



**WEST VALLEY WATER DISTRICT**  
855 W. Base Line Road, Rialto, CA 92376  
PH: (909) 875-1804 FAX: (909) 875-1849

**FINANCE COMMITTEE MEETING  
AGENDA**

**WEDNESDAY, MAY 24, 2023 - 6:00 PM**

**NOTICE IS HEREBY GIVEN** that West Valley Water District has called a meeting of the Finance Committee to meet in the Administrative Conference Room, 855 W. Base Line Road, Rialto, CA 92376.

**BOARD OF DIRECTORS**

**President Gregory Young, Chair  
Vice President Daniel Jenkins**

Members of the public may attend the meeting in person at 855 W. Base Line Road, Rialto, CA 92376, or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may be submitted via Zoom, by telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790, or via email to [administration@wvwd.org](mailto:administration@wvwd.org).

If you require additional assistance, please contact [administration@wvwd.org](mailto:administration@wvwd.org).

**I. CALL TO ORDER**

**II. PUBLIC PARTICIPATION**

*The public may address the Board on matters within its jurisdiction. Speakers are requested to keep their comments to no more than three (3) minutes. However, the Board of Directors is prohibited by State Law to take action on items not included on the printed agenda.*

**III. DISCUSSION ITEMS**

1. Fiscal Year 2023-24 Proposed Operating & Capital Budget.
2. Funds Transfer Report - April 2023.
3. Treasurer's Report - April 2023.
4. Monthly Revenue & Expenditures Report - April 2023.
5. Cash Disbursements Reports - April 2023.
6. Purchase Order Report - April 2023.
7. 3-Year Agreement for Uniforms, Mats and Cleaning Cloths with UniFirst.
8. Three-Year Agreement for Gasoline and Diesel.
9. Three-Year Agreement for Landscape Maintenance.
10. Three-Year Agreement for Janitorial Services.
11. Updates to the Finance Committee.

**IV. ADJOURN**

**DECLARATION OF POSTING:**

**I declare under penalty of perjury, that I am employed by the West Valley Water District and posted the foregoing Finance Committee Agenda at the District Offices on May 18, 2023.**

*Elvia Dominguez*

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**Elvia Dominguez, Board Secretary**



**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** May 24, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** FISCAL YEAR 2023-24 PROPOSED OPERATING & CAPITAL BUDGET

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**DISCUSSION:**

Please find attached for your consideration the proposed Fiscal Year 2023-2024 Operating and Capital Budgets. Our management team has worked diligently to develop a fiscally responsible and balanced budget that ensures strict accountability and improved services and efficiency for our customers. District staff has made it a priority to reduce any controllable operating costs as much as possible without reducing service levels. This budget also provides funding for the district debt service, employee well-being, and operating expenses. This proposed budget meets the district debt covenance ratio of 1.20.

The proposed budget includes:

- Funding for 89 full-time employees
- Satisfied minimum bond covenant ratio of 1.20
- Funding for continued operating expenses safe drinking water to our customers
- Community outreach programs
- Capital Improvement Plan based on 10-Year CIP Master Plan
  - o Infrastructure replacement/rehabilitation
    - § Well & Pumping rehabilitation
    - § Reservoir Rehabilitation
    - § Water Main Replacement
    - § Pumps, Booster's replacement/rehabilitation
  - o New Infrastructure
    - § Roemer plant expansion
    - § Pumps and booster plants
    - § Source of supply wells
    - § Water mains
  - o Capital Outlay
    - § Fleet/Equipment
    - § Advanced Metering Infrastructure AMI
    - § Safety and Technology upgrades

Included in the Fiscal Year 2023-24 Proposed Budget Packet are the following:

- Exhibit A - FY 2023-24 Proposed One Page Budget Summary
- Exhibit B - FY 2023-24 Proposed Operating Budget Summary
- Exhibit C - FY 2023-24 Proposed Balanced Budget Summary
- Exhibit D - Revenue Trending FY2020 - FY2023
- Exhibit E - FY 2023-24 Proposed Operating Budget Detail
- Exhibit F - FY 2023-24 Proposed Capital Budget Summary
- Exhibit G - FY 2023-24 Proposed Capital Budget 5 Year Schedule
- Exhibit H - FY 2023-24 Proposed Capital Budget Funding

**FISCAL IMPACT:**

The estimated FY 2023-2024 Operating Revenues are \$37,675,546. The Proposed FY 2023-24 Operating Expenditures are \$33,309,770, Debt Service at \$1,107,629, and Operating surplus contributed to CIP at \$3,258,147. The Proposed FY 2023-24 Capital Budget is \$27,775,187. The total Proposed Budget is \$62,192,586.

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to consider approving the Fiscal Year 2023-2024 Budget.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ:jv

**ATTACHMENT(S):**

1. Exhibit A - FY 2023-2024 Proposed One Page Budget Summary
2. Exhibit B - FY 2023-2024 Proposed Operating Budget Summary
3. Exhibit C - FY 2023-2024 Proposed Balanced Budget Summary
4. Exhibit D - Revenue Trending FY2020 - FY2023
5. Exhibit E - FY 2023-2024 Proposed Operating Budget Detail
6. Exhibit F - FY 2023-2024 Proposed Capital Budget Summary
7. Exhibit G - FY 2023-2024 Proposed Capital Budget 5 Year Schedule
8. Exhibit H - FY 2023-2024 Proposed Capital Budget Funding

# EXHIBIT A

**PROPOSED FY 2023-24 BUDGET ONE-PAGE SUMMARY**

**Total Budget: "30,000-foot View"**

	<b>Current Budget (FY 2022-23)</b>	<b>Proposed Budget (FY 2023-24)</b>	<b>% Change</b>
<b>Capital Improvement Program (CIP)*</b>	30,981,775	27,775,187	-10.3%
<b>Total Operating and Non-Operating Expenses</b>	33,320,470	33,309,770	0.0%
<b>Debt Service (BLF, HydroPlant, Bond Pmt)</b>	1,092,629	1,107,629	1.4%
<b>TOTAL BUDGET</b>	<b>65,394,874</b>	<b>62,192,586</b>	<b>-4.9%</b>

