subscribes to the following Principles and Standards of Ethical Supply management conduct:
- a. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications
  - b. Avoid any personal business or professional activity that would create a conflict between personal interests and the interests of WVWD.
  - c. Avoid soliciting or accepting money, loans. Credits, or preferential discounts and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence, supply management decisions.
  - d. Handle confidential or proprietary information with due care and



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proper consideration of ethical and legal ramifications and government regulations

- e. Conduct supply management activities in accordance with state, national, and international laws, customs, and practices, WVWD policies, and these ethical principles and standards of conduct.
- f. Develop and maintain professional competence

### **SECTION 7: UNAUTHORIZED PURCHASES**

Purchase orders shall be issued prior to ordering supplies, equipment and services and not “**after the fact**” for work already done or materials already ordered. Except for emergencies, departmental purchases, or other authorized exemptions stated in these guidelines, no purchase of supplies, services, or equipment shall be made without an authorized purchase order. Otherwise:

- A. Such purchases are void and not considered an obligation of WVWD.
- B. Invoices without an authorized purchase order may be returned to the vendor unpaid.
- C. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract and may be subject to disciplinary actions.

### **SECTION 8: REVIEW AUDITS**

Compliance with this policy is subject to review at any time by internal or external

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auditors. It is the responsibility of the WVWD staff member (and their manager) initiating the purchase to maintain records of bids, bid procedures followed, contracts, sole source forms, change orders, and authorization signatures.

### **SECTION 9 COMPETITIVE SOURCING**

It is the policy of West Valley Water District to obtain competitive pricing, proposals or quotations on all products and services over \$500 used by the District. All proposals and quotations received will be evaluated on the basis of quality, service, compliance to specifications and price. All awards will be made in the best interest of the District. Any or all proposals may be rejected at the discretion of West Valley Water District's Board of Directors.

The competitive sourcing process is required where the product or service can be obtained from more than one source. Unless approved for sole source procurement (see guidelines in Section 12) or otherwise covered under existing contracts, all requisitioned products or services exceeding \$501 or more individually, or as a system including multiple components, will be competitively sourced.

While participation in the competitive sourcing process favors obtaining quotes from as many qualified vendors as possible, at least two proposals are required for purchases exceeding \$501 and three quotes/proposals/bids are required for purchases over \$1,000 in adherence to the Authorization Table in Section 3 of this policy.

It is the policy of West Valley Water District to use whenever possible and practical, local, women-owned, minority-owned, disadvantaged, and small business vendors which are able to provide products and services of required quality on a timely basis at competitive prices.

Each Department shall maintain a list of qualified small business and diversity vendors.



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Formal, written Requests for Proposal (RFP) should be used for competitive sourcing projects in accordance with the Authorization Table in Section 3. Sealed, hardcopy bids will be used when required by law, government contractual requirements, in accordance with the Authorization Table or at the discretion of the General Manager.

### COMPETTIVE SOURCING METHODS

Competitive sourcing may be conducted using the following methods, the choice of which is primarily determined by the estimated dollar value of the product or service:

#### 1. Informal Quotes

For purchases less than \$500, quotes may be obtained through an informal process (e.g. web browsing or phone calls) and documentation of the bids is recommended but not required. Although bid documents are not required, a requisition and purchase order may be issued to document the purchase if the staff member making the purchase wishes to do so. Since the purchase may be initiated without a Purchase Order, the accounts payable process will require that the invoice be signed by an authorized signor before payment is released. Please see the Accounts Payable/Check Request Policy number      for further details.

For purchases between \$501 and \$10,000 three written quotes must be obtained and a Purchase Order must be issued in accordance with the approval levels prescribed in the Authorization Table in Section 3 of this policy.

#### 2. Informal Bids

For purchases of \$10,001 or more but less than \$25,000, a minimum of three bids are required in accordance with the Authorization Table in Section 3 of this policy. The bids must be documented and retained on file by the manager of the requesting department. The request for bids must be made in a consistent manner for all vendors meaning that

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all vendors must receive the same information regarding specifications and requirements of the product or service. The request must also be transmitted to the vendors in a consistent manner (e.g. mail, email, or verbal quote).

### 3. Formal Bids

For purchases of \$25,001 or more, Bids/Proposals shall be solicited from a minimum of three vendors in accordance with the Authorization Table in Section 3 of this policy. A Request for Proposal (RFP) must be used to document the specifications and requirements of the product or service. The bids must be received from the vendors in written form and retained on file by the manager of the requesting department, or designee.

### 4. Sealed Bids

For purchases of \$25,000 or more for Maintenance and Service agreements, Professional services, and for Equipment, Material and Supply Purchases, a formal RFP / sealed bid process is required, and contracts shall be awarded in a manner most beneficial to the District. Further, for purchases of \$100,000 or more for Construction and Capital Improvement Projects a formal RFP / sealed bid process is required, and contracts shall be awarded in a manner most beneficial to the District. Sealed bids must be publicly advertised. The District shall strive to obtain the best value in awarding contracts, service agreements, and purchase agreements. The following subsections specify certain procedures based on the following four categories:

- Capital Improvement Projects
- Maintenance and Services Agreements
- Professional Services Agreements



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- Equipment, Materials and Supplies Purchases

### 5. Capital Improvement Projects

Contracts, valued at \$100,000 or more, for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement, hereinafter referred to as "Capital Improvement Projects, (CIP)", shall be subject to the formal competitive bidding procedures set forth herein unless an exception exists or the Board of Directors determines it is not in the best interest of the District. Project-specific contracts covered by this procedure shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. As required by law, registration with the Department of Industrial Relations for prevailing wage regulations is required for all CIP bidders. [Additionally, the District shall require proof of the contractor/subcontractor registration before accepting a bid.] When the CIP is funded through a Federal Grant, the District must follow Federal procurement standards listed in the Code of Federal Regulations Sections 200.317 through 200.326 or as required by the grant document. After the proposals are received and evaluated, the contract(s) should be awarded to the contractor/ supplier(s) presenting the best combination of price, delivery, compliance to specifications, capacity to perform, and quality of service. For more information, please see Section 13 regarding Competitive Sealed Bidding.

Public projects as defined by the California Uniform Public Construction Cost Accounting Act (CUPCCA) (Section 22000 et seq. of the California Public Contract Code) shall follow the purchasing procedures as set forth in Section 22032 et seq. of the Public Contract Code. These procedures become effective upon adoption of the required resolution and ordinance by the Board.

1. The purchase or contract for public projects less than the amount specified in the CUPCCA may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order (Public Contract Code)

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2. The purchase or contract for public projects less than the amount specified in the CUPCCA may be let to contract by informal procedures as set forth in Section 22032 et seq. of the Public Contract Code.

a. A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

b. Where a public project is to be performed, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with this section, and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified; provided, however:

i. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the California Uniform Construction Cost Accounting Commission.

ii. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

c. All mailing of notices to contractors and construction journals pursuant to this section shall be completed not less than fourteen (14) calendar days before bids are due.

d. The notice inviting informal bids shall describe the project in general terms,



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how to obtain more detailed information about the project, and shall state the time and place for the submission of bids.

- e. The General Manager is authorized to award informal contracts pursuant to this section.
- 3. The purchase or contract for public projects greater than or equal to amount specified in the CUPCCA shall be authorized by Board of Directors and shall comply with the competitive bidding procedures set forth in this Policy.

#### 6. Maintenance and Services Agreements

This procedure applies to non-professional services agreements that do not involve real property. Examples include landscape maintenance, janitorial, uniform cleaning, and material hauling.

- a) Contracts for maintenance or service agreements shall be approved by the Board if the total cost for the initial term of the agreement exceeds \$25,000.
- b) Project-specific contracts for maintenance and service agreements covered by this procedure shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. Contracts for maintenance and service agreements covered by this procedure shall be issued for an initial term of no more than 36 months. The GM/CEO, AGM, Director, or Department Manager may authorize a maximum of one extension of 24 months for maintenance and service agreements. Extensions to contracts or agreements valued at more than \$25,000, shall be approved by the Board of Directors. If an extension to a contract or maintenance agreement causes the total cost of all years to exceed \$25,000 (even though the original total cost of the agreement was less than \$25,000), the extension shall be approved by the Board.

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- c) Before work commences or services are rendered, evidence of insurance as required by the contract or service agreement must be obtained, reviewed, and accepted by the Director, Manager or his/her designee. A copy of the certificate of insurance will be provided to the Purchasing Agent or designee.

### 7. Professional Services Agreements

A professional services agreement is an agreement between the District and a professional service provider. Professional service providers are those entities that provide advice, opinions, or technical expertise. Examples of professional service providers include accountants, actuaries, architects, attorneys, engineers, educational trainers, financial advisors, surveyors, etc. Depending upon the trade, these individuals may or may not hold professional licenses.

Professional services shall be selected on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Please see Section 18 below for further information regarding Competitive Sealed proposals for Professional Services.

### 8. Equipment, Materials, and Supplies Purchases

This procedure applies to purchases of heavy equipment, vehicles, materials, supplies and other tangible goods that are not associated with services or permanent attachment to real property.

- a) Detailed specifications of the items must be provided to the bidders in writing.
- b) Brand standardization is allowable if deemed to be in the best interest of the District and documented.



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- c) In purchasing equipment or supplies that need to be compatible with existing equipment, or to perform complex or unique functions, the requestor may limit bidding to a specific product type or a brand name product.

### SECTION 10: EXCEPTIONS TO COMPETITIVE SOURCING

There are circumstances when competitive sourcing is not required or practical. In these cases, a documented justification must accompany the Purchase Requisition, Purchase Order, and/or Payment Request. Examples of such situations are:

1. Emergency situations endangering the health and safety of District staff and its customers. When emergency conditions require the immediate purchase of supplies, materials, equipment, labor and services, staff members shall prepare and submit with the purchase requisition a memorandum reciting the facts which constitute the "emergency" situation. The General Manager shall provide the Board with a report summarizing all expenditures made and contracts executed in response to the emergency condition within 30 days of the emergency purchase.
2. Volunteer Projects -projects accomplished with volunteer help.
3. Purchases that meet sole source procurement requirements (See Section 12).
4. If a reasonable attempt has been made to obtain competitive quotes/responses and it has been determined that no additional suppliers, providers, contractors or consultants can be located.
5. if the District has a lack of response from suppliers, providers, contractors, consultants to a competitive solicitation.

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6. When sufficient, satisfactory bids/proposals are not received, based on the District's sole discretion.
7. If dictated by law.
8. Requisitions for products or services less than \$500
9. Cooperative procurement arrangements with other agencies. When cooperative purchasing agreements are available with other public agencies (e.g. the State of California, counties, cities, schools or other special districts), or when another public agency has followed a process substantially similar to that of the District's, the District may purchase goods or services at a price established by that agency through a competitive process. For utility related projects where the work needs to conform to the specifications of a public utility, the District may contract with vendor(s) selected by the public utility for such specific projects.
10. "Piggyback" purchases or leases, when the Purchasing Agent determines it is in the WVWD's best interest to utilize the contracts of other governmental agencies or non-profit governmental entities.
11. When the Purchasing Agent has determined that a negotiation with a vendor or supplier is in the best interest of the WVWD.

### **SECTION 11: EMERGENCY PURCHASES:**

Emergency purchases may be made without competitive bidding when time is of the essence and shall be made only for the following reasons:

- To preserve or protect life, health, or property, or



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- Upon natural or declared disaster, or
- To forestall a shutdown of essential services

Since emergency purchases do not normally provide the District an opportunity to obtain competitive quotes, sound judgement shall be used in keeping such orders to an absolute minimum. In addition, the following requirements shall apply:

- The Acting Purchasing Agent shall be contacted as soon as possible for an advance purchase order number, which may be given verbally, to cover the emergency transaction. If unable to contact the acting purchasing agent, then the employee should place the order and contact the Acting Purchasing Agent the next workday.
- A completed purchase requisition shall be submitted within two working days, or as soon as the information is available. All purchase requisitions for emergency purchases shall be approved electronically by the appropriate Supervisor, Manager, Director, and or General Manager.
- Documentation explaining the circumstances and nature of the purchase shall be submitted by the Supervisor, Manager, Director, and/or General Manager as follows:
  - Purchases less than \$5,000: Use standard purchasing procedures
  - Purchases in the amount of \$5,000 - \$25,000: require the approval of the General Manager. The General Manager may delegate the authority to approve emergency purchases less than \$25,000 to the Acting Assistant General Manager or to the Director of the Emergency Operations Center if any such facility is open during a

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declared disaster.

- Purchases above \$100,000 require the approval of the Board of Directors, or of the Acting Board of Directors during a declared disaster.
- If the emergency purchases cause any budget line item to exceed the approved budget, it shall be the responsibility of the department requesting the purchase to obtain subsequent Board of Directors approval for reserve funding or to make a budget transfer to cover the purchase. Approvals for a budget transfer must be given by the appropriate Supervisor, Manager, Director, and/or General Manager as determined by the Authorization Table.
- If the emergency purchase involves Force Account Work in association with a declared disaster (e.g. FEMA), detailed records of work must be documented including scope of work, daily staff time and equipment used. Depending on the scope of the disaster, Force Account Work may involve CIP.

### **SECTION 12: NON-COMPETITIVE (SOLE SOURCE) PROCUREMENT**

The purchasing of materials, equipment, supplies and services costing \$500 or more individually or in aggregate should be by competitive sourcing regardless of the funding source. However, circumstances may dictate forgoing the competitive sourcing process and purchasing from one unique vendor for certain products or services. Such situations require documented justification, explaining the exceptional circumstances of the purchase. The documentation must show that an equitable evaluation has been made and that rejection of alternative vendors or solutions is based on objective and relevant criteria. Negotiations shall be conducted with the provider of the good or service to achieve the most favorable pricing terms of sale.



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The General Manager or designee has the final responsibility for determining whether a Sole Source requisition meets the requirements of this policy.

Special signature approvals are required from the Department for all sole source requisitions prior to review and approval by the General Manager or designee.

Instances when sole source purchasing may be applicable include the following:

1. Property or services can be obtained only from a specific vendor (i.e., materials or equipment; one of a kind items, etc.).
2. Competitive sourcing is precluded because of the existence of patents, copyrights, and special processes, control of raw materials by vendors or similar circumstances.
3. Procurement of water or other utility services where it would not be practical or feasible to allow other vendors to provide such services.
4. Procurement of support services in connection with the assembly, installation or servicing of equipment or software of a highly technical or specialized nature.
5. Procurement of parts or components to be used as replacements in support of equipment manufactured by a particular supplier.
6. Procurement involving construction where a contractor is already at work on the site and it would not be practical to engage another contractor.
7. Procurement where only a single supplier in a market is licensed or authorized to service or sell a specific product line.

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8. Procurement of compatible additions to existing equipment where a different manufacturer's equipment would be impractical for the specific need.
9. The supplier or products are specified and required by the funding agency of a grant or Federal/State contract.
10. Certain professional services may be designated as critical or sensitive in nature due to specific knowledge of the District's facilities or operations. These professional services may be exempted from bid procedures but will continue to be subject to the requirements of the Authorization Table. Sufficient documentation must be provided to fully explain why it is in the best interest of the District to use the specific professional services vendor. Examples of these sensitive professional services may include security systems, SCADA systems, consulting and engineering.

### **SECTION 13: COMPETITIVE SEALED BIDDING**

The Board of Directors must approve contracts over \$25,000. All projects estimated to meet or exceed \$25,000 must go through the competitive sealed bid process, unless they are for construction contracts which will be for projects that meet or exceed \$100,000.

#### **Definition**

Competitive sealed bidding is a method of procurement that requires:

- (a) Issuance of an Invitation for Bids with a purchase description including acceptance criteria and all contractual terms and conditions applicable to the procurement, which can be advertised, on the District's website and in local newspaper or a contracted public bidding website when



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warranted.

- a. Advertisement must include Department of Industrial Relations and Contractor's State License Board minimum requirements of registration and active licensure, etc.
  - b. Invitations must identify all evaluation factors and their relative importance
  - c. Invitations must provide a general description of the goods or services needed
  - d. Invitations must contain a statement that the District will receive sealed bids
  - e. Invitations must contain a statement that that any or all bids may be rejected
- (b) Proposals must be solicited from an adequate number of sources
  - (c) Public opening of bids at a pre-designated time and place when warranted.
  - (d) Unconditional acceptance of a bid without alteration or correction except as authorized in this manual or the Public Contract Code; and
  - (e) Award to the responsive and responsible bidder who has submitted the lowest or most reasonable bid that meets the requirements and criteria set forth in the Invitation for Bids

### PUBLIC NOTICE

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Adequate public notice of the Invitation for Bids shall be made in sufficient time, but not less than ten (10) calendar days prior to the opening of bids, by posting a copy of each Invitation for Bids on the District's bid calendar and website, contracted public bidding website, or in the newspaper when warranted.

If this information is used, the public notice must specify the place (if plans or specifications are not included in the solicitation) where plans and specifications are on file, and the time and place for receipt of bids. WVWD must publicly advertise the Invitation for Bids and publicly open all bids at the time and place prescribed in the Invitation.

Additionally, notice inviting sealed bids shall be distributed to prequalified bidders or other interested parties as may be deemed beneficial by the General Manager or his/her designee.

### SPECIFICATION REQUIREMENTS

- (a) Preparation of Specifications: Before procurement commences, the needed item or service must be clearly defined. Procurement specifications serve this purpose by identifying characteristics of the item or service with definitions, descriptions, and quantities. Specifications should describe the attributes of the item or service in such a way that the requirements can be clearly understood both internally and externally by vendors or contractors. Specifications:
- (1) Should not be prepared to exclude all but one type or kind, except where permitted by law.
  - (2) Should be clear, definite and concise to enable prospective suppliers a basis on which to submit bids.



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- (3) Should call only for features or for a level of quality required for the intended use, except in cases where such features or the level of quality are essential for some future consideration or result in an overall economic advantage to the District.
- (4) Should preferably describe the performance requirements, rather than its formulation, description or design.
- (5) Should be framed to permit free and full competition as is reasonably possible under the existing circumstances.

## (b) Restrictive Specifications

Some latitude is permissible in specifying features of certain items. While it is not necessary to prepare specifications in a manner that every conceivable manufacturer could competitively bid, the District must be able to demonstrate a clear reason for any restrictive specifications.

## (c) Other Considerations

Specifications must state whether items other than cost will be considered in awarding the contract, e.g., results of product testing, length and terms of warranty provisions, reliability and maintenance costs, repurchase value, or residual value of the equipment after a specified number of years where the residual value can be objectively ascertained

WVWD specifications shall not be written so as to require a particular brand name, product, or a feature of a product, limited to one manufacturer, thereby precluding consideration of a product manufactured by another company, unless a finding is made, and described in the Invitation for Bids or Request for Proposal, that a

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particular material, product, thing, or service is designated by brand or trade name for any of the following purposes:

- In order that a field test or experiment may be made to determine the product's sustainability for future use
- In order to match other products in use on a particular public improvement either completed or in the course of completion
- In order to obtain a necessary item that is only available from one source
- In order to respond to an emergency declared by the General Manager, Board of Directors, or State or Federal agencies.

### (c) Inappropriate Specifications

- Inappropriate specifications may be those which are overly restrictive; discourage competition; are unclear; or otherwise fail to comply with the Procurement Policy.

## VENDOR BIDDER'S LIST

### General Information

The Purchasing Office maintains a list of known prospective suppliers who are available to furnish materials, professional and consultant services, and supplies that can meet the District's needs. In the case of written formal bids and informal quotations and for most transactions, the list (or record) of those bidders solicited will be in the solicitation file. In most cases, lists are maintained on a computer that enables identification of those suppliers that provide the item or service in question.



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### New Suppliers

From time to time, purchases are made from suppliers whose names are not on existing bid lists and may never be on a list (because of infrequency of purchases, specialty items, etc.). As frequency increases or the demand requires, a new list may be established by the Purchasing Office.

### Requests to be added to Bid Lists

Companies may be added to existing or new bid lists based on requests from Departments or by the Purchasing Supervisor. All requests from suppliers may not necessarily result in being added to a bid listing.

### Deletions from Bid Lists

Companies may be deleted from bid lists. Reasons for deletion are out of business, continual poor service, poor quality of goods furnished; default on previous purchase; failure to respond to three consecutive bid or quote invitations, or a supplier's request to be removed for any reason.

### Official Record of Bidders

The master supplier number list and bid list is the reference resource used to prepare each record of bidders.

## SECTION 14: INVITATION FOR BIDS

- A. If it becomes necessary to make changes in quantity, specifications, delivery schedules, opening dates, etc., or to correct a defective or ambiguous invitation,

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such changes shall be accomplished by an addendum to the Invitation for Bids. The fact that a change was mentioned at a pre-bid conference does not relieve the necessity for issuing an addendum. If an addendum is required that materially changes the solicitation, it must be sent a minimum of 72 hours before the time for bid opening, to everyone to whom invitations have been furnished and shall be displayed on WVWD's website or electronic bid system, if applicable.

- B. Before issuing a material addendum, the period of time remaining until the bid opening and the need to extend this period shall be considered. If less than 72 hours remain before bid opening, the time of bid opening shall be extended to allow bidders at least 72 hours to review addendum and submit or resubmit bids. Such extension must be confirmed in the addendum.
- C. Any information concerning an Invitation for Bids shall be furnished promptly to all prospective bidders as an addendum to the invitation if such information is necessary for bidders to submit bids.
- D. A pre-bid conference may be used, generally in a complex procurement, as a means of briefing prospective bidders and explaining complicated specifications and requirements to them as early as possible after the invitation has been issued and before the bids are opened. It shall never be used as a substitute for amending a defective or ambiguous invitation.
- E. All bond requirements must be stated in the notice inviting bids.

**CANCELLATION OF INVITATION FOR BIDS**

- A. The cancellation of an Invitation for Bids usually involved a loss of time, effort, and money spent by WVWD and bidders. Invitations should not be cancelled unless



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cancellation is in the public or WVWD's best interest. Considerations should be made if there is no longer a requirement for the supplies or services, or if the addenda to the Invitation for Bids would be of such magnitude that a new invitation is desirable.

- B. When an Invitation for Bids issued other than electronically is canceled, bids that have been received shall be returned unopened to the bidders and notice of cancellation shall be sent to all prospective bidders to whom invitations for bids were issued. When an invitation for bids issued electronically is cancelled a general notice of cancellation shall be posted electronically.

### RELEASE OF PROCUREMENT INFORMATION

- A. Before Solicitation – Information concerning a proposed procurement shall not be released outside WVWD before solicitation except for long-range acquisition estimates in the annual budget.
- B. After Solicitation – Discussions with bidders regarding a solicitation shall be conducted and technical or other information shall be transmitted only by the Purchasing Agent or by other specifically authorized. Such personnel shall not furnish any information to a prospective bidder that alone or together with other information may afford an advantage over others.
- C. During Negotiations – Information contained in proposals shall not be released until negotiations have been completed and a recommendation is forwarded to the Board or other approving authority. Such information shall be transmitted only by the Purchasing division or by other specifically authorized.
- D. Confidential Information – If any information in a bid or proposal is claimed to be confidential by the bidder or proposer, and such information is clearly identified in the bid or proposal as confidential, along with a statement of the basis of the claim,

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then a copy of any Public Records Act request or other request for disclosure of the information will be sent to the bidder or proposer. At its sole cost and expense, the bidder or proposer may seek within the required timeframe for disclosure, to enjoin the production of the information it claims to be confidential. The bidder or proposer must defend, indemnify and hold harmless the WVWD for any costs associated with withholding the information.

**FORM OF BID**

To receive consideration, bids shall be made on the forms and in the manner set forth in the Invitation for Bids.

- (a) Late bids, or late withdrawals, shall not be accepted.
- (b) Each bid must be signed by an authorized representative of the supplier and include the legal name of the bidder.
- (c) Bidders shall not change the bid form nor make additional stipulations on the bid form which are not consistent with the provisions of the specifications.

**SECTION 15: RECEIPT OF BIDS**

All bids must be received sealed in an envelope prior to the time specified in the Invitation for Bids. Bids must not be left unattended and must be promptly time-stamped and deposited unopened in the respective bid folder. Late bids shall not be opened and shall not be considered under any circumstances. A late bid will be date-stamped and remain unopened in the bid file. A letter from the District will be sent notifying the bidder that the bid was received late and was not considered.

**BID OPENING**



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The District Purchasing Supervisor or designee shall administer all bid openings and all bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The District assumes no responsibility over the confidentiality of bid information unless specifically stated otherwise in the Invitation for Bids.

**CORRECTION OR WITHDRAWAL OF BIDS**

In any request or decision involving a bid mistake, correction or withdrawal, purchasing staff shall consult with District Counsel. Except as otherwise specified in Section 5100 of the Public Contract Code, correction or withdrawal of inadvertently erroneous bids before or after bid opening may be permitted only if such correction or withdrawal is not prejudicial to the interest of the District or fair competition.

**BID EVALUATION**

Bids shall be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability such factors as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Criteria affecting price shall be objectively measurable, such as discounts, transportation costs and life cycle or total ownership costs. The Invitation for Bids shall set forth the evaluation criteria to be used.

Examples of evaluation criteria that may be used include:

- a) Adherence to all conditions and requirements of the bid specifications, including but not limited to current license and registration with the Department of Industrial Relations
- b) Total bid price, including any trade discounts or prompt pay discount of fifteen days or more.

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- c) Appropriate insurance coverage limits with the District named as additionally insured
- d) Required performance bond capacity
- e) Local supplier preference - Local supplier preference would be when a supplier located within a certain distance from the District is given a preference such as 5%. That is, when considering low bidder, the local supplier could be up to 5% higher than the low bidder and still be awarded the contract.
- f) General reputation and experience of bidders based on references or prior performance
- g) Hourly rates for specified personnel
- h) Evaluation of the bidder's ability to service the District
- i) Financial responsibility of the bidder
- j) Needs and requirements of the District
- k) Experience with the products involved
- l) Nature and extent of company data furnished upon request of the District
- m) Quality of merchandise offered
- n) Product appearances, workmanship, finish, taste, feel and result of product testing

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- o) Overall completeness of product line offered
- p) Bidder's ability to meet delivery and stocking requirements
- q) Delivery or completion date
- r) Maintenance costs and warranty provisions
- s) Repurchase value or residual value of equipment after specified number of years where the residual value can be objectively ascertained
- t) Availability of product or service required
- u) Compatibility with District's current equipment/products
- v) Availability of sales representatives and/or service representatives
- w) Maintainability and reliability
- x) All other information as requested in the bid document

The Purchasing Supervisor shall maintain complete and sufficient records of bid evaluations to ensure there is no abuse of the competitive bidding process. All reasons for making the award recommendation shall be made in writing by the Purchasing Supervisor and retained in the bid file.

### **SECTION 16: DETERMINING IF A BID IS RESPONSIVE**

Cost is not the only determining factor when selecting the responsible successful bidder. In addition to price the following elements shall also be considered to determine if a bid is responsive:



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- A. A responsive bid is in substantial conformance with the requirements of the invitation to bid, including specifications and the District's contractual terms and conditions. Conformance may also include providing proof of insurance, completed forms, references, and all other information as requested in the bid document.
- B. Bidders who substitute terms and conditions or who qualify their bids in such a manner as to nullify or limit their liability shall be considered non-responsive.
- C. The successful bidder must demonstrate the ability to fulfill a contract, including providing subsequent and continuing service. Staff may request proof of a prospective bidder's reliability, proof of financial resources, a list of current or previous customers, and other pertinent data. Such requests may also be taken after receipt of bids.
- D. A bidder may be determined to be non-responsive if the bidder fails to furnish proof of qualifications when required.

Prior to finding a bidder not responsible, the Purchasing Agent, or designee, shall notify the bidder of any evidence reflecting upon the bidder's responsibility, afford the bidder an opportunity to rebut such adverse evidence, and permit the bidder to present evidence of qualification.

### **DETERMINING IF A BIDDER IS QUALIFIED:**

Consider the following to determine if a bidder is qualified:

A qualified bidder demonstrates the following characteristics:

- Can provide product quality, fitness, and capacity for the required usage

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- Has the ability, capacity, and skill to perform the contract or provide the service required
- Has the demonstrated character, integrity, reputation, judgement, experience, quality of performance and efficiency, particularly with reference to past purchases by the District or other public agencies
- Has the ability to perform within the required time
- Can meet all insurance and DIR requirements

### RESERVATION OF RIGHT TO REJECT BIDS AND RE-BID

Every bid must be carefully examined to determine whether it contains a material variance. Any bid that contains a material variance must be rejected. A test of material variance is a variance that gives the bidder a substantial benefit or advantage not enjoyed by the other bidders. Prior to any rejection for a material variance, District Counsel shall be consulted. The District may:

- a. Reject an otherwise low bid when it is determined that another bid is more advantageous to the District.
- b. Reject a bid not accompanied by any required bid security or by other data required by the bidding documents.
- c. Reject a bid that is in any way incomplete, irregular, amplified, unqualified or otherwise not in compliance with the bid documents in all material respects.
- d. Reject a bid that fails to conform to the delivery schedule or permissible alternates stated in the invitation

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- e. Reject a bid when the bidder imposes conditions that would modify requirements of the invitation or limit the bidder's liability to WWWD
- f. Reject a bid if WWWD determines that it is unreasonable as to price. Unreasonableness of price includes not only the total price of the bid, but the prices for individual line items as well.
- g. Waive any informality, irregularity, immaterial defects or technicalities, in any bids received.
- h. Cancel an Invitation for Bids or reject all bids because of the following reasons:
  - i. Inadequate or ambiguous specifications
  - ii. Specifications have been revised
  - iii. Supplies or services are no longer needed
  - iv. Change in District requirements
  - v. All bids deemed unreasonable
  - vi. Bids were not independently arrived at or were submitted in bad faith
  - vii. A determination is made that all the necessary requirements of the bid process have not been met
  - viii. Insufficient competition



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- ix. For other reasons which indicate the cancellation or rejection of all bids is clearly in the best interest of the District

The Purchasing Supervisor shall maintain complete and sufficient written records of bid rejections and cancellations to ensure that there is no abuse of the bidding process. All reasons for rejecting a bid shall be retained in the bid file.

### **MINOR INFORMALITIES OR IRREGULARITIES IN BIDS**

A minor informality or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when there is no effect on price, quantity, quality, or delivery. WVWD may give the bidder an opportunity to cure any immaterial deviation and waive the deficiency or reject the bid at WVWD's discretion.

### **MISTAKES IN BIDS**

After the opening of bids, WVWD shall examine the low bid for mistakes. In cases of apparent mistakes and in cases where WVWD has reason to believe that mistake may have been made, the Purchasing Division shall request from the bidder a verification of the bid, calling attention to the suspected mistake.

The bid may be withdrawn if the bidder can establish to the satisfaction of the WVWD that:

- A mistake was made, and
- The bidder gave WVWD written notice within (5) working days after the opening of the bids of the mistake, specifying in the notice in detail how the mistake

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occurred, and

- The mistake made the bid materially different that the bidder intended it to be, and
- The mistake was made in filling out the bid and not due to error in judgement or to carelessness in inspecting the contract documents.

A bidder who claims a mistake or forfeits its bid security shall be prohibited from participating in further bidding on the project on which the mistake was claimed or security forfeited.

### **SECTION 17: CONTRACT AWARD**

If the District decides to award a contract, the District generally must award the contract to the lowest responsible and responsive bidder whose bid best meets the requirements and criteria set forth in the Invitation for Bids. The District may award a contract based on bid evaluation criteria other than lowest bid price if the Invitation for Bids states the evaluation criteria that would be applied, and such award is in the best interest of the District. Notice of award will be sent by the Purchasing Agent to the successful bidder. In the event the successful bidder fails to perform, or such bidder's bid is authorized to be withdrawn, the District may award a contract to the next lowest responsible and responsive bidder that will best meet the needs of the District.

Recommendations for contract award for \$25,000 or more shall be submitted by the Department head of the initiating Department to the Board of Directors along with pertinent contract documents.

### **CANCELLATION OF CONTRACT AWARD**

Failure on the part of the successful bidder within the time allowed to execute the contract,



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furnish an acceptable performance bond, or comply with any other requirement precedent to execution of the contract shall be considered just cause for cancellation of the award and forfeiture of the bid security, not as a penalty, but in liquidation of certain damages sustained. Contract award may then be made to the next lowest responsible and responsive bidder, the call for bids re-advertised, or such the other action taken as deemed appropriate by the District.

**SECTION 18: COMPETITIVE SEALED PROPOSALS**

The Board of Directors must approve professional or consultant services contracts over \$25,000. All projects estimated to meet or exceed \$25,000 must go through the competitive sealed proposal process.