\* Excludes CIP Carryover from previous years (\$52,630,546)

**Operating Budget Summary**

	<b>Current Budget (FY 2022-23)</b>	<b>Proposed Budget (FY 2023-24)</b>	<b>% Change</b>
<b>Total Operating and Non-Operating Revenues</b>	35,437,374	37,675,546	6.3%
<b>Total Operating and Non-Operating Expenses</b>	32,554,877	33,309,770	2.3%
<b>Debt Service (BLF, HydroPlant, Bond Pmt)</b>	1,092,629	1,107,629	1.4%
<b>Net Operating Surplus*</b>	<b>1,789,868</b>	<b>3,258,147</b>	<b>82.0%</b>

\*- Surplus to be used to fund CIP

**Capital Budget Summary including Carryovers**

SRF Funding	26,665,000
Federal Community Project Funding	2,000,000
Capacity Charges - Carryover	40,056,125
Capacity Charges - New requests	2,400,000
Capital Project Fund - Carryover (Reserves)	4,574,421
Capital Project Fund - New Requests (Reserves)	1,452,040
Contribution from Operating Revenue	3,258,147
<b>TOTAL</b>	<b>80,405,733</b>

# Exhibit B

## West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Summary

	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change
<b>Operating Revenues</b>								
Subtotal: Domestic Water Consumption Sales	18,578,404.67	18,543,376.00	13,295,243.99	-	13,295,243.99	18,732,351.00	188,975.00	101%
Subtotal: Other Water Consumption Sales	1,534,924.35	1,158,512.00	741,128.35	-	741,128.35	933,426.00	(225,086.00)	81%
Total Water Consumption Sales	20,113,329.02	19,701,888.00	14,036,372.34	-	14,036,372.34	19,665,777.00	(36,111.00)	100%
Total Monthly Service Charges	8,027,078.62	8,218,109.00	6,777,925.17	-	6,777,925.17	8,504,277.00	286,168.00	103%
Total Other Operating Revenue	3,989,592.92	3,917,834.00	2,550,224.12	-	2,315,574.12	4,177,477.00	259,643.00	107%
<b>Total Operating Revenues</b>	<b>32,130,000.56</b>	<b>31,837,831.00</b>	<b>23,364,521.63</b>	<b>-</b>	<b>23,129,871.63</b>	<b>32,347,531.00</b>	<b>509,700.00</b>	<b>102%</b>
<b>Operating Expenses</b>								
Total Expenses: Source of Supply - 5110	1,825,531.53	2,475,485.00	1,610,758.06	37,300.00	1,648,058.06	2,508,463.00	32,978.00	101%
Total Expenses: Production - Pumping - 5210	4,417,075.09	4,975,550.00	3,344,009.19	97,982.44	3,441,991.63	5,119,150.00	143,600.00	103%
Total Expenses: Water Quality Department - 5310	472,740.01	702,375.00	438,362.00	13,450.00	451,812.00	801,025.00	98,650.00	114%
Total Expenses: Water Treatment - Perchlorate- 5320	527,678.49	320,000.00	181,607.28	17,512.16	199,119.44	830,000.00	510,000.00	259%
Total Expenses: Water Treatment - FBR/FXB - 5350	1,727,960.81	2,091,600.00	1,526,110.81	292,004.48	1,818,115.29	1,977,245.00	(114,355.00)	95%
Total Expenses: Water Treatment - Roemer/Arsenic - 5390	1,863,235.36	1,993,210.00	1,380,177.71	207,548.48	1,587,726.19	2,032,185.00	38,975.00	102%
Total Expenses: Maintenance - Transmission and Distribution - 5410	2,127,383.59	2,695,250.00	1,910,358.11	229,839.36	2,140,197.47	2,541,200.00	(154,050.00)	94%
Total Expenses: Customer Service - 5510	1,095,496.79	1,371,600.00	933,726.62	-	933,726.62	1,368,400.00	(3,200.00)	100%
Total Expenses: Meter Reading - 5520	907,365.88	1,154,500.00	760,765.41	44,280.93	805,046.34	1,041,100.00	(113,400.00)	90%
Total Expenses: Billing - 5530	460,039.63	551,200.00	419,041.49	31,234.65	450,276.14	575,400.00	24,200.00	104%
Total Expenses: Administration - 5610	1,985,295.14	2,375,291.00	1,195,075.75	76,629.26	1,271,705.01	2,412,380.00	37,089.00	102%
Total Expenses: General Operations - 5615	3,522,076.36	3,375,372.00	3,702,627.68	144,619.33	3,847,247.01	3,540,189.00	164,817.00	105%
Total Expenses: Accounting - 5620	854,920.58	960,943.00	696,679.45	3,500.00	700,179.45	1,039,100.00	78,157.00	108%
Total Expenses: Engineering - 5630	1,406,715.41	1,785,120.00	1,322,264.45	14,955.49	1,337,219.94	1,834,595.00	49,475.00	103%
Total Expenses: Information Technology - 5640	1,048,844.01	1,396,630.00	964,386.71	75,425.50	1,039,812.21	1,423,250.00	26,620.00	102%
Total Expenses: GIS - 5645	200,415.19	259,050.00	173,790.44	18,760.00	192,550.44	262,040.00	2,990.00	101%
Total Expenses: Board of Directors - 5650	220,584.94	304,900.00	208,218.51	8,174.99	216,393.50	309,700.00	4,800.00	102%
Total Expenses: Human Resources/Risk Management - 5660	722,690.22	937,950.00	531,903.78	119,330.00	651,233.78	874,050.00	(63,900.00)	93%
Total Expenses: Purchasing - 5680	498,419.04	667,300.00	440,910.38	-	440,910.38	677,500.00	10,200.00	102%
Total Expenses: Public Affairs - 5710	1,024,910.52	1,236,636.00	599,838.01	193,054.16	792,892.17	1,269,200.00	32,564.00	103%
Total Expenses: Grants & Rebates - 5720	9,871.42	30,000.00	22,605.46	-	22,605.46	30,000.00	-	100%
<b>Total Operating Expenses</b>	<b>26,919,250.01</b>	<b>31,659,962.00</b>	<b>22,363,217.30</b>	<b>1,625,601.23</b>	<b>23,988,818.53</b>	<b>32,466,172.00</b>	<b>806,210.00</b>	<b>103%</b>
<b>Operating Surplus(Deficit) Before Depreciation/Amortization</b>	<b>5,210,750.55</b>	<b>177,869.00</b>	<b>1,001,304.33</b>	<b>(1,625,601.23)</b>	<b>(858,946.90)</b>	<b>(118,641.00)</b>	<b>(296,510.00)</b>	<b>-67%</b>