**DEFINITION**

A competitive sealed proposal is an offer from a prospective supplier as a result of the method of procurement that involves, but is not limited to:

- a. Solicitation of proposals through a request for proposal.
- b. A private opening of proposals that will avoid disclosure of offerors or contents to competing offers before and during the process of negotiation.
- c. Submission of cost or pricing data from the offeror where required.
- d. Discussions with responsible offerors whose proposals have been determined to be reasonably susceptible of being selected for award, unless such discussions are not required by the request for proposals or this manual.
- e. An award made to the responsible offeror whose proposal is determined

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in writing to be the most advantageous, considering evaluation factors set forth in the Request for Proposals.

**CONDITIONS FOR USE**

Unless otherwise directed by law, this manual or by direction of the Board of Directors, contracts for consultant services estimated to cost \$25,000 or more should be awarded by the use of competitive sealed proposals.

Contracts for consultant services estimated to be less than \$25,000 may be awarded upon conclusion of informal interviews by representatives of the initiating Department and others, including Purchasing Services, as may be appropriate.

**PUBLIC NOTICE**

Public notice of the Request for Proposals shall, if applicable, be given in the same manner as provided in section 13 Competitive Sealed Bidding, Public Notice. Additionally, the RFQ/RFP shall be distributed to any interested consultant.

**EVALUATION COMMITTEE**

For competitive sealed proposals estimated to cost \$25,000 or more, an evaluation committee may be formed consisting of a representative of Purchasing Services and others appointed by the initiating Department head or the General Manager which will review all proposals and document all findings and recommendations. The evaluation committee may include persons who are not District employees but have experience or expertise to contribute. Such non-District employees shall abide by direction set forth by the General Manager or designee.

**EVALUATION FACTORS**



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Award of a contract in response to a proposal shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation factors set forth in the Request for Proposals.

The Request for Proposals may indicate the relative importance of evaluation factors. Following are representative evaluation criteria that may be considered by the Department head or Purchasing Supervisor when preparing a Request for Proposal:

- Reputation and Experience. Does the consultant have a reputation of being reliable, delivering on schedule, and performing tasks to the satisfaction of its clients? Does the consultant have sufficient experience in the kind of work required?
- Capability and Availability of Staff. Does the designated firm have the qualified and experienced staff needed to perform this job?
- Understanding of the Problem. Does the firm understand the issues, and has it developed a relevant and effective approach?
- Proximity of the Firm. Other factors being equal or relatively insignificant, the District shall strive to retain firms based in the local area.
- Cost. Whenever possible and appropriate, a firm fee or hourly rate should be secured as part of the proposal and considered in the evaluation process. In certain cases, the District may wish to hire the best qualified individual or firm if their proposed or negotiated price is within the budgeted amount for the contract.

### AWARD PROCESS

Recommendations for contract award for professional consultant services for \$25,000 or

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more shall be submitted by the Department head of the initiating Department to the Board of Directors at its regular or special meeting for consideration, along with pertinent contract documents. The recommendation should include the following:

- a. The services to be provided by a consultant or professional service contract.
- b. The method of compensating the consultant or the actual cost, if appropriate, and a statement indicating why the cost is reasonable.
- c. A summary of the competitive process used along with the reasons for recommending a particular consultant, particularly if that proposal was more costly than others.

### **SECTION 19: VENDORS DIVERSITY & SMALL BUSINESS PROGRAM**

West Valley Water District is committed to the principle of diversity and equal opportunity in all of its endeavors and applies this principle in its procurement activity with the objective of encouraging participation by qualified vendors categorized as: small, disadvantaged, veteran, minority or women-owned enterprises. The District believes that strengthening and expanding its supplier base in these business classifications not only contribute to lowering our operational costs, but also improves the overall health of the business community within which we exist. It is a practice of the District to actively identify and solicit qualified small, disadvantaged, veteran, minority or women-owned businesses and to provide and promote equal opportunities for such vendors within the District in order to promote vendor diversity.

### **SECTION 20: MODIFICATION TO PROFESSIONAL SERVICES AND CAPITAL PROJECTS**

WVWD may issue change orders/task orders to purchase orders, contracts, or Blanket



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Purchase Orders as required to complete the original scope of work or procurement as necessary to meet WWVD's needs ("Change Orders").

The following guidelines apply to Change Orders in accordance with WWVD's procurement Authorization Table (See Section 3):

- Under no circumstances shall an individual approve changes to a contract, purchase order, or Blanket Purchase Order in excess of that individual's procurement authority established in the Procurement Authorization Table (see Section 3).
- The monetary value of a Change Order should be evaluated to determine proper execution authority. If the monetary value of a Change Order exceeds an Approver's procurement authority, it must be approved by an Approver with a higher authority level in accordance with the Procurement Authorization Table.
- Change orders that affect the scope, terms, or duration of a contract or purchase order, but do not affect the agreement price, will be authorized by the original approval authority.
- A change order that requires a budget amendment that increases the adopted fiscal year budget, regardless of dollar amount must be approved by the Board.
- Taxes, shipping and handling may cause the purchase order to exceed the authorized amount. These items do require a change order.
- The change order form shall be used to change a quantity, description, size, unit price, amount, or scope of work of the Purchase order or Contract. It shall also be used to cancel a purchase order or contract and to correct errors in the original Purchase Order or Contract.



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All Change Orders for existing contracts for both professional services and construction, entered into by the District in an amount greater than \$25,000.00, shall be subject to the modification procedures contained in this policy. All Change Order approvals shall be in writing.

The General Manager's authorized representative, (Resident Engineer or Engineering Manager) may approve Plan Changes (but not Extra Work items) up to \$10,000.00. The representative would authorize work in writing to the contractor. All recommended plan changes must be reviewed and approved by the Assistant General Manager or General Manager. Contractor would proceed with work and identify percent complete in the next partial payment. Payment would be identified as pending Board approval, however the amount of work completed would be included in the partial payment total.

### CUMMULATIVE CHANGE ORDERS

In no event can the General Manager approve Change Orders on any existing contract, which in the cumulative exceed \$25,000.00 contract value. Change Orders which in the cumulative exceed \$25,000.00 contract value, no matter what the amount of the Change Order, must be approved by the Board. Further, if there are requests for change orders that in total exceed \$25,000, then Board approval is also required.

*Added Contracts here*

### REPORT TO THE BOARD

The General Manager, or his designated representative, shall make a monthly written report to the Board of Directors as to all Change Orders approved by the General Manager during the month, and of all possible future Change Orders which may appear probable prior to the next monthly report. At a minimum, the General Manager shall provide the Board with the name and nature of the contract, all Change Orders approved during that month, the reason for the Change Orders, the cumulative amount of the Change Orders for that contract, and any additional information the Board requests.

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**CHANGE ORDER AUTHORIZATION**

The authority contained in this policy binds the Board of Directors, and it is recognized that subsequent Board refusal to ratify a change order would subject the District to damage claims.

**SECTION 21: NOTES AND EXCEPTIONS**

In the absence of the approver for a given request, authorization will be obtained by his/her appointee or the next highest authority in accordance with the Authorization Table.

At no time can purchases be "split" or otherwise billed separately to circumvent the spending authority.

With the exception of Board of Directors authorized procurements, increases to previously authorized procurements are permitted if the increased procurements remain within the approver's limit. Freight and sales tax are a cost of doing business and shall be included in the total cost of the procurement.

The Authorization Table shall apply to all purchases, including Capital Projects and Professional Services Contracts. Capital Projects shall employ competitive bidding and all capital procurements that exceed the General Manager's authorization level must be approved by the Board of Directors. Professional Services Contracts shall employ competitive proposals solicited by the Request for Proposal (RFP) process.

At times, acquiring 3 written quotes may be a challenge depending on vendor type and availability. Staff will provide justification when 3 quotes cannot be obtained.

The Purchasing Supervisor reports directly to the Chief Financial Officer of the District or Designee.



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**SECTION 22: PROCEDURES****A. METHOD OF BIDDING**

In most instances, the District uses the following methods of bidding:

- **Email/Fax/ or Letter Bids** - known as an “Informal Bid.”
- **Request for Quotation (RFQ)** – also known as an “Informal Bid.”
- **Request for Bids (RFB)** – also known as a “Formal Bid”. This is the preferred method of bidding and must be a Sealed Bid if project is expected to exceed \$25,000, and \$100,000 for construction and public works projects.
- **Request for Proposal (RFP)** – may be used for bidding of services or combination of services and supplies and must be a Sealed Proposal if project is expected to exceed \$25,000.
- **Request for Qualifications (RFQ's)** – may be used for bidding to pre-qualify contractors or vendors for various disciplines and/or supplies, which must be a Sealed Proposal.

**B. PURCHASE REQUISITIONS**

Purchase Requisitions (Requisitions) communicate to the Procurement Division, in clear and explicit terms, the needs of the requestor. The requisitioning process also provides a mechanism for obtaining the approvals necessary to authorize the Procurement Division to proceed with the requisition.

A completed requisition will be routed electronically for authorization by the requestor and submitted to the Procurement division prior to attempting to obtain and goods, services,

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materials or equipment.

Purchase Requisitions are required for all purchases over \$500.00. Vendor information, budget verification, general ledger account number and approval are required to create and issue Purchase Requisitions to vendors/contractors.

Upon receipt of a properly prepared requisition by Purchasing Supervisor, a requisition will normally be processed and completed within 10 business days for routine and 15 business days for complex acquisitions. It is the responsibility of the requisitioning Department to adequately plan in advance for their procurement needs and/or requirements. No purchase request will be broken into smaller units to avoid any provision of this Policy.

Prior to generation of Requisitions by staff that do not require a formal RFP/bid process, quote(s) must be obtained (see Section 3, Authorization Table). If the requestor has received quotes, they are to be attached to the Requisition electronically or emailed to the Procurement division to evaluate or and move forward in the procurement of the goods or service.

In the absence of the designated approver for a given request, authorization will be obtained from his/her designee or the next highest authority in accordance with the Procurement Authorization Table.

### C. CANCELLATION OF REQUISITION

The cancellation of a Departmental requisition shall require Department's notification to Purchasing.

- **Cancellation by the Department:** Cancellation of a requisition by the Department should be on the basis of a written cancellation notice. Verbal cancellation may be accepted by Purchasing in order to suspend the purchasing process but should be followed up by written cancellation notice



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from the Department.

- **Cancellation by Purchasing:** Cancellation of a requisition initiated by Purchasing requires the written notification and concurrence of the Department.
- **Cancellation by Purchasing as a “last resort”:** A last resort example would be the failure of Department to respond to an inquiry for additional information in a timely manner (failure to obtain a response after multiple attempts). Last resort cancellations do not require the Department’s concurrence.
- **Cancellation from the bid solicitation:** When a requisition is cancelled during or after a bid solicitation process, Purchasing must cancel the items from the bid and indicate the reason(s) for the cancellation.

#### D. PURCHASE ORDERS

Purchase Orders (PO) are contractual documents and are required for all purchases over \$500. Once sent to and accepted by a vendor bind the performance of both parties to the transaction. POs created from requisitions are processed using the District’s accounting software. Once a PO has been approved, it is transmitted either by secure electronic means or by email or fax to the vendor.

The entire Purchase order amount is encumbered at the time of creation. Balances left on the Purchase Orders at the end of the fiscal year remain open in the finance system, but do not automatically carry over in the budget. Requisitioners are responsible for working with their finance liaison to process the required paperwork to ensure availability of funds in the next fiscal year.

Purchase Orders for multi-year contracts will remain open until projects are completed and the Purchasing Division is notified to close the Purchase order.



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Procurement costs are expensed from the fiscal year budget in which the order was received, not from the fiscal year in which the Purchase Order was issued.

### **SECTION 23: BLANKET PURCHASE ORDERS**

Blanket Purchase Orders (BPO) are contractual documents and should be issued for recurring purchases, such as office supplies, not valid for longer than one year, and shall always expire at the end of the fiscal year in which they were initiated.

Blanket purchase orders are used for the acquisition of assorted commodities or services from a known vendor for Departments that have predictable but varied program needs. The range of commodities or services covered by the blanket purchase order should be defined as narrowly as possible. Blanket purchase orders may not be used for the acquisition of equipment or appliances.

Blanket purchase orders are established with a maximum commitment dollar value. Requests for modification of this amount must be made in writing. Note that requests for increases will be reviewed by Purchasing and by the Chief Financial Officer, Assistant General Manager, or General Manager, as appropriate to ensure that funds are available before approval for the increase.

Requests for modification of contract documents must be approved by the Department head based on the amounts indicated in the Authorization Table. A Request to Increase the Dollar Amount of a Standard or Blanket Purchase Order Form or Change Order must state the reason for the change, as well as, refer to the PO number and the vendor/contractor involved. This policy particularly applies to those circumstances where increase in the dollar amount of the order is required. Revised POs will be issued to the vendor/contractor to confirm the authorized changes.

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**SECTION 24: COMPUTER PURCHASES**

For initial personal computer purchases, the following items will be considered as one unit: System unit including disk-drive(s), emulation board, internal/external modems, memory expansion board, co-processor, expansion chassis, cables, additional chips, keyboard monitor and operating system software.

**SECTION 25: LEASE / LEASE PURCHASE / RENTAL ORDERS (Equipment)**

A lease is an agreement conveying the right to use property for a specified time and for a specific amount of money. In a true lease, the property being used remains the sole property of the lessor (vendor), and the lessee (District) builds no equity in the leased property. A lease/purchase agreement allows the lessee to build equity and purchase the property from the lessor for a nominal amount at the completion of the lease. The term of a lease is fixed in duration and generally not cancelable. A rental agreement is similar to a lease in that the user does not build ownership in the asset. A rental agreement differs from a lease in the length of the agreement (usually less than one year) and the agreement can usually be cancelled by the renter prior to the end of the agreement without penalty.

**SECTION 26: REAL PROPERTY**

Board approval and authority to execute contractual documents is required for the sale, procurement, trade, exchange, surplus or otherwise acquisition, of any and all real property.

**SECTION 27: PURCHASING CARDS**

The District has established a Purchasing Card Program to provide expanded convenience and controls to low dollar purchases, and to establish a payment



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methodology that will support future procurement applications. The Purchasing Card is an institutional credit card designed to give controlled buying power directly to Departments thereby eliminating many check enclosed orders. See Purchasing Card procedures for further details.

**SECTION 28: PETTY CASH DISBURSEMENTS & REPLENISHMENT**

Please see West Valley Water District's Petty Cash Policy.

## WEST VALLEY WATER DISTRICT SINGLE/SOLE SOURCE JUSTIFICATION

### SECTION I- INSTRUCTION FOR COMPLETING THIS FORM

1. Formal justification is required for sole source procurements when competitive bid guidelines require pricing from competing firms.
2. A written justification will be prepared by the department and approved by the department head or designee.
3. Prior to execution of a contract, the District Purchasing Agent or designee shall approve ALL sole source requests for commodities that exceed \$500 and services exceeding \$500 or a two (2) year consecutive term, regardless of the contract amount.
4. If vendor is a retired, former District, General Manager shall approve the sole source request, **regardless of the sole source amount.**
5. Board approval is required for all sole source contracts for commodities that exceed \$25,000 and services exceeding \$25,000 or a two (2) year consecutive term, regardless of the contract amount.
6. The Purchasing Agent shall retain a copy of the justification as part of the contract file.
7. Valid sole source requests contain strong technological and/or programmatic justifications.
8. Sole source procurements may be approved based upon emergency situations in which there is not adequate time for competitive bidding.
9. Sole source requests for Grant contracts will be guided by the regulations of the funding source.
10. Each question in Section III of this form must be answered in detail and signed by the department head with concurrence of the Purchasing Agent.

### SECTION II- DEPARTMENT INFORMATION

Department:	Date:
Vendor Name:	Bid Number:
Is the above-named vendor a retired employee of the District? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", review and Approval is required from GM prior to Contract execution.	

Amount:	Contract Term (Dates):	Is Agreement Funded? <input type="checkbox"/> Yes <input type="checkbox"/> No	Funded Sources: Percent Funded:	Propriety?
Type of Request: <input type="checkbox"/> New <input type="checkbox"/> Multi-year <input type="checkbox"/> Amendment <input type="checkbox"/> Increase <input type="checkbox"/> Retired Former Employee				
Board Date:	Resolution Number:	If not scheduled go to the board explain why?		
Does Contract include Non-Standard language? If yes, explain why.				
Was Contract Approved by legal counsel?	Requisition Number:	Supplier Name and Number:		
Were any exceptions taken? If yes, explain why in detail.				

**SECTION III-SOLE SOURCE JUSTIFICATION**

**1. Provide a description of the type of contract to be established.** (For example, is the contract a commodity, service, human service, public works, or other -please explain.)

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**2. Provide a detailed description of services/commodities to be provided by the vendor.** (This information may be obtained from the scope of work prepared by the District and the vendor's proposal that provides a detailed description of the services/supplies). Attach additional sheet if necessary.