## West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Summary

Non-Operating Revenues									
	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	%	Change
Subtotal: Property Taxes	3,179,570.33	3,069,566.00	2,294,141.40	-	2,294,141.40	3,147,135.00	77,569.00	103%	
Subtotal: Grants and Reimbursements	27,140.22	127,892.00	265,573.19	-	265,573.19	102,704.33	(25,187.67)	80%	
Subtotal: Interest and Investment Earnings	(1,822,987.33)	350,000.00	2,030,573.97	-	2,030,573.97	2,020,626.49	1,670,626.49	577%	
Subtotal: Rental Income - Cellular Antennas	40,034.91	36,303.00	31,905.05	-	31,905.05	40,835.61	4,532.61	112%	
Subtotal: Other Non-Operating Revenues	20,420.42	15,783.00	10,416,294.68	-	10,416,294.68	16,713.82	930.82	106%	
Subtotal: Gain On Sale/Disposition Of Capital Assets	740,002.23	-	735,493.68	-	735,493.68	-	-	0%	
<b>Total Non-Operating Revenues</b>	<b>2,184,180.78</b>	<b>3,599,544.00</b>	<b>15,773,981.97</b>	<b>-</b>	<b>15,773,981.97</b>	<b>5,328,015.25</b>	<b>1,728,471.25</b>	<b>148%</b>	
Non-Operating Expenses									
Subtotal: Loss On Sale/Disposition Of Capital Assets	(31,000.00)	-	-	-	-	-	-	0%	
Subtotal: Interest Expense - Long-Term Debt	847,001.34	894,915.00	640,577.04	-	640,577.04	843,597.54	(51,317.46)	94%	
<b>Total Non-Operating Expenses</b>	<b>816,001.34</b>	<b>894,915.00</b>	<b>640,577.04</b>	<b>-</b>	<b>640,577.04</b>	<b>843,597.54</b>	<b>(51,317.46)</b>	<b>94%</b>	
Non-Operating Surplus(Deficit)	1,368,179.44	2,704,629.00	15,133,404.93	-	15,133,404.93	4,484,417.71	1,779,788.71	166%	
Operating Budget Summary									
Grand Total Revenues	34,314,181	35,437,375	39,138,504	-	39,138,504	37,675,546	2,238,171		
Grand Total Expenses	27,735,251	32,554,877	23,003,794	1,625,601	24,629,396	33,309,770	754,893		
Debt Service (BLF, HydroPlant, Bond Pmt)	1,067,629	1,092,629	1,002,247	80,382	1,082,629	1,107,629	15,000		
Net Surplus(Deficit)	<b>5,511,301</b>	<b>1,789,869</b>	<b>15,132,462</b>	<b>(1,705,983)</b>	<b>13,426,479</b>	<b>3,258,147</b>	<b>1,468,278</b>		
Debt Service									
<b>Debt Convenience Ratio Calculation:</b>									
<b>Debt Service</b>									
Net Revenue	7,394,931.33	3,777,413.00	-	-	-	5,209,374.25			
Series 2016A Bond Debt Service	1,306,350.00	1,303,300.00	-	-	-	1,302,600.00			
<b>Debt Coverage Ratio (Minimum 1.20)</b>	<b>5.66</b>	<b>2.90</b>				<b>4.00</b>			
Calculation: Net Revenue ÷ Total Debt Service									

# Exhibit C

Fiscal Year 2023-24	
Balanced Budget Summary	Proposed Budget
<b>REVENUE</b>	
Operating Revenue	32,347,531
Non-Operating Revenue	5,328,015
<b>Total Revenues</b>	<b>37,675,546</b>
<b>EXPENDITURES</b>	
Operating Expenses	33,309,770
Debt Service	1,107,629
Operating Revenues contribution to CIP	3,258,147
<b>Total Expenditures</b>	<b>37,675,546</b>
<b>Net Surplus(Deficit)</b>	<b>-</b>

Restricted Funds				
FY 2022-23 Actuals	FY 2023	Fees	Capital	FY 2023
Restricted Funds Summary	Beg. Balance	Received	Expenditures	Ending Balance
<b>RESTRICTED FUNDS</b>				
Capacity Charge Fund	49,107,439	3,839,947	6,000,000	46,947,386
<b>Total Restricted Funds</b>	<b>49,107,439</b>	<b>3,839,947</b>	<b>6,000,000</b>	<b>46,947,386</b>

FY 2023-24 Proposed	FY 2024	Projected	Projected	FY 2024
Restricted Funds Summary	Beg. Balance	Fees Received	Capital Exp.	Ending Balance
<b>RESTRICTED FUNDS</b>				
Capacity Charge Fund	46,947,386	3,000,000	42,456,125	7,491,261
<b>Total Restricted Funds</b>	<b>46,947,386</b>	<b>3,000,000</b>	<b>42,456,125</b>	<b>7,491,261</b>

# Exhibit D

Revenue Trending Comparison - Water Consumption Sales and Service Charges

Account Name	Period Month	1 Jul	2 Aug	3 Sep	4 Oct	5 Nov	6 Dec	Mid-Year Totals	7 Jan	8 Feb	9 Mar	10 Apr	11 May	12 Jun	Year-End Total
<b>FY 2020</b>															
Water Domestic / Tier 1		426,076.52	430,341.51	381,740.75	399,868.12	428,062.36	339,170.09	2,405,259.35	506,198.73	348,711.56	365,074.38	389,197.74	416,454.29	472,757.46	4,903,653.51
Water Domestic / Tier 2		696,332.93	809,323.48	695,510.40	578,439.07	651,954.14	393,361.26	3,824,921.28	394,446.37	321,984.77	348,966.00	319,356.60	456,214.98	737,230.46	6,403,120.46
Water Domestic / Tier 3		554,977.26	684,544.49	616,959.02	535,449.65	580,177.88	374,890.44	3,346,998.74	311,627.49	306,557.82	314,698.35	288,897.46	314,427.24	564,641.99	5,447,849.09
Revenue / Water Domestic		-	(418.81)	50.00	(49.56)	(49.21)	(536.96)	(1,004.54)	(89.18)	-	860.36	(43.51)	-	-	(276.87)
Revenue / Water-Pressure Irr		3,644.42	4,828.91	4,530.38	3,519.23	3,054.85	1,449.85	21,027.64	353.10	1,243.34	1,378.16	629.16	1,886.41	3,496.76	30,014.57
Revenue / Water-Hydrant		35,668.71	37,558.20	40,330.62	70,950.51	61,038.20	14,959.77	260,506.01	10,216.41	18,837.66	31,165.68	12,574.38	17,645.16	18,431.04	369,376.34
Revenue / Water-Unauth Use Fir Ser		15,790.90	16,950.90	12,686.90	11,354.90	9,627.90	10,355.90	76,767.40	18,638.40	16,950.05	14,802.50	14,455.63	10,371.00	10,381.00	162,365.98
Revenue / Wholesale Water Sales		3,378.40	-	-	-	-	-	3,378.40	-	584.40	6,658.00	12,589.60	11,208.40	11,099.20	45,518.00
Revenue / Domestic Mo Ser Chg		592,803.91	593,747.60	521,107.77	543,117.04	598,899.63	505,409.59	3,355,085.54	828,287.19	530,977.01	503,329.24	597,128.68	609,508.47	665,470.85	7,089,786.98
Revenue / Fire Service Mo Ser Chg		26,365.81	26,399.54	25,996.21	26,842.91	28,917.91	26,614.58	161,136.96	30,336.37	27,503.78	22,338.12	32,016.66	27,598.99	27,977.02	328,907.90
Revenue / Hydrants Mo Ser Chg		4,143.87	3,831.67	4,070.69	4,363.37	4,521.91	4,397.52	25,329.03	4,370.70	4,117.03	2,141.92	2,153.51	1,474.26	1,049.74	40,636.19
Revenue / Backflowdevice Mo Ser Chg		3,588.56	3,592.45	3,519.25	3,501.55	3,760.37	3,350.51	21,312.69	4,249.72	3,657.39	3,021.75	4,201.88	3,754.48	3,857.38	44,055.29
Grand Total		<b>2,362,771.29</b>	<b>2,610,699.94</b>	<b>2,306,501.99</b>	<b>2,177,356.79</b>	<b>2,369,965.94</b>	<b>1,673,422.55</b>	<b>13,500,718.50</b>	<b>2,108,635.30</b>	<b>1,581,124.81</b>	<b>1,614,434.46</b>	<b>1,673,157.79</b>	<b>1,870,543.68</b>	<b>2,516,392.90</b>	<b>24,865,007.44</b>
<b>FY 2021</b>															
Water Domestic / Tier 1		476,769.34	368,142.81	521,193.35	406,932.94	362,724.97	456,535.77	2,592,299.18	429,342.06	403,703.25	480,564.45	352,556.00	436,889.29	523,993.51	5,219,347.74
Water Domestic / Tier 2		856,595.78	748,496.78	990,362.22	766,267.08	546,092.83	533,867.48	4,441,682.17	525,740.88	376,622.56	414,669.20	432,074.90	593,440.56	774,308.46	7,558,538.73
Water Domestic / Tier 3		673,697.35	640,161.95	787,932.35	700,620.45	489,027.16	514,781.07	3,806,220.33	487,723.18	316,242.18	343,119.76	406,277.60	472,150.65	566,279.62	6,398,013.32
Revenue / Water Domestic		(71.83)	-	-	-	-	-	(71.83)	-	-	-	-	-	(312.77)	(384.60)
Revenue / Water-Pressure Irr		3,745.00	5,146.70	4,530.38	4,975.50	3,464.66	1,914.23	23,776.47	1,815.79	953.37	1,099.96	1,564.34	1,972.01	2,263.05	33,444.99
Revenue / Water-Hydrant		27,086.80	86,495.63	50,421.07	4,323.85	27,961.87	10,317.71	206,606.93	14,515.84	16,059.27	9,730.66	21,893.38	33,197.28	95,411.78	397,415.14
Revenue / Water-Unauth Use Fir Ser		16,120.63	21,984.00	14,264.61	13,780.50	27,443.50	4,080.50	97,673.74	25,443.00	43,587.00	33,791.50	14,091.50	17,486.00	16,468.00	248,540.74
Revenue / Wholesale Water Sales		13,674.40	-	-	-	-	-	13,674.40	44.80	11,463.60	12,144.80	15,252.80	12,758.80	10,085.20	75,424.40
Revenue / Domestic Mo Ser Chg		679,554.44	491,666.68	741,758.83	549,909.13	516,025.45	674,765.12	3,653,679.65	625,845.70	627,520.01	768,354.88	500,579.41	631,540.70	768,017.50	7,575,537.85
Revenue / Fire Service Mo Ser Chg		28,466.09	26,622.28	28,809.68	26,817.63	22,701.40	32,837.37	166,254.45	27,909.93	27,844.91	28,508.25	26,585.40	28,097.19	29,664.83	334,864.96
Revenue / Hydrants Mo Ser Chg		16,062.89	810.46	957.11	1,478.12	856.77	1,458.83	21,624.18	1,856.34	1,454.97	1,343.05	1,277.45	3,939.99	3,960.06	35,456.04
Revenue / Backflowdevice Mo Ser Chg		3,992.55	3,511.00	4,109.67	3,607.28	3,193.02	4,409.96	22,823.48	3,848.38	3,865.63	4,197.50	3,574.01	3,877.09	4,254.98	46,441.07