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**3. Please state why the recommended vendor is the only one capable of providing the required supplies and/or commodities. Provide all evidence of research that was completed, identifying all other sources that were evaluated. (Including, but not limited to companies, names, manufacturers, model numbers, internet search results, etc.) Include any back-up information or documentation which supports your recommendation.** (Acceptable responses to this question will include strong programmatically/technological information that supports the claim that there is only one vendor that can provide the services and/or commodities). Attach additional sheet if necessary.



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**4. Please list any other sources that have been contacted and explain in detail why they cannot fulfill the District's requirements.** (Responses to this section should include information pertaining to any research that was conducted to establish that the vendor is a sole source. Responses should include information pertaining to discussions with other potential suppliers and why they were no longer being considered by the District). Answers to this section may be provided by the requestor and the Purchasing Agent as appropriate. Attach additional sheet if necessary.

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**5. How does recommended vendor's prices or fees compare to the general market? Attach quotes for comparable services or supplies, if available.** Attach additional sheet if necessary.

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**6. If recommended vendor could not provide the product or service, how would the District accomplish this particular task?** Attach additional sheet if necessary.

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**7. If vendor is a retired, former employee, has the vendor previously been rehired as a working retiree or a contractor within the last three years?**  Yes  No

If yes, provide the following information: a) If a working retiree, provide time periods worked, hours worked, and hourly amounts paid. b) If a contractor (regardless of scope of work), provide contract dates, scope of work, and total amounts paid under each contract. Attach additional sheets if necessary.

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**8. If the vendor is a retired, former employee, provide explanation/support for hiring the retired, former employee as a vendor instead of a working retiree.** Attach additional sheet if necessary.

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**SECTION IV- AUTHOR/REQUESTOR**

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the District. I know of no conflict or interest on my part or personal involvement in any way with this request. No gratuities favor or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms have been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist. I hereby certify that the above request and Justification is accurate and complete to the best of my knowledge and belief.

Signature:	Print Name:	Date:
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**SECTION V- GENERAL MANAGER APPROVAL** (Review and approval is required when vendor is a Retired, Former Employee.)

A good faith review of available sources for the request noted on this form has been completed and claim is found to be justified.

Signature	Name:	Date:
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**SECTION VI- PURCHAING AGENT**

A good faith review of available sources for the request noted on this form has been completed and claim is found to be justified.

Signature:	Name:	Date:
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**SECTION VII- DEPARTMENT HEAD APPROVAL**

A good faith review of available sources for the request noted on this form has been completed and claim is found to be justified.

Signature:	Name:	Date:
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VENDOR PROFILE APPLICATION & NEW VENDOR NUMBER REQUEST

VVWD VENDOR PROFILE APPLICATION  
NEW VENDOR NUMBER REQUEST (VENDOR ADD)

For District employee reimbursements, do not use this form; please see your Department liaison about getting an employee reimbursement number. This form is to be used only for adding vendors to the District's vendor files, which is used by the District's Accounting and Purchasing systems in generating payments and purchase orders. The granting of a vendor number does not mean that the vendor is a District compliant and an approved vendor.

Please Read and follow the separate instructions for this form.

Vendor Number Assigned  
Vendor File Reviewer Use Only

1 Requester's Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Email: \_\_\_\_\_

2 Requester's relationship to Vender (Please Check one Box)

Owner/Partner

(specify your current job title if any)

\_\_\_\_\_  
\_\_\_\_\_

Vendor Representative

(i.e. CFO, Executive Director, Manager, specify your current job title)

\_\_\_\_\_  
\_\_\_\_\_

3. Check only one:

- a.  You must attach a completed and signed IRS W-9 form to obtain a Vendor Number. Vendor Numbers are not assigned without a W-9 form.
- b.  For foreign vendors, please use the IRS W-8 Form. These can be obtained from the IRS Website.

4. Is any owner, partner, contractor, employee or employee family member of this vendor also a current District employee? ( Including Board Member, Committee Member, or Safety Officer)?

- a.  No ( if marked "no", go to question #5)
- b.  Yes, please explain the relationship of the current District employee(s) to this vendor profile, provide their name and the department.

\_\_\_\_\_

c.  Is any of the individual name(s) indicated on the above line (b.) involved in and or influence in making a purchase decision for their department or for other departments within the District? If yes, Please explain.

\_\_\_\_\_

5. Vendor Information Check one:  Dba ( Doing business as)  Disregarded Entity, provide FEIN \_\_\_\_\_

Vendor Name \_\_\_\_\_ Website \_\_\_\_\_  
(Name must match name on 2nd line of W9 Form)

Primary Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Contact's Title: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Toll Free Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

6. Vendor Business Address (es) (\*For Safety Officer please use PO Box address only)

General Business Address (Street/City/State/ZIP)	Bid Address (if different from General)
Purchase Order Address (if different)	Payment/Remittance Address (if different)

7. Vendor Commodity and Service Codes:

Example: 9720-09

\_\_\_\_\_  
\_\_\_\_\_

Commodities and/ or services not listed ( provide detailed description):

\_\_\_\_\_  
\_\_\_\_\_

8. Completing and Returning Application

Print Name of Applicant: \_\_\_\_\_

Title: \_\_\_\_\_

Handwritten Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return your Application to one of the following four destination options (Please choose one option only)

- a.  Email to:
- b.  Interoffice Mail:
- c.  Fax to:
- d.  Regular mail:



**RECORD OF THREE PRICE QUOTATIONS**

Requisition or P.O. No.:

Price Quotations

Vendor Name Address Individual Contacted Price Good To: Remarks:	Date Contacted Telephone Price Quoted	F i r s t  Q u o t e
------------------------------------------------------------------------------	---------------------------------------------	----------------------------------------------------

Vendor Name Address Individual Contacted Price Good To: Remarks:	Date Contacted Telephone Price Quoted	S e c o n d  Q u o t e
------------------------------------------------------------------------------	---------------------------------------------	---------------------------------------------------------

Vendor Name Address Individual Contacted Price Good To: Remarks:	Date Contacted Telephone Price Quoted	T h i r d  Q u o t e
------------------------------------------------------------------------------	---------------------------------------------	----------------------------------------------------

Explanation

Prepared By Name/Title: \_\_\_\_\_

Approved By Name/Title: \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

# Exhibit B



**ADMINISTRATIVE PROCEDURES**

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APPROVED BY: Board of Directors	POLICY TITLE <b><u>PURCHASING/PROCUREMENT POLICIES &amp; PROCEDURES POLICY</u></b>	EFFECTIVE DATE

**PREFACE****Open and Transparent**

The District is committed to transparency and accountability and will strive to make businesses aware of all contracting opportunities available to them.

**SECTION I: PURPOSE**

The purpose of this policy is to establish guidelines and procedures for the cost effective and efficient purchasing and contracting of supplies, materials, equipment, labor and services, including construction and capital improvements, for West Valley Water District (the District) pursuant to California Government Code (CGC) Section 54201 et seq. This is also to encourage competition for public contracts and to aid the District in the efficient administration of public contracting, to the maximum extent possible, for similar work performed.

*CGC Section 54202* requires every local agency to adopt policies and procedures, including bidding regulations, governing purchases of supplies, materials, and equipment and that said purchases shall be in accordance with duly adopted policies.

*CGC Section 54204* requires that if a local agency is other than a city or county, policies provided for in Section 54202 shall be adopted by means of a written rule or regulation, copies of which shall be available for public distribution.

**SECTION 2: GENERAL POLICY & OBJECTIVES**

The general purchasing policy is as follows:

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The District will procure goods and services in support of its administrative, operational, and capital improvement requirements. It is the intent of the District to engage in procurements that ensure it will receive goods and services of the appropriate quantity, of a satisfactory level of quality, delivered in a timely manner, and at a price that represents the best value to the District and its ratepayers. Furthermore, it will employ procurement processes that are fair and equitable and will allow providers of goods and services the greatest opportunity to participate and compete for the District's procurement engagements. Lastly, the policy will support management in cooperatively developing and executing sourcing strategies with the District's Departments for products and services that meet or exceed the District's requirements and to perform these services to the highest ethical and professional standards.

The general purchasing procedures used in the application of the general policy follow de-centralized procedures. The responsibility for the purchase of all products, materials, supplies, furniture, equipment, vehicles and services is divided among the Administration, Operations and Maintenance, Engineering, Human Resources/Risk Management, Customer Service, Information Technologies, Accounting, Billing and ~~Water Conservation~~ Purchasing Departments. Although assigned different responsibilities, all core systems, methods, policies and procedures remain common. Shared responsibilities include overseeing the professional relationships between West Valley Water District and its vendors and contractors and insuring the highest ethical and professional standards.

Other objectives of this Purchasing policy that are valuable to the District include:

- Assisting Departments in maintaining compliance to all District policies regarding contracting and purchasing.
- Assisting Departments involved in Federal and State grant agreements in maintaining compliance to applicable regulations.

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- Providing leadership through contract negotiation, and vendor management.
- Promoting the use of small, disadvantaged and minority-owned businesses when possible.
- Supporting the District's commitment to environmental responsibility.
- Supporting the District's commitment to the local business community by supporting use of local businesses when possible.

### Applicability:

- All purchases, agreements, services, leases, and/or contracts for materials, supplies, equipment, and other WVWD property shall be made in accordance with this Policy.
- Procurement practices shall comply with laws, regulations and guidelines of the State of California and the provisions of grant or funding agreements, if applicable.
- Any employee affecting any procurement action outside of the policies and procedures established within this manual and without Board authorization to do so, may be subject to disciplinary action and/or termination.
- Splitting or separating of material, supply, service, lease, and equipment orders or projects for the expressed purpose of evading the requirements of this Policy is strictly prohibited.

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### **SECTION 3: PROCUREMENT AUTHORITY**

Procurement Authority shall be exercised and performed by the Board of Directors. This authority includes both the authority to approve procurements and the authority to commit the District to procurements. The Board of Directors may delegate certain authorities to the District's management and staff. These delegated authorities shall be exercised and performed in accordance with applicable federal, state, and local laws and the policies contained herein.

The Board authorizes the General Manager, or his/her authorized representative to exercise certain duties and responsibilities that are essential for the day-to-day operation of the District.

- The General Manager (GM) may delegate the procurement of services and materials to those staff members given specific authority within this policy.
- The GM delegates the authority to act as the District's Purchasing Agent to the Chief Financial officer, or their designee.
- The GM delegates the authority to procure engineering, consulting and design, and construction services for Construction projects to the Directors of Engineering and Operations, or their Designee.
- The GM delegates to **Program Managers****Department Heads** and Supervisors the authority to determine specifications of goods and services needed, to solicit proper bids, and to obtain proper approvals according to the Authorization Table.

The Authorization Table outlines who may approve and sign contracts and legally binding agreements with external parties that obligate the District. The Authorization Table shall also apply to all Capital Improvement Projects. Capital Improvement Projects shall employ competitive bidding whenever possible and all capital

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procurements that exceed the General Manager's authorization level must be approved by the Board of Directors.

For multiple year agreements, procurement authorization shall be determined by the maximum total dollar value that may be awarded over the duration of the contract, including any option years. If provided for in the original agreement, the Purchasing Agent may in its sole discretion, negotiate a reasonable price revision based on escalation during the option years, if any. Yearly renewals, if required (and noted in original Board Action Item), may then be authorized by the General Manager or his/her designee, regardless of the dollar amount.

Purchases to replenish WVWD's warehouse inventory may be approved by any authorized buyer up to the limit established by the Authorization Table.



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**Authorization Table** – Authorization levels listed below are applicable to procurement of materials and services that are included in the current year adopted budget (including sales tax).

<b>WEST VALLEY WATER DISTRICT PURCHASING</b>			
<b>Purchase Amount</b>	<b>Procurement</b>	<b>Contract Type</b>	<b>Approval Level</b>
<b>\$0 – \$500</b>	N/A	Not Applicable	Forepersons/ Stock Controller
<b>\$501 – \$1,000</b>	2 Verbal or Written Quotes	Purchase Order (PO)	Supervisor/ Board Secretary
<b>\$1,001 – \$5,000</b>	3 Written Quotes	Purchase Order (PO)	Departmental Manager/ Unit Manager
<b>\$5,001 – \$10,000</b>	3 Written Quotes	Purchase Order (PO)	Chief Financial Officer and/or Asst. General Manager
<b>\$10,001 – \$25,000</b>	3 Informal Bids/proposals	Purchase Order & Short Form Contract	General Manager
<b>\$25,001 – \$99,999</b>	3 Formal Request for Qualifications/ Proposal/Bids	Professional Service Agreement/ Advertised Technical Proposal for Service, Purchase order & Contract	Board of Directors
<b>\$100,000 +</b>	3 Formal Request for Qualifications/ Proposals/Bids	Advertised Sealed Bids, Professional Service Agreement/ Advertised Sealed Technical Proposal for Service, Purchase Order & Contract for Public Works	Board of Directors

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<b><u>WEST VALLEY WATER DISTRICT PURCHASING</u></b>			
<b><u>Purchase Amount</u></b>	<b><u>Procurement Method</u></b>	<b><u>Contract Type</u></b>	<b><u>Approval Level</u></b>
<b><u>\$0-\$1,000</u></b>	<u>1 Informal Quote</u>	<u>N/A</u>	<u>Supervisor/Board Secretary</u>
<b><u>\$1,001-\$10,000</u></b>	<u>2 Written Quotes</u>	<u>Purchase Order (PO)</u>	<u>Department Manager</u>
<b><u>\$10,001-\$15,000</u></b>	<u>2 Written Quotes</u>	<u>Purchase Order (PO)</u>	<u>Department Director</u>
<b><u>\$15,001-\$25,000</u></b>	<u>2 Written Quotes</u>	<u>Purchase Order (PO)</u>	<u>Chief Financial Officer/Assistant General Manager</u>
<b><u>\$25,001-\$50,000</u></b>	<u>3 Written Quotes or Bids</u>	<u>Purchase Order (PO)</u>	<u>General Manager</u>
<b><u>\$50,001-\$75,000</u></b>	<u>3 Formal Request for Bids/Proposals</u>	<u>Advertised Sealed Proposals/Bids, Professional Service Agreement or Public Works Contract, and Purchase Order (PO)</u>	<u>General Manager</u>
<b><u>\$75,001 +</u></b>	<u>3 Formal Request for Bids/Proposals</u>	<u>Advertised Sealed Proposals/Bids, Professional Service Agreement or Public Works Contract, and Purchase Order (PO)</u>	<u>Board of Directors</u>

**SECTION 4: RESPONSIBILITIES**

Purchasing Agent-Supervisor –The Purchasing Agent-Supervisor reports directly to the Chief Financial Officer/Director of Finance of the District.

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A. The Purchasing Agent's-Supervisor's responsibilities include:

1. Administration of the Purchasing Policy.
2. Management of the administration of the purchasing policy within the District's Financial Software.
3. Management of the District's online procurement software system.
4. Review and process Purchase Requisitions.
5. Review, process and issue Purchase Orders (PO).
6. Prepare and issue PO change orders.
7. Support the deployment and use of field inventory, office supplies and equipment.
8. Assist with negotiation and execution of vehicle equipment ~~leases~~ purchases for District vehicle fleet program.
9. Review bid documents and bidding procedures.
10. Review all contracts ~~(except Construction)~~.
11. Recommend revisions to purchasing procedures when necessary and keep informed of current developments in the field of public purchasing.
12. Assist with evaluating and selecting suppliers and vendors.
13. Supervise the receipt and inspection of all materials, supplies, equipment, and services purchased to ensure conformance with specification.

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14. Conduct internal audits; ~~and~~.

15. Provide Training for District staff on this policy.

~~15-16. Operate and maintain a centralized warehouse to efficiently manage commonly used supplies and materials.~~

B. Directors of Engineering and Operations responsibilities include:

1. Recommend revisions to purchasing procedures with respect to public contracting; and
2. Review all construction contracts.
3. Manage all Capital Projects during the bid and award cycle
4. Manage all construction contract bids during bidding including job walks, responding to RFI's, ~~and~~ due diligence reviews of bidders; ~~conduct public bid opening meetings and determination of lowest responsive, responsible bidder.~~
- ~~5. Operate and maintain a centralized warehouse to efficiently manage commonly used supplies and materials~~

C. ~~Program Managers~~ Department Heads and Supervisors responsibilities shall include:

1. Enter contractual obligations on behalf of the District.
2. Obtain full and open competition in accordance with prescribed policies and procedures in a manner that presents the best overall value to the

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District.