Grand Total		<b>2,795,693.44</b>	<b>2,393,038.29</b>	<b>3,144,339.27</b>	<b>2,478,712.48</b>	<b>1,999,491.63</b>	<b>2,234,968.04</b>	<b>15,046,243.15</b>	<b>2,144,085.90</b>	<b>1,829,316.75</b>	<b>2,097,524.01</b>	<b>1,775,726.79</b>	<b>2,235,349.56</b>	<b>2,794,394.22</b>	<b>27,922,640.38</b>
<b>FY 2022</b>															
Water Domestic / Tier 1		408,703.14	449,898.37	494,214.29	364,645.56	471,002.30	515,058.98	2,703,522.64	280,048.90	416,476.86	552,095.41	309,609.82	438,749.95	451,608.87	5,152,112.45
Water Domestic / Tier 2		794,299.28	853,684.93	868,811.29	596,459.60	565,595.30	522,719.46	4,201,569.86	237,301.66	415,683.50	536,254.82	435,241.26	557,839.00	708,991.10	7,092,881.20
Water Domestic / Tier 3		676,394.55	732,110.76	738,822.28	589,352.57	471,825.57	432,407.26	3,640,912.99	244,544.79	358,657.91	468,427.83	455,283.62	454,621.72	756,831.79	6,379,280.65
Revenue / Water Domestic		(25.00)	-	-	-	(75.00)	-	(100.00)	-	-	(25.00)	-	-	-	(125.00)
Revenue / Water-Pressure Irr		3,150.08	3,248.52	3,277.41	2,507.01	1,520.47	1,932.42	15,635.91	363.80	826.04	1,378.16	1,944.19	2,116.46	2,267.33	24,531.89
Revenue / Water-Hydrant		109,881.64	105,845.96	102,492.60	147,414.36	138,463.68	103,698.72	707,796.96	125,121.84	109,213.20	47,284.32	87,290.52	71,238.36	65,701.80	1,213,647.00
Revenue / Water-Unauth Use Fir Ser		14,010.50	11,118.50	20,451.00	9,108.00	10,219.50	19,236.50	84,144.00	9,342.00	18,417.00	17,831.00	8,324.00	11,791.00	15,957.00	165,806.00
Revenue / Wholesale Water Sales		-	-	-	-	-	17,993.51	17,993.51	29,034.95	19,433.20	16,094.47	19,884.24	15,593.49	15,681.70	133,715.56
Revenue / Domestic Mo Ser Chg		557,392.42	635,854.40	717,546.13	500,867.25	698,128.92	798,074.71	3,907,863.83	426,263.28	640,442.35	861,684.05	424,556.36	643,608.67	644,969.94	7,549,388.48
Revenue / Fire Service Mo Ser Chg		27,972.10	29,510.24	30,101.18	28,826.55	30,734.29	31,457.33	178,601.69	28,941.79	30,456.73	32,296.31	29,397.12	30,548.08	30,570.57	360,812.29
Revenue / Hydrants Mo Ser Chg		5,094.29	4,415.84	5,083.85	4,721.05	5,135.77	5,898.72	30,349.52	6,644.65	5,445.15	6,061.21	6,563.52	6,086.12	5,987.98	67,138.15
Revenue / Backflowdevice Mo Ser Chg		3,655.94	3,926.68	4,193.92	3,590.71	4,034.50	4,264.44	23,666.19	3,514.88	3,931.70	4,398.51	3,548.84	3,948.84	3,956.92	46,965.88
Grand Total		<b>2,600,528.94</b>	<b>2,829,614.20</b>	<b>2,984,993.95</b>	<b>2,247,492.66</b>	<b>2,396,585.30</b>	<b>2,452,742.05</b>	<b>15,511,957.10</b>	<b>1,391,122.54</b>	<b>2,018,983.64</b>	<b>2,543,781.09</b>	<b>1,781,643.49</b>	<b>2,236,141.69</b>	<b>2,702,525.00</b>	<b>28,186,154.55</b>
<b>FY 2023</b>															
Water Domestic / Tier 1		448,615.68	535,527.73	366,557.30	442,996.12	547,898.62	325,217.63	2,666,813.08	402,411.12	352,190.68	394,042.94	364,220.17	438,749.95	451,608.87	5,070,036.81
Water Domestic / Tier 2		714,518.80	827,528.32	658,730.02	629,355.86	510,898.94	310,649.48	3,651,681.42	314,854.66	246,741.66	281,650.32	197,300.84	557,839.00	708,991.10	5,959,059.00
Water Domestic / Tier 3		541,864.62	764,418.30	708,349.40	601,086.61	473,761.88	353,172.01	3,442,652.82	288,301.95	227,840.01	255,045.91	193,275.96	454,621.72	756,831.79	5,618,570.16
Revenue / Water Domestic		-	-	-	-	4,453.17	15,074.74	19,527.91	38,260.20	51,480.68	73,819.81	91,478.06	-	-	274,566.66
Revenue / Water-Pressure Irr		2,187.08	2,647.18	3,147.94	2,001.97	1,549.36	-	11,533.53	-	-	-	-	2,116.46	2,267.33	15,917.32
Revenue / Water-Hydrant		63,155.73	61,050.79	53,915.99	50,989.98	50,857.72	18,308.82	298,279.03	9,450.18	12,651.84	5,103.24	16,455.12	71,238.36	65,701.80	478,879.57
Revenue / Water-Unauth Use Fir Ser		9,116.00	11,591.00	9,469.50	8,319.50	12,562.00	13,082.04	64,140.04	19,509.20	9,998.00	20,468.06	19,730.00	11,791.00	15,957.00	161,593.30
Revenue / Wholesale Water Sales		4,753.44	-	32,658.00	16,650.00	17,220.00	17,796.25	89,077.69	26,194.25	33,792.25	26,926.50	31,436.00	15,593.49	15,681.70	238,701.88
Revenue / Domestic Mo Ser Chg		644,749.28	789,938.05	503,039.68	647,419.69	872,363.51	486,673.37	3,944,183.58	652,214.00	596,673.52	654,885.54	658,272.08	643,608.67	644,969.94	7,794,807.33
Revenue / Fire Service Mo Ser Chg		30,623.97	32,075.68	29,409.76	30,921.90	33,076.97	30,022.49	186,130.77	31,701.16	31,136.91	31,907.73	32,011.73	30,548.08	30,570.57	374,006.95
Revenue / Hydrants Mo Ser Chg		5,692.49	5,977.64	5,989.56	6,213.01	7,360.44	7,564.33	38,797.47	10,001.75	7,963.82	9,344.80	9,414.64	6,086.12	5,987.98	87,596.58
Revenue / Backflowdevice Mo Ser Chg		3,987.75	4,373.89	3,620.16	3,991.63	4,462.67	3,679.50	24,115.60	4,070.16	3,979.59	4,087.25	4,129.54	3,948.84	3,956.92	48,287.90
Grand Total		<b>2,469,264.84</b>	<b>3,035,128.58</b>	<b>2,374,887.31</b>	<b>2,439,946</b>										

# Exhibit E

## West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Operating Revenues</b>										
<b>Water Consumption Sales</b>										
100-4000-400-4005	Domestic Water Sales	(125.00)	-	-	-	-				
100-4000-400-4001	Water Domestic - Tier 1	5,152,108.89	5,156,691.00	4,330,744.44	-	4,330,744.44	5,081,244.00	(75,447.00)	99%	Used Financial Model to calculate
100-4000-400-4002	Water Domestic - Tier 2	7,092,885.04	7,180,612.00	4,631,571.76	-	4,631,571.76	7,018,858.00	(161,754.00)	98%	Used Financial Model to calculate
100-4000-400-4003	Water Domestic - Tier 3	6,379,280.65	6,206,073.00	4,332,927.79	-	4,332,927.79	6,632,249.00	426,176.00	107%	Used Financial Model to calculate
100-4000-400-4010	Water Revenue & Unauth / Unbilled Year End	(45,744.91)	-	-	-	-	-	-	0%	
<b>Subtotal: Domestic Water Consumption Sales</b>		<b>18,578,404.67</b>	<b>18,543,376.00</b>	<b>13,295,243.99</b>	<b>-</b>	<b>13,295,243.99</b>	<b>18,732,351.00</b>	<b>188,975.00</b>	<b>101%</b>	
100-4000-400-4006	Pressure Irrigation Water Sales	24,531.89	33,077.00	11,533.53	-	11,533.53	-	(33,077.00)	0%	Converted to regular Domestic
100-4000-400-4007	Construction Meter/Hydrant Water Sales	1,213,647.00	409,687.00	341,939.41	-	341,939.41	480,822.00	71,135.00	117%	Construction activity is expected to remain steady.
100-4000-400-4008	Fire Service Water Sales	162,504.90	226,349.00	179,405.30	-	179,405.30	142,604.00	(83,745.00)	63%	
100-4000-400-4009	Revenue / Wholesale Water Sales	133,715.56	225,000.00	207,426.69	-	207,426.69	308,000.00	83,000.00	137%	Agreement 320 AF SW @ \$600/AF; 160 AF GW @ \$725/AF.
100-4000-400-4011	Revenue / Water-Unauthorized Consumption	525.00	149.00	823.42	-	823.42	2,000.00	1,851.00	1342%	
100-4000-400-4012	Chino Basin Water Rights Lease	-	264,250.00	-	-	-	(264,250.00)	-	0%	
<b>Subtotal: Other Water Consumption Sales</b>		<b>1,534,924.35</b>	<b>1,158,512.00</b>	<b>741,128.35</b>	<b>-</b>	<b>741,128.35</b>	<b>933,426.00</b>	<b>(225,086.00)</b>	<b>81%</b>	
<b>Total Water Consumption Sales</b>		<b>20,113,329.02</b>	<b>19,701,888.00</b>	<b>14,036,372.34</b>	<b>-</b>	<b>14,036,372.34</b>	<b>19,665,777.00</b>	<b>(36,111.00)</b>	<b>100%</b>	
<b>Water Service Charges</b>										
100-4010-401-4051	Fire Service Mnthly Service Charge	360,812.29	345,581.00	305,624.13	-	305,624.13	341,961.00	(3,620.00)	99%	
100-4010-401-4050	Domestic Water Monthly Service Charge	7,549,393.66	7,802,804.00	6,356,175.80	-	6,356,175.80	8,039,316.00	236,512.00	103%	On Average Adding 400+ Connections per year.
100-4010-401-4052	Hydrant Water Monthly Service Charge	67,138.15	19,000.00	75,522.48	-	75,522.48	75,000.00	56,000.00	395%	
100-4020-405-4055	Pressure Irrigation Montly Service Charge	2,768.64	3,354.00	1,205.52	-	1,205.52	-	(3,354.00)	0%	
100-4020-405-4054	Back Flow Monthly Service Charge	46,965.88	47,370.00	39,397.24	-	39,397.24	48,000.00	630.00	101%	
<b>Total Monthly Service Charges</b>		<b>8,027,078.62</b>	<b>8,218,109.00</b>	<b>6,777,925.17</b>	<b>-</b>	<b>6,777,925.17</b>	<b>8,504,277.00</b>	<b>286,168.00</b>	<b>103%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Other operating income</b>										
100-4020-405-4101	Delinquent Charges	-	341,250.00	234,650.00	-	450,000.00	108,750.00	132%		
100-4010-401-4114	Backflow Install Chg	-	638.00	1,443.86	-	2,000.00	1,362.00	313%		
100-4020-405-4108	After Hours/Same Day Turn On Charges	4,325.00	6,326.00	2,950.00	-	12,000.00	5,674.00	190%		
100-4020-405-4106	Turn On/Turn Offs For Non-Payment	257.50	131,250.00	175.00	-	130,000.00	(1,250.00)	99%		
100-4020-405-4107	Lien Fee	160.00	1,000.00	60.00	-	1,000.00	-	100%		
100-4020-405-4115	Water Service Application Fee	41,975.00	46,792.00	29,325.00	-	42,000.00	(4,792.00)	90%		
100-4020-405-4110	Fire Flow Testing	10,466.00	8,784.00	8,100.00	-	10,000.00	1,216.00	114%		
100-4020-405-4118	Copies	1.50	118.00	-	-	200.00	82.00	169%		
100-4020-405-4100	Revenue / Cash Variance	(8.37)	-	(495.69)	-	-	-	0%		
100-4020-405-4113	Plan Check Fees	76,403.50	49,905.00	20,332.00	-	25,000.00	(24,905.00)	50%		
100-4020-405-4105	Returned Payment Charges	5,300.00	5,712.00	6,850.00	-	10,000.00	4,288.00	175%		