3. Prepare Requests for Proposals (RFP).
4. Prepare Requests for Bids (RFB).
5. To anticipate requirements sufficiently in advance to allow adequate time to obtain goods in accordance with the best purchasing practices.
6. Identify, evaluate, and utilize purchasing methods which best meet the needs of the District (e.g. cooperative purchases, blanket purchase orders, contractual agreements, purchase cards, etc.).
7. Assist with evaluating and selecting suppliers and vendors.
8. Develop staff reports for award of contracts for consideration by Board committee and Board of Director's meetings.
9. Determine optimal ordering methods to meet requirements at lowest possible cost.
10. Negotiate and review contracts.
11. Provide for the fair and equitable treatment of vendors, suppliers, and contractors.
12. Supervise the receipt and inspection of all materials, supplies, equipment, and services purchased to ensure conformance with specification.
13. To notify vendors of purchase award when authorized by Purchasing ~~Agent~~ Supervisor.



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14. Sending a copy of the purchase order to the vendor, when applicable.

15. Obtaining approvals according to the Authorization Table above.

16. Reconcile PO invoice discrepancies.

17. Support the deployment and use of field inventory, office supplies and equipment.

~~18. Assist with negotiation and execution of vehicle equipment leases for District vehicle fleet program~~

~~19.~~ 18. Schedule purchases and deliveries.

~~20.~~ 19. Negotiate adjustments with vendors and suppliers.

~~21.~~ 20. Assist in audits and reviews.

In the absence of the approver for a given request, authorization will be obtained by his/her appointee or the next highest authority in accordance with the Authorization Table.

**At no time can purchases be “split” or otherwise billed separately to circumvent the spending authority.**

With the exception of Board of Directors, authorized procurements, increases to previously authorized procurements are permitted if the increased procurements remain within the approver’s limit. Freight and sales tax are a cost of doing business and shall be included in the total cost of the procurement.

### SECTION 5: EXCEPTIONS FROM CENTRALIZED PROCUREMENT

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A. Any purchase for supplies, materials, equipment and/or services, other than those exceptions listed below, shall not be made outside of the purchasing process without the approval of the GM, CFO or designee.

~~B. Any purchase made without issuance and approval of a purchase order will be deemed void and will be subject to non-payment. The individual employee responsible for creating the unauthorized obligation may be subject to disciplinary action and/or subject to termination.~~

~~G.B. Purchases that are exempt from the centralized procurement process are limited to the following; and authorization for these transactions shall be in accordance with the approval limits and dollar thresholds set forth in this Policy. Please refer to the Authorization Table in Section 3.~~

- a. Advertisements
- b. Agency Contribution
- c. Annexation Expenses
- d. Application Fees
- e. Assessment District Expenses and Payment of Debt Service
- f. Association Fees
- g. Bank Charges and Fees
- ~~h. Board Lunches~~
- ~~i.h.~~ Bond Transactions

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j.i. Claims

k.j. Conferences

k. Court Reporting

l. District Meals

m. Easements

n. Environmental Fees and Permits

o. Fees and Permits (City, County, State, & Agency)

p.p. Legal Counsel

p.q. Insurance Premiums

q.r. Leases or Purchase of Real Property

r.s. Medical Services

s.t. Memberships

t.u. Notices

u.v. P-Card Purchase (See P-Card Policy)

v.w. Payroll Expenses

w.x. Petty Cash

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**x-y.** Postage

**y-z.** Purchase of Imported Water

**z-aa.** Refunds (Constructions & Billing)

**aa-bb.** Seminars

**bb-cc.** Subscriptions and Software license maintenance

**cc-dd.** Training (Offsite)

**dd-ee.** Travel Expenses, Lodging, Meals & Transportation

**ee-ff.** Utilities

## **SECTION 6: STANDARDS OF CONDUCT IN PROCUREMENT**

### **CONFLICT OF INTEREST**

No member, officer, or employee of the District, or their designees or agents, and no public official who exercises authority over or responsibility with respect to purchasing during his or her tenure, or for one year thereafter, shall have any interest, direct or indirect, in any purchase, agreement or sub agreement, or the proceeds thereof, for any purchase or purchase agreement. The full Conflict of Interest Code of the West Valley Water District is incorporated herein by reference.

Employees must follow the Conflict of Interest Code adopted by the Board of Directors. Employees must follow applicable laws, rules, and regulations in regard to conflicts of interest including, but not limited to, the Political Reform Act, the prohibition against contractual conflicts of interest, and guidelines in the California Code of Regulations

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regarding accepting of gifts.

**VENDOR GIFTS AND GRATUITIES:**

The receiving of gifts and/or other symbols of appreciation may compromise the integrity of professional relationships and can lead to inappropriate business practices.

Subject to guidelines in the California Code of Regulations Section 89503, no officer, or employee, shall receipt or agree to receive, directly or indirectly, any compensation, reward, or gift from any source except from his or her appointing authority or employer, for any action related to the conduct of WVWD's business, except as set forth below:

- A. Acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of a breakfast, luncheon, or dinner meeting or other meeting or a tour where the arrangements are consistent with the transaction of official business
- B. Acceptance of transportation, lodging, meals or refreshment, in connection with attendance at widely attended gatherings sponsored by industrial, technical or professional organizations; or in connection with attendance at public ceremonies or similar activities financed by non-governmental sources where the officer's or employee's participation on behalf of WVWD is the result of an invitation addressed to him or her in his or her official capacity and the transportation, lodging, meals or refreshment accepted is related to, and is in keeping with, his or her official participation.
- C. Purchase of items or entry fees at advantageous rates where such rates are offered to WVWD personnel as a class, such as discounts provided to government employees.
- D. Acceptance of unsolicited advertising or promotional material, such as pens,



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pencils, note pads, calendars, or other items of nominal value, not exceeding \$50.

- E. Acceptance of incidental transportation from a private organization provided it is furnished in connection with the performance of the officer's or employee's official duties and is of a type customarily provided by the private organization.
- F. Acceptance of commendations, certificates, or plaques for outstanding individual service or work on WVWD projects.
- G. A gift or gratuity, the receipt of which is prohibited under this section shall be returned to the donor within 30 calendar days. If return is not possible, the gift or gratuity shall be turned over to a public or charitable institution within 30 calendar days without being claimed as a charitable deduction and any other requirements for disposition of such gifts.

**PERSONAL PURCHASES FROM SUPPLIERS, VENDORS, OR CONTRACTORS:**

- A. Employees of WVWD or their immediate relatives are NOT to utilize the employee's position with WVWD to solicit or utilize discounts, promotions, or other concessions from WVWD suppliers, vendors, or contractors to purchase supplies, equipment, tools, etc.
- B. Employees of WVWD or their immediate relatives are permitted to utilize discounts, promotions etc. offered to the general public by WVWD suppliers, vendors, or contractors

**CONTRACTS WITH WVWD EMPLOYEES OR ORGANIZATIONS OWNED BY THEM:**

- A. Employees shall not knowingly award a contract, agreement, or purchase order

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to a WVWD employee or to a business concern or other organization owned or substantially controlled by one or more WVWD employees. This policy is intended to avoid any conflict of interest that might arise between the employees' interests and their WVWD duties and to avoid the appearance of favoritism or preferential treatment by WVWD towards its employees.

- B. The Board or General Manager may authorize an exception to this policy only if there is a most compelling reason to do so, such as when the WVWD's needs cannot reasonably be otherwise met.

**ETHICAL PROCUREMENT PRACTICES:**

- A. It is the policy of WVWD to maintain good working relationships with its vendors suppliers, as well as the community at large. Every employee has the ability to influence the opinions of others through daily interaction with the business community. In personal contacts with vendors and suppliers, employees shall represent the best interests of WVWD by conducting business in a fair, equitable, and ethical manner.
- B. WVWD subscribes to the following Principles and Standards of Ethical Supply management conduct:
- a. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
  - b. Avoid any personal business or professional activity that would create a conflict between personal interests and the interests of WVWD.
  - c. Avoid soliciting or accepting money, loans, ~~C~~credits, ~~or~~ preferential discounts ~~and the acceptance of~~ gifts, entertainment, favors, or services from present or potential suppliers that might influence, or

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appear to influence, supply management decisions.

- d. Handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and government regulations.
- e. Conduct supply management activities in accordance with state, national, and international laws, customs, and practices, WVWD policies, and these ethical principles and standards of conduct.
- f. Develop and maintain professional competence.

**SECTION 7: UNAUTHORIZED PURCHASES**

Purchase orders shall be issued prior to ordering supplies, equipment and services and not “**after the fact**” for work already done or materials already ordered. Except for emergencies, departmental purchases, or other authorized exemptions stated in these guidelines, no purchase of supplies, services, or equipment shall be made without an authorized purchase order. Otherwise:

- A. Such purchases are void and not considered an obligation of WVWD.
- B. Invoices without an authorized purchase order may be returned to the vendor unpaid.
- C. The person ordering the unauthorized purchase may be held personally liable for the costs of the purchase or contract and may be subject to disciplinary actions.

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### **SECTION 8: REVIEW AUDITS**

Compliance with this policy is subject to review at any time by internal or external auditors. It is the responsibility of the WVWD staff member (and their manager) initiating the purchase to maintain records of bids, bid procedures followed, contracts, sole source forms, change orders, and authorization signatures.

### **SECTION 9 COMPETITIVE SOURCING**

It is the policy of West Valley Water District to obtain competitive pricing, proposals or quotations on all products and services over ~~\$500~~ \$1,000 used by the District. All proposals and quotations received will be evaluated on the basis of quality, service, compliance to specifications and price. All awards will be made in the best interest of the District. Any or all proposals may be rejected at the discretion of West Valley Water District's Board of Directors.

The competitive sourcing process is required where the product or service can be obtained from more than one source. Unless approved for sole source procurement (see guidelines in Section 12) or otherwise covered under existing contracts, all requisitioned products or services exceeding ~~\$501~~ \$1,000 or more individually, or as a system including multiple components, will be competitively sourced.

While participation in the competitive sourcing process favors obtaining quotes from as many qualified vendors as possible, all procurements shall comply with the minimum requirements as specified in at least two proposals are required for purchases exceeding \$501 1,000 and three quotes/proposals/bids are required for purchases over \$15,000 in adherence to the Authorization Table in Section 3 of this policy.

It is the policy of West Valley Water District to use whenever possible and practical, local, women-owned, minority-owned, disadvantaged, and small business vendors which are able to provide products and services of required quality on a timely basis at competitive

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prices.

~~Each Department shall maintain a list of qualified small business and diversity vendors.~~

Formal, written Requests for Proposal (RFP) should be used for competitive sourcing projects in accordance with the Authorization Table in Section 3. Sealed, hardcopy bids will be used when required by law, government contractual requirements, in accordance with the Authorization Table or at the discretion of the General Manager.

### COMPETITIVE SOURCING METHODS

Competitive sourcing may be conducted using the following methods, the choice of which is primarily determined by the estimated dollar value of the product or service:

#### 1. Informal Quotes

For purchases less than ~~\$500~~1,000, quotes may be obtained through an informal process (e.g. web browsing or phone calls) and documentation of the bids is recommended but not required. Although bid documents are not required, a requisition and purchase order may be issued to document the purchase if the staff member making the purchase wishes to do so. Since the purchase may be initiated without a Purchase Order, the accounts payable process will require that the invoice be signed by an authorized signor before payment is released. ~~Please see the Accounts Payable/Check Request Policy number~~  
     ~~for further details.~~

~~For purchases between \$501 and \$10,000 three written quotes must be obtained and a Purchase Order must be issued in accordance with the approval levels prescribed in the Authorization Table in Section 3 of this policy.~~

#### 2. ~~Informal Bids~~Written Quotes or Bids



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~~For purchases of \$1050,001 or more but less than \$2575,000, a minimum of three written quotes or bids are required in accordance with the Authorization Table in Section 3 of this policy. The quotes or bids must be documented and retained on file by the manager of the requesting department. The request for quotes or bids must be made in a consistent manner for all vendors meaning that all vendors must receive the same information regarding specifications and requirements of the product or service. The request must also be transmitted to the vendors in a consistent manner (e.g. mail, email, or verbal quoterequest).~~

### ~~3. Formal Bids~~

~~For purchases of \$25,001 or more, Bids/Proposals shall be solicited from a minimum of three vendors in accordance with the Authorization Table in Section 3 of this policy. A Request for Proposal (RFP) must be used to document the specifications and requirements of the product or service. The bids must be received from the vendors in written form and retained on file by the manager of the requesting department, or designee.~~

### ~~4.3. Formal and Sealed Bids~~

~~For purchases of \$25,00075,001 or more for Maintenance and Service agreements, Professional services, Capital Improvement Projects, and for Equipment, Material and Supply Purchases, a formal RFP / sealed bid process is required, and contracts shall be awarded in a manner most beneficial to the District. Further, for purchases of \$100,000 or more for Construction and Capital Improvement Projects a formal RFP / sealed bid process is required, and contracts shall be awarded in a manner most beneficial to the District. Sealed bids must be publicly advertised. The District shall strive to obtain the best value in awarding contracts, service agreements, and purchase agreements. The following subsections specify certain procedures based on the following four categories:~~

- Capital Improvement Projects

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- Maintenance and Services Agreements
- Professional Services Agreements
- Equipment, Materials and Supplies Purchases

### 5.4. Capital Improvement Projects

Contracts, valued at over \$100,000~~75,000 or more~~, for the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement, hereinafter referred to as “Capital Improvement Projects, (CIP)”, shall be subject to the formal competitive bidding procedures set forth herein unless an exception exists or the Board of Directors determines it is not in the best interest of the District. Project-specific contracts covered by this procedure shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. As required by law, registration with the Department of Industrial Relations for prevailing wage regulations is required for all CIP bidders. [Additionally, the District shall require proof of the contractor/subcontractor registration before accepting a bid.] When the CIP is funded through a Federal Grant, the District must follow Federal procurement standards listed in the Code of Federal Regulations Sections 200.317 through 200.326 or as required by the grant document. After the proposals are received and evaluated, the contract(s) should be awarded to the contractor/ supplier(s) presenting the best combination of price, delivery, compliance to specifications, capacity to perform, and quality of service. For more information, please see Section 13 regarding Competitive Sealed Bidding.

~~Public projects as defined by the California Uniform Public Construction Cost Accounting Act (CUPCGA) (Section 22000 et seq. of the California Public Contract Code) shall follow the purchasing procedures as set forth in Section 22032 et seq. of the Public Contract Code. These procedures become effective upon adoption of the required resolution and ordinance by the Board.~~

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- ~~1. The purchase or contract for public projects less than the amount specified in the CUPCCA may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order (Public Contract Code)~~
- ~~2. The purchase or contract for public projects less than the amount specified in the CUPCCA may be let to contract by informal procedures as set forth in Section 22032 et seq. of the Public Contract Code.~~
  - ~~a. A list of contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.~~
  - ~~b. Where a public project is to be performed, a notice inviting informal bids shall be mailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with this section, and to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified; provided, however:
 
    - ~~i. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the California Uniform Construction Cost Accounting Commission.~~
    - ~~ii. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.~~~~
  - ~~c. All mailing of notices to contractors and construction journals pursuant to this~~

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~~section shall be completed not less than fourteen (14) calendar days before bids are due.~~

~~d. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and shall state the time and place for the submission of bids.~~

~~e. The General Manager is authorized to award informal contracts pursuant to this section.~~

~~3. The purchase or contract for public projects greater than or equal to amount specified in the CUPCCA shall be authorized by Board of Directors and shall comply with the competitive bidding procedures set forth in this Policy.~~

### **6.5. Maintenance and Services Agreements**

This procedure applies to non-professional services agreements that do not involve real property. Examples include landscape maintenance, janitorial, uniform cleaning, and material hauling.

- a) Contracts for maintenance or service agreements shall be approved by the Board if the total cost for the initial term of the agreement exceeds ~~\$25,000~~75,000.
- b) Project-specific contracts for maintenance and service agreements covered by this procedure shall be issued to expire upon completion of the work unless otherwise specified in the written agreement. Contracts for maintenance and service agreements covered by this procedure shall be issued for an initial term of no more than 36 months. The GM/CEO, AGM, Director, or Department Manager may authorize a maximum of one extension of 24 months for maintenance and service agreements.

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Extensions to contracts or agreements valued at more than ~~\$25,000~~75,000, shall be approved by the Board of Directors. If an extension to a contract or maintenance agreement causes the total cost of all years to exceed ~~\$25,000~~75,000 (even though the original total cost of the agreement was less than ~~\$25,000~~75,000), the extension shall be approved by the Board.

- c) Before work commences or services are rendered, evidence of insurance as required by the contract or service agreement must be obtained, reviewed, and accepted by the ~~Director, Manager or his/her designee~~Purchasing Supervisor. ~~A copy of the certificate of insurance will be provided to the Purchasing Agent or designee.~~

### 7.6. Professional Services Agreements

A professional services agreement is an agreement between the District and a professional service provider. Professional service providers are those entities that provide advice, opinions, or technical expertise. Examples of professional service providers include accountants, actuaries, architects, attorneys, engineers, educational trainers, financial advisors, surveyors, etc. Depending upon the trade, these individuals may or may not hold professional licenses.

Professional services shall be selected on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. Please see Section 18 below for further information regarding Competitive Sealed proposals for Professional Services.

### 8.7. Equipment, Materials, and Supplies Purchases

This procedure applies to purchases of heavy equipment, vehicles, materials, supplies and other tangible goods that are not associated with services or permanent attachment to real property.



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- a) Detailed specifications of the items must be provided to the bidders in writing.
- b) Brand standardization is allowable if deemed to be in the best interest of the District and documented.
- c) In purchasing equipment or supplies that need to be compatible with existing equipment, or to perform complex or unique functions, the requestor may limit bidding to a specific product type or a brand name product.

### **SECTION 10: EXCEPTIONS TO COMPETITIVE SOURCING**

There are circumstances when competitive sourcing is not required or practical. In these cases, a documented justification must accompany the Purchase Requisition, Purchase Order, and/or Payment Request. Examples of such situations are:

1. Emergency situations endangering the health and safety of District staff and its customers. When emergency conditions require the immediate purchase of supplies, materials, equipment, labor and services, staff members shall prepare and submit with the purchase requisition a memorandum reciting the facts which constitute the "emergency" situation. The General Manager shall provide the Board with a report summarizing all expenditures made and contracts executed in response to the emergency condition within 30 days of the emergency purchase.
2. Volunteer Projects -projects accomplished with volunteer help.
3. Purchases that meet sole source procurement requirements (See Section 12).
4. If a reasonable attempt has been made to obtain competitive

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quotes/responses and it has been determined that no additional suppliers, providers, contractors or consultants can be located.

5. ~~if~~ If the District has a lack of response from suppliers, providers, contractors, consultants to a competitive solicitation.
6. When sufficient, satisfactory bids/proposals are not received, based on the District's sole discretion.
7. If dictated by law.
8. Requisitions for products or services less than ~~\$500~~ 1000
9. Cooperative procurement arrangements with other agencies. When cooperative purchasing agreements are available with other public agencies (e.g. the State of California, counties, cities, schools or other special districts), or when another public agency has followed a process substantially similar to that of the District's, the District may purchase goods or services at a price established by that agency through a competitive process. For utility related projects where the work needs to conform to the specifications of a public utility, the District may contract with vendor(s) selected by the public utility for such specific projects.
10. "Piggyback" purchases or leases, when the Purchasing ~~Agent~~ Supervisor determines it is in the WVWD's best interest to utilize the contracts of other governmental agencies or non-profit governmental entities.
11. When the Purchasing ~~Agent~~ Supervisor has determined that a negotiation with a vendor or supplier is in the best interest of the WVWD.

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**SECTION 11: ~~EMERGENCY~~ EMERGENCY PURCHASES:**

Emergency purchases may be made without competitive bidding when time is of the essence and shall be made only for the following reasons:

- To preserve or protect life, health, or property, or
- Upon natural or declared disaster, or
- To forestall a shutdown of essential services, or
- To avert a significant negative financial impact to the District

Since emergency purchases do not normally provide the District an opportunity to obtain competitive quotes, sound judgement shall be used in keeping such orders to an absolute minimum. In addition, the following requirements shall apply:

- The Acting Purchasing ~~Agent~~ Supervisor shall be contacted as soon as possible for an advance purchase order number, which may be given verbally, to cover the emergency transaction. If unable to contact the ~~Acting purchasing~~ Purchasing agent Supervisor, then the employee should place the order and contact the Acting Purchasing ~~Agent~~ Supervisor the next workday.
- A completed purchase requisition shall be submitted within two working days, or as soon as the information is available. All purchase requisitions for emergency purchases shall be approved electronically by the appropriate Supervisor, Manager, Director, and ~~/~~ or General Manager.
- Documentation explaining the circumstances and nature of the purchase

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shall be submitted by the Supervisor, Manager, Director, and/or General Manager as follows:

- ~~○ Purchases less than \$5,000: Use standard purchasing procedures~~
- ~~○ Purchases in the amount of \$5,000 – \$25,000/75,000: require the approval of the General Manager. The General Manager may delegate the authority to approve emergency purchases less than \$25,000 to the Acting Assistant General Manager or to the Director of the Emergency Operations Center if any such facility is open during a declared disaster.~~
- Purchases above \$~~100,000~~75,000 require the approval of the Board of Directors, or of the Acting Board of Directors during a declared disaster.
- If the emergency purchases cause any budget line item to exceed the approved budget, it shall be the responsibility of the department requesting the purchase to obtain subsequent Board of Directors approval for reserve funding or to make a budget transfer to cover the purchase. Approvals for a budget transfer must be given by the appropriate Supervisor, Manager, Director, and/or General Manager as determined by the Authorization Table.
- If the emergency purchase involves Force Account Work in association with a declared disaster (e.g. FEMA), detailed records of work must be documented including scope of work, daily staff time and equipment used. Depending on the scope of the disaster, Force Account Work may involve CIP.

## SECTION 12: NON-COMPETITIVE (SOLE SOURCE) PROCUREMENT

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The purchasing of materials, equipment, supplies and services costing ~~\$500~~ \$1,000 or more individually or in aggregate should be by competitive sourcing regardless of the funding source. However, circumstances may dictate forgoing the competitive sourcing process and purchasing from one unique vendor for certain products or services. Such situations require documented justification, explaining the exceptional circumstances of the purchase. The documentation must show that an equitable evaluation has been made and that rejection of alternative vendors or solutions is based on objective and relevant criteria. Negotiations shall be conducted with the provider of the good or service to achieve the most favorable pricing terms of sale.

The General Manager or designee has the final responsibility for determining whether a Sole Source requisition meets the requirements of this policy.

Special signature approvals are required from the Department for all sole source requisitions prior to review and approval by the General Manager or designee.

Instances when sole source purchasing may be applicable include the following:

1. Property or services can be obtained only from a specific vendor (i.e., materials or equipment; one of a kind items, etc.).
2. Competitive sourcing is precluded because of the existence of patents, copyrights, and special processes, control of raw materials by vendors or similar circumstances.
3. Procurement of water or other utility services where it would not be practical or feasible to allow other vendors to provide such services.
4. Procurement of support services in connection with the assembly, installation or servicing of equipment or software of a highly technical or specialized nature.



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5. Procurement of parts or components to be used as replacements in support of equipment manufactured by a particular supplier.
6. Procurement involving construction where a contractor is already at work on the site and it would not be practical to engage another contractor.
7. Procurement where only a single supplier in a market is licensed or authorized to service or sell a specific product line.
8. Procurement of compatible additions to existing equipment where a different manufacturer's equipment would be impractical for the specific need.
9. The supplier or products are specified and required by the funding agency of a grant or Federal/State contract.
10. Certain professional services may be designated as critical or sensitive in nature due to specific knowledge of the District's facilities or operations. These professional services may be exempted from bid procedures but will continue to be subject to the requirements of the Authorization Table. Sufficient documentation must be provided to fully explain why it is in the best interest of the District to use the specific professional services vendor. Examples of these sensitive professional services may include security systems, SCADA systems, consulting and engineering.

### **SECTION 13: COMPETITIVE SEALED BIDDING**

The Board of Directors must approve contracts over \$~~25,000~~75,000. All projects estimated to meet or exceed \$~~25,000~~50,000 must go through the competitive sealed bid process, ~~unless they are for construction contracts which will be for projects that~~

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~~meet or exceed \$100,000.~~

### Definition

Competitive sealed bidding is a method of procurement that requires:

- (a) Issuance of an Invitation for Bids with a purchase description including acceptance criteria and all contractual terms and conditions applicable to the procurement, which can be advertised, on the District's website and in local newspaper or a contracted public bidding website when warranted.
  - a. Advertisement must include Department of Industrial Relations and Contractor's State License Board minimum requirements of registration and active licensure, etc.
  - b. Invitations must identify all evaluation factors and their relative importance
  - c. Invitations must provide a general description of the goods or services needed
  - d. Invitations must contain a statement that the District will receive sealed bids
  - e. Invitations must contain a statement that that any or all bids may be rejected
- (b) Proposals must be solicited from an adequate number of sources
- (c) Public opening of bids at a pre-designated time and place when

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warranted.

- (d) Unconditional acceptance of a bid without alteration or correction except as authorized in this manual or the Public Contract Code; and
- (e) Award to the responsive and responsible bidder who has submitted the lowest or most reasonable bid that meets the requirements and criteria set forth in the Invitation for Bids

**PUBLIC NOTICE**

Adequate public notice of the Invitation for Bids shall be made in sufficient time, but not less than ten (10) calendar days prior to the opening of bids, by posting a copy of each Invitation for Bids on the District's bid calendar and website, contracted public bidding website, or in the newspaper when warranted.

If this information is used, the public notice must specify the place (if plans or specifications are not included in the solicitation) where plans and specifications are on file, and the time and place for receipt of bids. WVWD must publicly advertise the Invitation for Bids and publicly open all bids at the time and place prescribed in the Invitation.

Additionally, notice inviting sealed bids shall be distributed to prequalified bidders or other interested parties as may be deemed beneficial by the General Manager or his/her designee.

**SPECIFICATION REQUIREMENTS**

- (a) Preparation of Specifications: Before procurement commences, the needed item or service must be clearly defined. Procurement specifications serve this purpose by identifying characteristics of the item

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or service with definitions, descriptions, and quantities. Specifications should describe the attributes of the item or service in such a way that the requirements can be clearly understood both internally and externally by vendors or contractors. Specifications:

- (1) Should not be prepared to exclude all but one type or kind, except where permitted by law.
- (2) Should be clear, definite and concise to enable prospective suppliers a basis on which to submit bids.
- (3) Should call only for features or for a level of quality required for the intended use, except in cases where such features or the level of quality are essential for some future consideration, —or result in an overall economic advantage to the District.
- (4) Should preferably describe the performance requirements, rather than its formulation, description or design.
- (5) Should be framed to permit free and full competition as is reasonably possible under the existing circumstances.

(b) Restrictive Specifications

Some latitude is permissible in specifying features of certain items. While it is not necessary to prepare specifications in a manner that every conceivable manufacturer could competitively bid, the District must be able to demonstrate a clear reason for any restrictive specifications.

(c) Other Considerations

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Specifications must state whether items other than cost will be considered in awarding the contract, e.g., results of product testing, length and terms of warranty provisions, reliability and maintenance costs, repurchase value, or residual value of the equipment after a specified number of years where the residual value can be objectively ascertained

WVWD specifications shall not be written so as to require a particular brand name, product, or a feature of a product, limited to one manufacturer, thereby precluding consideration of a product manufactured by another company, unless a finding is made, and described in the Invitation for Bids or Request for Proposal, that a particular material, product, thing, or service is designated by brand or trade name for any of the following purposes:

- In order that a field test or experiment may be made to determine the product's sustainability for future use
- In order to match other products in use on a particular public improvement either completed or in the course of completion
- In order to obtain a necessary item that is only available from one source
- In order to respond to an emergency declared by the General Manager, Board of Directors, or State or Federal agencies.

## (c) Inappropriate Specifications

- Inappropriate specifications may be those which are overly restrictive; discourage competition; are unclear; or otherwise fail to comply with the Procurement Policy.

**VENDOR BIDDER'S LIST**



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General Information

The Purchasing Office maintains a list of known prospective suppliers who are available to furnish materials, professional and consultant services, and supplies that can meet the District's needs. In the case of written formal bids and informal quotations and for most transactions, the list (or record) of those bidders solicited will be in the solicitation file. In most cases, lists are maintained on a computer that enables identification of those suppliers that provide the item or service in question.

New Suppliers

From time to time, purchases are made from suppliers whose names are not on existing bid lists and may never be on a list (because of infrequency of purchases, specialty items, etc.). As frequency increases or the demand requires, a new list may be established by the Purchasing Office.

Requests to be added to Bid Lists

Companies may be added to existing or new bid lists based on requests from Departments or by the Purchasing Supervisor. All requests from suppliers may not necessarily result in being added to a bid listing.

Deletions from Bid Lists

Companies may be deleted from bid lists. Reasons for deletion are out of business, continual poor service, poor quality of goods furnished; default on previous purchase; failure to respond to three consecutive bid or quote invitations, or a supplier's request to be removed for any reason.

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**Official Record of Bidders**

The master supplier number list and bid list is the reference resource used to prepare each record of bidders.

**SECTION 14: INVITATION FOR BIDS**

- A. If it becomes necessary to make changes in quantity, specifications, delivery schedules, opening dates, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by an addendum to the Invitation for Bids. The fact that a change was mentioned at a pre-bid conference does not relieve the necessity for issuing an addendum. If an addendum is required that materially changes the solicitation, it must be sent a minimum of 72 hours before the time for bid opening, to everyone to whom invitations have been furnished and shall be displayed on WVWD's website or electronic bid system, if applicable.
- B. Before issuing a material addendum, the period of time remaining until the bid opening and the need to extend this period shall be considered. If less than 72 hours remain before bid opening, the time of bid opening shall be extended to allow bidders at least 72 hours to review addendum and submit or resubmit bids. Such extension must be confirmed in the addendum.
- C. Any information concerning an Invitation for Bids shall be furnished promptly to all prospective bidders as an addendum to the invitation if such information is necessary for bidders to submit bids.
- D. A pre-bid conference may be used, generally in a complex procurement, as a means of briefing prospective bidders and explaining complicated specifications and requirements to them as early as possible after the invitation has been issued

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and before the bids are opened. It shall never be used as a substitute for amending a defective or ambiguous invitation.

- E. All bond requirements must be stated in the notice inviting bids.

**CANCELLATION OF INVITATION FOR BIDS**

- A. The cancellation of an Invitation for Bids usually involves sed a loss of time, effort, and money spent by WVWD and bidders. Invitations should not be cancelled unless cancellation is in the public or WVWD's best interest. Considerations should be made if there is no longer a requirement for the supplies or services, or if the addenda to the Invitation for Bids would be of such magnitude that a new invitation is desirable.
- B. When an Invitation for Bids issued other than electronically is canceled, bids that have been received shall be returned unopened to the bidders and notice of cancellation shall be sent to all prospective bidders to whom invitations for bids were issued. When an invitation for bids issued electronically is cancelled a general notice of cancellation shall be posted electronically.

**RELEASE OF PROCUREMENT INFORMATION**

- A. Before Solicitation – Information concerning a proposed procurement shall not be released outside WVWD before solicitation except for long-range acquisition estimates in the annual budget.
- B. After Solicitation – Discussions with bidders regarding a solicitation shall be conducted and technical or other information shall be transmitted only by the Purchasing Agent-Supervisor or by other specifically authorized. Such personnel

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shall not furnish any information to a prospective bidder that alone or together with other information may afford an advantage over others.

- C. During Negotiations – Information contained in proposals shall not be released until negotiations have been completed and a recommendation is forwarded to the Board or other approving authority. Such information shall be transmitted only by the Purchasing ~~division~~ Division or by other specifically authorized.
- D. Confidential Information – If any information in a bid or proposal is claimed to be confidential by the bidder or proposer, and such information is clearly identified in the bid or proposal as confidential, along with a statement of the basis of the claim, then a copy of any Public Records Act request or other request for disclosure of the information will be sent to the bidder or proposer. At its sole cost and expense, the bidder or proposer may seek within the required timeframe for disclosure, to enjoin the production of the information it claims to be confidential. The bidder or proposer must defend, indemnify and hold harmless the WVWD for any costs associated with withholding the information.

**FORM OF BID**

To receive consideration, bids shall be made on the forms and in the manner set forth in the Invitation for Bids.

- (a) Late bids, or late withdrawals, shall not be accepted.
- (b) Each bid must be signed by an authorized representative of the supplier and include the legal name of the bidder.
- (c) Bidders shall not change the bid form nor make additional stipulations on the bid form which are not consistent with the provisions of the specifications.

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**SECTION 15: RECEIPT OF BIDS**

All bids must be received sealed in an envelope prior to the time specified in the Invitation for Bids. Bids must not be left unattended and must be promptly time-stamped and deposited unopened in the respective bid folder. Late bids shall not be opened and shall not be considered under any circumstances. A late bid will be date-stamped and remain unopened in the bid file. A letter from the District will be sent notifying the bidder that the bid was received late and was not considered.