100-4020-405-4111	Inspection Fees	191,461.61	80,000.00	192.12	-	112,216.00	32,216.00	140%	Based on new development construction and fees	
100-4020-405-4112	Revenue / Meter Installation Charge	399,622.64	190,000.00	5,225.00	-	297,878.00	107,878.00	157%	Based on new development construction and fees	
100-4020-405-4103	Fines For Unauthorized Water Use	1,225.00	1,000.00	1,100.00	-	1,300.00	300.00	130%		
100-4020-405-4117	Revenue / Miscellaneous	3,918.88	5,000.00	2,148.97	-	5,000.00	-	100%		
100-4020-405-4116	Revenue / Unclaimed Customer Refund	-	-	60,042.62	-	20,000.00	20,000.00	0%		
100-4020-405-4128	3A1 Pump from City of Rialto	101,699.12	94,191.00	46,170.89	-	100,000.00	5,809.00	106%		
100-4020-405-4132	Reimbursement From City Of Rialto - Opr Plant	172,217.87	206,634.00	159,201.45	-	200,000.00	(6,634.00)	97%		
100-4020-405-4131	Reimbursement From UTC - Routine Costs FBR	1,585,427.61	1,675,000.00	1,103,748.90	-	1,385,855.00	(289,145.00)	83%		
100-4020-405-4134	Reimbursement From UTC - Non-Routine Costs	-	-	-	-	-	-	0%		
100-4020-405-4127	Baseline Feeder Operations	774,268.39	800,000.00	801,994.29	-	1,050,000.00	250,000.00	131%	Delivery charge increase to \$210/acre foot	
100-4020-405-4122	Document Prep Fees	15.00	50.00	-	-	50.00	-	100%		
100-4020-405-4120	Administration Fees (Section 2017)	504,009.96	185,000.00	4,391.50	-	230,478.00	45,478.00	125%	Based on new development construction and fees	
100-4020-405-4123	Revenue Other Activities UUT	44,121.94	2,071.00	1,618.29	-	2,500.00	429.00	121%		
100-4020-405-4125	Reimbursement From Residents For Damages Done	46,774.58	47,113.00	47,947.62	-	50,000.00	2,887.00	106%		
100-4020-405-4124	Energy Demand Response Programs	18,237.44	20,000.00	10,504.43	-	20,000.00	-	100%		
100-4020-405-4126	Conservation Rebate Reimb	7,712.75	20,000.00	2,547.87	-	20,000.00	-	100%		
<b>Total Other Operating Revenue</b>		<b>3,989,592.92</b>	<b>3,917,834.00</b>	<b>2,550,224.12</b>	<b>-</b>	<b>2,315,574.12</b>	<b>4,177,477.00</b>	<b>259,643.00</b>	<b>107%</b>	
<b>Total Operating Revenues</b>		<b>32,130,000.56</b>	<b>31,837,831.00</b>	<b>23,364,521.63</b>	<b>-</b>	<b>23,129,871.63</b>	<b>32,347,531.00</b>	<b>509,700.00</b>	<b>102%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Operating Expenses</b>										
<b>Source of Supply - 5110</b>										
	Baseline Feeder Agreement - Delivery Charge for 5,000 acre-feet at \$210/acre-foot.		730,000.00	390,077.46		390,077.46	735,000.00			Baseline Feeder Agreement - Delivery Charge for 3,500 acre-feet at \$210/acre-foot. Activity Paid through 2/28/23
	Standby water source for warmer months for 100 acre-feet at \$235/acre-foot.		-			-	29,100.00			Standby water source for warmer months for 100 acre-feet at \$291/acre-foot.
100-5110-520-5252	Purchased Water / Muni	522,526.34	730,000.00	390,077.46	-	390,077.46	764,100.00	34,100.00	105%	
	State Project Water Direct Delivery - Roemer Water Treatment Plant Direct Delivery. 4,000 acre-feet at \$125/acre-foot.		402,560.00	217,501.91		217,501.91	500,000.00			State Project Water Direct Delivery - Roemer Water Treatment Plant Direct Delivery. 4,000 acre-feet at \$125/acre-foot.
	State Project Water Recharge - Bunker Hill Obligation - Baseline Feeder. 25% of the Baseline Feeder delivery is required to be recharged. Purchase 1,250 acre-feet at \$118.40/acre-foot.		148,000.00	55,361.46		55,361.46	118,400.00			State Project Water Recharge - Bunker Hill Obligation - Baseline Feeder. 25% of the Baseline Feeder delivery is required to be recharged. Purchase 1,000 acre-feet at \$118.40/acre-foot.
	San Bernardino Basin Area (SBBA) Agreement- Water Sustainability and O&M Costs									
100-5110-520-5253	Purchased Water / State Project Water	374,696.76	550,560.00	272,863.37	-	272,863.37	618,400.00	67,840.00	112%	
	Purchase of Lytle Creek Water Rights from San Bernardino. 2,177 acre-feet at \$125.8/acre-foot.		273,867.00	149,460.47		149,460.47	145,000.00			Purchase of Lytle Creek Water Rights from San Bernardino. 1,150 acre-feet at \$125.8/acre-foot.