**BID OPENING**

The District Purchasing Supervisor or designee shall administer all bid openings and all bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The District assumes no responsibility over the confidentiality of bid information unless specifically stated otherwise in the Invitation for Bids.

**CORRECTION OR WITHDRAWAL OF BIDS**

In any request or decision involving a bid mistake, correction or withdrawal, purchasing staff shall consult with District Counsel. Except as otherwise specified in Section 5100 of the Public Contract Code, correction or withdrawal of inadvertently erroneous bids before or after bid opening may be permitted only if such correction or withdrawal is not prejudicial to the interest of the District or fair competition.

**BID EVALUATION**

Bids shall be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability such factors as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Criteria affecting price shall be objectively measurable, such as discounts, transportation costs and life



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cycle or total ownership costs. The Invitation for Bids shall set forth the evaluation criteria to be used.

Examples of evaluation criteria that may be used include:

- a) Adherence to all conditions and requirements of the bid specifications, including but not limited to current license and registration with the Department of Industrial Relations.
- b) Total bid price, including any trade discounts or prompt pay discount of fifteen days or more.
- c) Appropriate insurance coverage limits with the District named as additionally insured
- d) Required performance bond capacity.
- e) Local supplier preference - Local supplier preference would be when a supplier located within a certain distance from the District is given a preference such as 5%. That is, when considering low bidder, the local supplier could be up to 5% higher than the low bidder and still be awarded the contract.
- f) General reputation and experience of bidders based on references or prior performance.
- g) Hourly rates for specified personnel.
- h) Evaluation of the bidder's ability to service the District.
- i) Financial responsibility of the bidder.

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- j) Needs and requirements of the District.
- k) Experience with the products involved.
- l) Nature and extent of company data furnished upon request of the District.
- m) Quality of merchandise offered.
- n) Product appearances, workmanship, finish, taste, feel and result of product testing.
- o) Overall completeness of product line offered.
- p) Bidder's ability to meet delivery and stocking requirements.
- q) Delivery or completion date.
- r) Maintenance costs and warranty provisions.
- s) Repurchase value or residual value of equipment after specified number of years where the residual value can be objectively ascertained.
- t) Availability of product or service required.
- u) Compatibility with District's current equipment/products.
- v) Availability of sales representatives and/or service representatives.
- w) Maintainability and reliability.
- x) All other information as requested in the bid document.

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The Purchasing Supervisor shall maintain complete and sufficient records of bid evaluations to ensure there is no abuse of the competitive bidding process. All reasons for making the award recommendation shall be made in writing by the Purchasing Supervisor and retained in the bid file.

**SECTION 16: DETERMINING IF A BID IS RESPONSIVE**

Cost is not the only determining factor when selecting the responsible successful bidder. In addition to price the following elements shall also be considered to determine if a bid is responsive:

- A. A responsive bid is in substantial conformance with the requirements of the invitation to bid, including specifications and the District's contractual terms and conditions. Conformance may also include providing proof of insurance, completed forms, references, and all other information as requested in the bid document.
- B. Bidders who substitute terms and conditions or who qualify their bids in such a manner as to nullify or limit their liability shall be considered non-responsive.
- C. The successful bidder must demonstrate the ability to fulfill a contract, including providing subsequent and continuing service. Staff may request proof of a prospective bidder's reliability, proof of financial resources, a list of current or previous customers, and other pertinent data. Such requests may also be taken after receipt of bids.
- D. A bidder may be determined to be non-responsive if the bidder fails to furnish proof of qualifications when required.

Prior to finding a bidder not responsible, the Purchasing AgentSupervisor, or designee, shall notify the bidder of any evidence reflecting upon the bidder's

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responsibility, afford the bidder an opportunity to rebut such adverse evidence, and permit the bidder to present evidence of qualification.

**DETERMINING IF A BIDDER IS QUALIFIED:**

Consider the following to determine if a bidder is qualified:

A qualified bidder demonstrates the following characteristics:

- Can provide product quality, fitness, and capacity for the required usage.
- Has the ability, capacity, and skill to perform the contract or provide the service required.
- Has the demonstrated character, integrity, reputation, judgement, experience, quality of performance and efficiency, particularly with reference to past purchases by the District or other public agencies.
- Has the ability to perform within the required time.
- Can meet all insurance and DIR requirements.

**RESERVATION OF RIGHT TO REJECT BIDS AND RE-BID**

Every bid must be carefully examined to determine whether it contains a material variance. Any bid that contains a material variance must be rejected. A test of material variance is a variance that gives the bidder a substantial benefit or advantage not enjoyed by the other bidders. Prior to any rejection for a material variance, District Counsel shall be consulted. The District may:

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- a. Reject an otherwise low bid when it is determined that another bid is more advantageous to the District.
- b. Reject a bid not accompanied by any required bid security or by other data required by the bidding documents.
- c. Reject a bid that is in any way incomplete, irregular, amplified, unqualified or otherwise not in compliance with the bid documents in all material respects.
- d. Reject a bid that fails to conform to the delivery schedule or permissible alternates stated in the invitation.
- e. Reject a bid when the bidder imposes conditions that would modify requirements of the invitation or limit the bidder's liability to WVWD.
- f. Reject a bid if WVWD determines that it is unreasonable as to price. Unreasonableness of price includes not only the total price of the bid, but the prices for individual line items as well.
- g. Waive any informality, irregularity, immaterial defects or technicalities, in any bids received.
- h. Cancel an Invitation for Bids or reject all bids because of the following reasons:
  - i. Inadequate or ambiguous specifications.
  - ii. Specifications have been revised.
  - iii. Supplies or services are no longer needed.



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- iv. Change in District requirements.
- v. All bids deemed unreasonable.
- vi. Bids were not independently arrived at or were submitted in bad faith.
- vii. A determination is made that all the necessary requirements of the bid process have not been met.
- viii. Insufficient competition.
- ix. For other reasons which indicate the cancellation or rejection of all bids is clearly in the best interest of the District.

The Purchasing Supervisor shall maintain complete and sufficient written records of bid rejections and cancellations to ensure that there is no abuse of the bidding process. All reasons for rejecting a bid shall be retained in the bid file.

**MINOR INFORMALITIES OR IRREGULARITIES IN BIDS**

A minor informality or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when there is no effect on price, quantity, quality, or delivery. WVWD may give the bidder an opportunity to cure any immaterial deviation and waive the deficiency or reject the bid at WVWD's discretion.

**MISTAKES IN BIDS**

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After the opening of bids, WVWD shall examine the low bid for mistakes. In cases of apparent mistakes and in cases where WVWD has reason to believe that mistake may have been made, the Purchasing Division shall request from the bidder a verification of the bid, calling attention to the suspected mistake.

The bid may be withdrawn if the bidder can establish to the satisfaction of the WVWD that:

- A mistake was made, and
- The bidder gave WVWD written notice within (5) working days after the opening of the bids of the mistake, specifying in the notice in detail how the mistake occurred, and
- The mistake made the bid materially different that the bidder intended it to be, and
- The mistake was made in filling out the bid and not due to error in judgement or to carelessness in inspecting the contract documents.

A bidder who claims a mistake or forfeits its bid security shall be prohibited from participating in further bidding on the project on which the mistake was claimed or security forfeited.

**SECTION 17: CONTRACT AWARD**

If the District decides to award a contract, the District generally must award the contract to the lowest responsible and responsive bidder whose bid best meets the requirements and criteria set forth in the Invitation for Bids. The District may award a contract based on bid evaluation criteria other than lowest bid price if the Invitation for Bids states the evaluation criteria that would be applied, and such award is in the best interest of the

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District. Notice of award will be sent by the Purchasing Agent-Supervisor to the successful bidder. In the event the successful bidder fails to perform, or such bidder's bid is authorized to be withdrawn, the District may award a contract to the next lowest responsible and responsive bidder that will best meet the needs of the District.

Recommendations for contract award for \$25,000-75,000 or more shall be submitted by the Department head of the initiating Department to the Board of Directors along with pertinent contract documents.

### **CANCELLATION OF CONTRACT AWARD**

Failure on the part of the successful bidder within the time allowed to execute the contract, furnish an acceptable performance bond, or comply with any other requirement precedent to execution of the contract shall be considered just cause for cancellation of the award and forfeiture of the bid security, not as a penalty, but in liquidation of certain damages sustained. Contract award may then be made to the next lowest responsible and responsive bidder, the call for bids re-advertised, or such the other action taken as deemed appropriate by the District.

### **SECTION 18: COMPETITIVE SEALED PROPOSALS**

The Board of Directors must approve professional or consultant services contracts over \$25,000-75,000. All projects estimated to meet or exceed \$25,000-50,000 must go through the competitive sealed proposal process.

#### **DEFINITION**

A competitive sealed proposal is an offer from a prospective supplier as a result of the method of procurement that involves, but is not limited to:

- a. Solicitation of proposals through a request for proposal.

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- b. A private opening of proposals that will avoid disclosure of offerors or contents to competing offers before and during the process of negotiation.
- c. Submission of cost or pricing data from the offeror where required.
- d. Discussions with responsible offerors whose proposals have been determined to be reasonably susceptible of being selected for award, unless such discussions are not required by the request for proposals or this manual.
- e. An award made to the responsible offeror whose proposal is determined in writing to be the most advantageous, considering evaluation factors set forth in the Request for Proposals.

### **CONDITIONS FOR USE**

Unless otherwise directed by law, this manual or by direction of the Board of Directors, contracts for consultant services estimated to cost \$~~25,000~~50,000 or more should be awarded by the use of competitive sealed proposals.

Contracts for consultant services estimated to be less than \$~~25,000~~75,000 may be awarded upon conclusion of informal interviews by representatives of the initiating Department and others, including Purchasing Services Department, as may be appropriate.

### **PUBLIC NOTICE**

Public notice of the Request for Proposals shall, if applicable, be given in the same manner as provided in section 13 Competitive Sealed Bidding, Public Notice. Additionally, the RFQ/RFP shall be distributed to any interested consultant.

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### EVALUATION COMMITTEE

For competitive sealed proposals estimated to cost \$~~25,000~~50,000 or more, an evaluation committee may be formed consisting of a representative of Purchasing **Services Department** and others appointed by the initiating Department head or the General Manager which will review all proposals and document all findings and recommendations. The evaluation committee may include persons who are not District employees but have experience or expertise to contribute. Such non-District employees shall abide by direction set forth by the General Manager or designee.

### EVALUATION FACTORS

Award of a contract in response to a proposal shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the District taking into consideration the evaluation factors set forth in the Request for Proposals.

The Request for Proposals may indicate the relative importance of evaluation factors. Following are representative evaluation criteria that may be considered by the Department head or Purchasing Supervisor when preparing a Request for Proposal:

- Reputation and Experience. Does the consultant have a reputation of being reliable, delivering on schedule, and performing tasks to the satisfaction of its clients? Does the consultant have sufficient experience in the kind of work required?
- Capability and Availability of Staff. Does the designated firm have the qualified and experienced staff needed to perform this job?
- Understanding of the Problem. Does the firm understand the issues, and has it developed a relevant and effective approach?



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- Proximity of the Firm. Other factors being equal or relatively insignificant, the District shall strive to retain firms based in the local area.
- Cost. Whenever possible and appropriate, a firm fee or hourly rate should be secured as part of the proposal and considered in the evaluation process. In certain cases, the District may wish to hire the best qualified individual or firm if their proposed or negotiated price is within the budgeted amount for the contract.

### AWARD PROCESS

Recommendations for contract award for professional consultant services for ~~\$25,000~~75,000 or more shall be submitted by the Department head of the initiating Department to the Board of Directors at its regular or special meeting for consideration, along with pertinent contract documents. The recommendation should include the following:

- a. The services to be provided by a consultant or professional service contract.
- b. The method of compensating the consultant or the actual cost, if appropriate, and a statement indicating why the cost is reasonable.
- c. A summary of the competitive process used along with the reasons for recommending a particular consultant, particularly if that proposal was more costly than others.

### SECTION 19: VENDORS DIVERSITY & SMALL BUSINESS PROGRAM

West Valley Water District is committed to the principle of diversity and equal opportunity in all of its endeavors and applies this principle in its procurement activity with the objective

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of encouraging participation by qualified vendors categorized as: small, disadvantaged, veteran, minority or women-owned enterprises. The District believes that strengthening and expanding its supplier base in these business classifications not only contribute to lowering our operational costs, but also improves the overall health of the business community within which we exist. It is a practice of the District to actively identify and solicit qualified small, disadvantaged, veteran, minority or women-owned businesses and to provide and promote equal opportunities for such vendors within the District in order to promote vendor diversity.

### **SECTION 20: MODIFICATION TO PROFESSIONAL SERVICES AND CAPITAL PROJECTS**

WVWD may issue change orders/task orders to purchase orders, contracts, or Blanket Purchase Orders as required to complete the original scope of work or procurement as necessary to meet WVWD's needs ("Change Orders").

The following guidelines apply to Change Orders in accordance with WVWD's procurement Authorization Table (See Section 3):

- Under no circumstances shall an individual approve changes to a contract, purchase order, or Blanket Purchase Order in excess of that individual's procurement authority established in the Procurement Authorization Table (see Section 3).
- The monetary value of a Change Order should be evaluated to determine proper execution authority. If the monetary value of a Change Order exceeds an Approver's procurement authority, it must be approved by an Approver with a higher authority level in accordance with the Procurement Authorization Table.
- Change orders that affect the scope, terms, or duration of a contract or purchase order, but do not affect the agreement price, will be authorized by the original

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approval authority.

- A change order that requires a budget amendment that increases the adopted fiscal year budget, regardless of dollar amount must be approved by the Board.
- Taxes, shipping and handling may cause the purchase order to exceed the authorized amount. These items do require a change order.
- The change order form shall be used to change a quantity, description, size, unit price, amount, or scope of work of the Purchase order or Contract. It shall also be used to cancel a purchase order or contract and to correct errors in the original Purchase Order or Contract.

All Change Orders for existing contracts for both professional services and construction, entered into by the District in an amount greater than ~~\$25,000.00~~75,000, shall be subject to the modification procedures contained in this policy. All Change Order approvals shall be in writing.

~~The General Manager's authorized representative, (Resident Engineer or Engineering Manager/Director of Engineering) may approve Plan Changes (but not Extra Work items) up to \$10,000.00~~25,000. The representative would authorize work in writing to the contractor. All recommended plan changes must be reviewed and approved by the Assistant General Manager or General Manager. Contractor would proceed with work and identify percent complete in the next partial payment. Payment would be identified as pending Board approval, however the amount of work completed would be included in the partial payment total.

### **CUMMULATIVE CHANGE ORDERS**

In no event can the General Manager approve Change Orders on any existing contract, which in the cumulative exceed ~~\$25,000.00~~75,000 contract value. Change Orders which

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in the cumulative exceed \$~~25,000.00~~75,000 contract value, no matter what the amount of the Change Order, must be approved by the Board. Further, if there are requests for change orders that in total exceed \$~~25,000~~75,000, then Board approval is also required.

### REPORT TO THE BOARD

The General Manager, or his designated representative, shall make a monthly written report to the Board of Directors as to all Change Orders approved by the General Manager during the month, and of all possible future Change Orders which may appear probable prior to the next monthly report. At a minimum, the General Manager shall provide the Board with the name and nature of the contract, all Change Orders approved during that month, the reason for the Change Orders, the cumulative amount of the Change Orders for that contract, and any additional information the Board requests.

### CHANGE ORDER AUTHORIZATION

The authority contained in this policy binds the Board of Directors, and it is recognized that subsequent Board refusal to ratify a change order would subject the District to damage claims.

### SECTION 21: NOTES AND EXCEPTIONS

~~In the absence of the approver for a given request, authorization will be obtained by his/her appointee or the next highest authority in accordance with the Authorization Table.~~

~~At no time can purchases be "split" or otherwise billed separately to circumvent the spending authority.~~

~~With the exception of Board of Directors authorized procurements, increases to previously authorized procurements are permitted if the increased procurements remain within the approver's limit. Freight and sales tax are a cost of doing business and shall be included~~

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in the total cost of the procurement.

~~The Authorization Table shall apply to all purchases, including Capital Projects and Professional Services Contracts. Capital Projects shall employ competitive bidding and all capital procurements that exceed the General Manager's authorization level must be approved by the Board of Directors. Professional Services Contracts shall employ competitive proposals solicited by the Request for Proposal (RFP) process.~~

~~At times, acquiring 3 written quotes may be a challenge depending on vendor type and availability. Staff will provide justification when 3 quotes cannot be obtained.~~

~~The Purchasing Supervisor reports directly to the Chief Financial Officer of the District or Designee.~~

## SECTION 22: PROCEDURES

### A. METHOD OF BIDDING

In most instances, the District uses the following methods of bidding:

- ~~Email/Fax/ or Letter Bids~~— known as an “Informal Bid.”
- ~~Request for Quotation (RFQ)~~— also known as an “Informal Bid.”
- ~~Request for Bids (RFB)~~— also known as a “Formal Bid”. This is the preferred method of bidding and must be a Sealed Bid if project is expected to exceed \$25,000, and \$100,000 for construction and public works projects.
- ~~Request for Proposal (RFP)~~— may be used for bidding of services or combination of services and supplies and must be a Sealed Proposal if project is expected to exceed \$25,000.



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- ~~**Request for Qualifications (RFQ's)**~~ may be used for bidding to pre-qualify contractors or vendors for various disciplines and/or supplies, which must be a Sealed Proposal.

### ~~B. PURCHASE REQUISITIONS~~

~~Purchase Requisitions (Requisitions) communicate to the Procurement Division, in clear and explicit terms, the needs of the requestor. The requisitioning process also provides a mechanism for obtaining the approvals necessary to authorize the Procurement Division to proceed with the requisition.~~

~~A completed requisition will be routed electronically for authorization by the requestor and submitted to the Procurement division prior to attempting to obtain and goods, services, materials or equipment.~~

~~Purchase Requisitions are required for all purchases over \$500.00. Vendor information, budget verification, general ledger account number and approval are required to create and issue Purchase Requisitions to vendors/contractors.~~

~~Upon receipt of a properly prepared requisition by Purchasing Supervisor, a requisition will normally be processed and completed within 10 business days for routine and 15 business days for complex acquisitions. It is the responsibility of the requisitioning Department to adequately plan in advance for their procurement needs and/or requirements. No purchase request will be broken into smaller units to avoid any provision of this Policy.~~

~~Prior to generation of Requisitions by staff that do not require a formal RFP/bid process, quote(s) must be obtained (see Section 3, Authorization Table). If the requestor has received quotes, they are to be attached to the Requisition electronically or emailed to the Procurement division to evaluate or and move forward in the procurement of the goods or service.~~

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~~In the absence of the designated approver for a given request, authorization will be obtained from his/her designee or the next highest authority in accordance with the Procurement Authorization Table.~~

### ~~C. CANCELLATION OF REQUISITION~~

~~The cancellation of a Departmental requisition shall require Department's notification to Purchasing.~~

- ~~• **Cancellation by the Department:** Cancellation of a requisition by the Department should be on the basis of a written cancellation notice. Verbal cancellation may be accepted by Purchasing in order to suspend the purchasing process but should be followed up by written cancellation notice from the Department.~~
- ~~• **Cancellation by Purchasing:** Cancellation of a requisition initiated by Purchasing requires the written notification and concurrence of the Department.~~
- ~~• **Cancellation by Purchasing as a "last resort":** A last resort example would be the failure of Department to respond to an inquiry for additional information in a timely manner (failure to obtain a response after multiple attempts). Last resort cancellations do not require the Department's concurrence.~~
- ~~• **Cancellation from the bid solicitation:** When a requisition is cancelled during or after a bid solicitation process, Purchasing must cancel the items from the bid and indicate the reason(s) for the cancellation.~~

### ~~D. PURCHASE ORDERS~~

~~Purchase Orders (PO) are contractual documents and are required for all purchases over~~

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~~\$500. Once sent to and accepted by a vendor bind the performance of both parties to the transaction. POs created from requisitions are processed using the District's accounting software. Once a PO has been approved, it is transmitted either by secure electronic means or by email or fax to the vendor.~~

~~The entire Purchase order amount is encumbered at the time of creation. Balances left on the Purchase Orders at the end of the fiscal year remain open in the finance system, but do not automatically carry over in the budget. Requisitioners are responsible for working with their finance liaison to process the required paperwork to ensure availability of funds in the next fiscal year.~~

~~Purchase Orders for multi-year contracts will remain open until projects are completed and the Purchasing Division is notified to close the Purchase order.~~

~~Procurement costs are expensed from the fiscal year budget in which the order was received, not from the fiscal year in which the Purchase Order was issued.~~

### **SECTION 2321: BLANKET PURCHASE ORDERS**

Blanket Purchase Orders (BPO) are contractual documents and should be issued for recurring purchases, such as office supplies, not valid for longer than one year, and shall always expire at the end of the fiscal year in which they were initiated.

Blanket purchase orders are used for the acquisition of assorted commodities or services from a known vendor for Departments that have predictable but varied program needs. The range of commodities or services covered by the blanket purchase order should be defined as narrowly as possible. Blanket purchase orders may not be used for the acquisition of equipment or appliances.

Blanket purchase orders are established with a maximum commitment dollar value. Requests for modification of this amount must be made in writing. Note that requests for

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increases will be reviewed by Purchasing and by the Chief Financial Officer, Assistant General Manager, or General Manager, as appropriate to ensure that funds are available before approval for the increase.

Requests for modification of contract documents must be approved by the Department head based on the amounts indicated in the Authorization Table. A Request to Increase the Dollar Amount of a Standard or Blanket Purchase Order Form or Change Order must state the reason for the change, as well as, refer to the PO number and the vendor/contractor involved. This policy particularly applies to those circumstances where increase in the dollar amount of the order is required. Revised POs will be issued to the vendor/contractor to confirm the authorized changes.

### **SECTION 2422: COMPUTER PURCHASES**

For initial personal computer purchases, the following items will be considered as one unit: System unit including disk-drive(s), emulation board, internal/external modems, memory expansion board, co-processor, expansion chassis, cables, additional chips, keyboard monitor and operating system software.

### **SECTION 2523: LEASE / LEASE PURCHASE / RENTAL ORDERS (Equipment)**

A lease is an agreement conveying the right to use property for a specified time and for a specific amount of money. In a true lease, the property being used remains the sole property of the lessor (vendor), and the lessee (District) builds no equity in the leased property. A lease/purchase agreement allows the lessee to build equity and purchase the property from the lessor for a nominal amount at the completion of the lease. The term of a lease is fixed in duration and generally not cancelable. A rental agreement is similar to a lease in that the user does not build ownership in the asset. A rental agreement differs from a lease in the length of the agreement (usually less than one year) and the agreement

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can usually be cancelled by the renter prior to the end of the agreement without penalty.

**SECTION 2624: REAL PROPERTY**

Board approval and authority to execute contractual documents is required for the sale, procurement, trade, exchange, surplus or otherwise acquisition, of any and all real property.

**SECTION 2725: PURCHASING CARDS**

The District has established a Purchasing Card Program to provide expanded convenience and controls to low dollar purchases, and to establish a payment methodology that will support future procurement applications. The Purchasing Card is an institutional credit card designed to give controlled buying power directly to Departments thereby eliminating many check enclosed orders. See [Purchasing Card procedures-Policy](#) for further details.

**SECTION 2826: PETTY CASH DISBURSEMENTS & REPLENISHMENT**

Please see West Valley Water District's Petty Cash Policy.



## WEST VALLEY WATER DISTRICT SINGLE/SOLE SOURCE JUSTIFICATION

### SECTION I - INSTRUCTION FOR COMPLETING THIS FORM

1. ~~Formal justification is required for sole source procurements when competitive bid guidelines require pricing from competing firms.~~
2. ~~A written justification will be prepared by the department and approved by the department head or designee.~~
3. ~~Prior to execution of a contract, the District Purchasing Agent or designee shall approve ALL sole source requests for commodities that exceed \$500 and services exceeding \$500 or a two (2) year consecutive term, regardless of the contract amount.~~
4. ~~If vendor is a retired, former District, General Manager shall approve the sole source request, **regardless of the sole source amount.**~~
5. ~~Board approval is required for all sole source contracts for commodities that exceed \$25,000 and services exceeding \$25,000 or a two (2) year consecutive term, regardless of the contract amount.~~
6. ~~The Purchasing Agent shall retain a copy of the justification as part of the contract file.~~
7. ~~Valid sole source requests contain strong technological and/or programmatic justifications.~~
8. ~~Sole source procurements may be approved based upon emergency situations in which there is not adequate time for competitive bidding.~~
9. ~~Sole source requests for Grant contracts will be guided by the regulations of the funding source.~~
10. ~~Each question in Section III of this form must be answered in detail and signed by the department head with concurrence of the Purchasing Agent.~~

### SECTION II - DEPARTMENT INFORMATION

Department:	Date:
Vendor Name:	Bid Number:
Is the above named vendor a retired employee of the District? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", review and Approval is required from GM prior to Contract execution.	

Amount:	Contract Term (Dates):	Is Agreement Funded? <input type="checkbox"/> Yes <input type="checkbox"/> No	Funded Sources: Percent Funded:	Propriety?
Type of Request: <input type="checkbox"/> New <input type="checkbox"/> Multi year <input type="checkbox"/> Amendment <input type="checkbox"/> Increase <input type="checkbox"/> Retired Former Employee				
Board Date:	Resolution Number:	If not scheduled go to the board explain why?		
Does Contract include Non-Standard language? If yes, explain why.				
Was Contract Approved by legal counsel?	Requisition Number:	Supplier Name and Number:		
Were any exceptions taken? If yes, explain why in detail.				

**SECTION III-SOLE SOURCE JUSTIFICATION**

**1. Provide a description of the type of contract to be established.** (For example, is the contract a commodity, service, human service, public works, or other please explain.)

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**2. Provide a detailed description of services/commodities to be provided by the vendor.** (This information may be obtained from the scope of work prepared by the District and the vendor's proposal that provides a detailed description of the services/supplies). Attach additional sheet if necessary.

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**3. Please state why the recommended vendor is the only one capable of providing the required supplies and/or commodities. Provide all evidence of research that was completed, identifying all other sources that were evaluated. (Including, but not limited to companies, names, manufacturers, model numbers, internet search results, etc.) Include any back-up information or documentation which supports your recommendation.** (Acceptable responses to this question will include strong programmatic/technological information that supports the claim that there is only one vendor that can provide the services and/or commodities). Attach additional sheet if necessary.

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~~4. Please list any other sources that have been contacted and explain in detail why they cannot fulfill the District's requirements.~~ (Responses to this section should include information pertaining to any research that was conducted to establish that the vendor is a sole source. Responses should include information pertaining to discussions with other potential suppliers and why they were no longer being considered by the District). Answers to this section may be provided by the requestor and the Purchasing Agent as appropriate. Attach additional sheet if necessary.

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~~5. How does recommended vendor's prices or fees compare to the general market? Attach quotes for comparable services or supplies, if available.~~ Attach additional sheet if necessary.

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~~6. If recommended vendor could not provide the product or service, how would the District accomplish this particular task?~~ Attach additional sheet if necessary.

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~~7. If vendor is a retired, former employee, has the vendor previously been rehired as a working retiree or a contractor within the last three years?~~  Yes  No

~~If yes, provide the following information: a) If a working retiree, provide time periods worked, hours worked, and hourly amounts paid. b) If a contractor (regardless of scope of work), provide contract dates, scope of work, and total amounts paid under each contract. Attach additional sheets if necessary.~~

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~~8. If the vendor is a retired, former employee, provide explanation/support for hiring the retired, former employee as a vendor instead of a working retiree.~~ Attach additional sheet if necessary.

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**SECTION IV - AUTHOR/REQUESTOR**

My department's recommendation for sole source is based upon an objective review of the product/service required and appears to be in the best interest of the District. I know of no conflict or interest on my part or personal involvement in any way with this request. No gratuities favor or compromising action have taken place. Neither has my personal familiarity with particular brands, types of equipment, materials or firms have been a deciding influence on my request to sole source this purchase when there are other known suppliers to exist. I hereby certify that the above request and Justification is accurate and complete to the best of my knowledge and belief.

Signature:	Print Name:	Date:
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**SECTION V - GENERAL MANAGER APPROVAL** (Review and approval is required when vendor is a Retired, Former Employee.)

A good faith review of available sources for the request noted on this form has been completed and claim is found to be justified.

Signature	Name:	Date:
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**SECTION VI - PURCHAING AGENT**

A good faith review of available sources for the request noted on this form has been completed and claim is found to be justified.

Signature:	Name:	Date:
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**SECTION VII - DEPARTMENT HEAD APPROVAL**

A good faith review of available sources for the request noted on this form has been completed and claim is found to be justified.

Signature:	Name:	Date:
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**VENDOR PROFILE APPLICATION & NEW VENDOR NUMBER REQUEST**

**WVWD VENDOR PROFILE APPLICATION  
NEW VENDOR NUMBER REQUEST (VENDOR ADD)**

For District employee reimbursements, do not use this form; please see your Department liaison about getting an employee reimbursement number. This form is to be used only for adding vendors to the District's vendor files, which is used by the District's Accounting and Purchasing systems in generating payments and purchase orders. The granting of a vendor number does not mean that the vendor is a District compliant and an approved vendor.

Please Read and follow the separate instructions for this form.

Vendor Number Assigned
Vendor File Reviewer Use Only

1 Requester's Name: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_  
 Email: \_\_\_\_\_

2 Requester's relationship to Vender (Please Check one Box)

Owner/Partner

*(specify your current job title if any)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Vendor Representative

*(i.e. CFO, Executive Director, Manager, specify your current job title)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Check only one:

- a.  You must attach a completed and signed IRS W-9 form to obtain a Vendor Number. Vendor Numbers are not assigned without a W-9 form.
- b.  For foreign vendors, please use the IRS W-8 Form. These can be obtained from the IRS Website.

4. Is any owner, partner, contractor, employee or employee family member of this vendor also a current District employee? ( Including Board Member, Committee Member, or Safety Officer)?

- a.  No ( if marked "no", go to question #5)
- b.  Yes, please explain the relationship of the current District employee(s) to this vendor profile, provide their name and the department.

\_\_\_\_\_  
 \_\_\_\_\_

- c.  Is any of the individual name(s) indicated on the above line (b.) involved in and or influence in making a purchase decision for their department or for other departments within the District? If yes, Please explain.

\_\_\_\_\_  
 \_\_\_\_\_

5. Vendor Information Check one:  Dba ( Doing business as)  Disregarded Entity, provide FEIN \_\_\_\_\_

Vendor Name \_\_\_\_\_ Website \_\_\_\_\_  
*(Name must match name on 2nd line of W9 Form)*

Primary Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Contact's Title: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Toll Free Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

6. Vendor Business Address (es) *(\*For Safety Officer please use PO Box address only)*

General Business Address (Street/City/State/ZIP)	Bid Address (if different from General)
Purchase Order Address (if different)	Payment/Remittance Address (if different)

7. Vendor Commodity and Service Codes:

Example: 9720-09

\_\_\_\_\_  
 \_\_\_\_\_

Commodities and/ or services not listed ( provide detailed description):

\_\_\_\_\_  
 \_\_\_\_\_

8. Completing and Returning Application

Print Name of Applicant: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Handwritten Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Return your Application to one of the following four destination options (Please choose one option only)

- a.  Email to:
- b.  Interoffice Mail:
- c.  Fax to:
- d.  Regular mail:

**DELETE**



### RECORD OF THREE PRICE QUOTATIONS

Requisition or P.O. No.:

Price Quotations

Vendor Name		Date Contacted		F i r s t  Q u o t e
Address		Telephone		
Individual Contacted		Price Quoted		
Price Good To:				
Remarks:				

Vendor Name		Date Contacted		S e c o n d  Q u o t e
Address		Telephone		
Individual Contacted		Price Quoted		
Price Good To:				
Remarks:				

Vendor Name		Date Contacted		T h i r d  Q u o t e
Address		Telephone		
Individual Contacted		Price Quoted		
Price Good To:				
Remarks:				

Explanation


Prepared By Name/Title: \_\_\_\_\_

Approved By Name/Title: \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**DELETE**

# Exhibit C



# Purchasing Policy Comparison

## Agency

## West Valley Water District



Approval Level

	Cucamonga Valley Water District	Monte Vista Water District	Coachella Valley Water District	East Valley Water District	Jurupa Community Services District
SUPERVISOR	\$5,000	\$1,000	\$5,000	\$5,000	\$7,500
MANAGER	\$25,000	\$25,000	\$10,000	\$10,000	\$15,000
DIRECTOR	\$50,000	\$50,000	\$25,000	\$10,000	\$20,000
CFO/AGM	\$75,000	\$50,000	\$75,000	\$25,000	\$35,000
GENERAL MANAGER	\$100,000	\$75,000	\$75,000	\$150,000	\$75,000

\$1,000
\$10,000
\$15,000
\$25,000
\$75,000