100-5110-520-5250	Purchased Water / City of San Bernardino	258,947.99	273,867.00	149,460.47	-	149,460.47	145,000.00	(128,867.00)	53%	
	Stock Water Assessment		12,000.00	11,660.00		11,660.00	12,000.00			No change
100-5110-520-5251	Purchased Water / Fontana Union	8,480.00	12,000.00	11,660.00	-	11,660.00	12,000.00	-	100%	
	IEUA Capacity Charge \$1,830/mth. Meter Equivalent Unit Charge \$3,385/month. Readiness to serve \$538/mth		72,482.00	52,420.80		52,420.80	75,018.00			IEUA Capacity Charge \$1,413.33/mth. Meter Equivalent Unit Charge \$3,991.90/month. Readiness to serve \$680.28/mth
	Purchase IEUA water		470,000.00	415,021.30		415,021.30	470,000.00			Purchase IEUA water, 580 AF.
100-5110-520-5255	Purchased Water / IEUA	305,961.18	542,482.00	467,442.10	-	467,442.10	545,018.00	2,536.00	100%	
	San Bernardino Basin Area (SBBA) Agreement- Water Sustainability and O&M Costs		296,576.00	296,575.11		296,575.11	398,945.00			Water Sustainability and O&M Costs for FY 2023-24
100-5110-520-5256	Purchased Water / SBBA Agreement	348,884.13	296,576.00	296,575.11	-	296,575.11	398,945.00	102,369.00	135%	
	Lytle Creek Watershed Sanitary Survey		45,000.00		37,300.00	37,300.00				
	Watermaster costs to maintain rights in the Chino Basin.		25,000.00	22,679.55		22,679.55	25,000.00			Watermaster costs to maintain rights in the Chino Basin.
100-5110-520-5254	Other Miscellaneous / Source of Supply Costs	6,035.13	70,000.00	22,679.55	37,300.00	59,979.55	25,000.00	(45,000.00)	36%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>1,825,531.53</b>	<b>2,475,485.00</b>	<b>1,610,758.06</b>	<b>37,300.00</b>	<b>1,648,058.06</b>	<b>2,508,463.00</b>	<b>32,978.00</b>	<b>101%</b>	
	<b>Total Expenses: Source of Supply - 5110</b>	<b>1,825,531.53</b>	<b>2,475,485.00</b>	<b>1,610,758.06</b>	<b>37,300.00</b>	<b>1,648,058.06</b>	<b>2,508,463.00</b>	<b>32,978.00</b>	<b>101%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Production - Pumping - 5210</b>										
100-5210-500-5001	Salaries & Wages / Full Time	801,703.35	901,800.00	681,011.36	-	681,011.36	950,000.00	48,200.00	105%	
100-5210-500-5003	Salaries & Wages / Overtime	31,648.00	35,000.00	25,647.05	-	25,647.05	35,000.00	-	100%	
100-5210-500-5004	Salaries & Wages / On Call	13,245.55	14,500.00	13,957.72	-	13,957.72	14,500.00	-	100%	
	<b>Subtotal: Payroll Expenses</b>	<b>846,596.90</b>	<b>951,300.00</b>	<b>720,616.13</b>	<b>-</b>	<b>720,616.13</b>	<b>999,500.00</b>	<b>48,200.00</b>	<b>105%</b>	
100-5210-510-5101	Benefits / FICA	52,137.76	53,100.00	42,222.14	-	42,222.14	55,000.00	1,900.00	104%	
100-5210-510-5102	Benefits / Medicare	12,754.30	13,300.00	10,690.50	-	10,690.50	13,500.00	200.00	102%	
100-5210-510-5123	Benefits / Disability Insurance	2,865.94	3,200.00	2,430.98	-	2,430.98	3,100.00	(100.00)	97%	
100-5210-510-5125	Benefits / Life Insurance	3,369.70	4,000.00	3,046.85	-	3,046.85	3,800.00	(200.00)	95%	
100-5210-510-5121	Benefits / Dental	10,764.64	11,200.00	10,112.69	-	10,112.69	12,100.00	900.00	108%	
100-5210-510-5120	Benefits / Hosp / Med Insurance	148,949.37	170,300.00	135,917.79	-	135,917.79	164,100.00	(6,200.00)	96%	
100-5210-510-5122	Benefits / Vision Care Insurance	2,135.06	2,300.00	1,907.65	-	1,907.65	2,300.00	-	100%	
100-5210-510-5124	Benefits / EAP	198.39	300.00	217.96	-	217.96	300.00	-	100%	
100-5210-510-5100	Benefits / Deferred Comp-ER Match	15,661.59	17,600.00	13,465.05	-	13,465.05	17,600.00	-	100%	
100-5210-510-5105	Expenses / PERS-Pension Classic	75,121.74	80,300.00	61,145.77	-	61,145.77	97,600.00	17,300.00	122%	
100-5210-510-5106	PERS-Pension / Employer PEPRA-2nd Tier	6,758.59	9,400.00	7,298.85	-	7,298.85	10,100.00	700.00	107%	
100-5210-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	48,332.92	51,700.00	39,376.03	-	39,376.03	54,800.00	3,100.00	106%	
100-5210-510-5103	Expenses / Workers Comp Ins	36,152.67	39,100.00	31,737.48	-	31,737.48	43,900.00	4,800.00	112%	
100-5210-510-5109	Expense / PERS - Pension Expense - GASB 68	(75,665.10)	-	-	-	-	-	-	0%	
	<b>Subtotal: Benefits Expenses</b>	<b>339,537.57</b>	<b>455,800.00</b>	<b>359,569.74</b>	<b>-</b>	<b>359,569.74</b>	<b>478,200.00</b>	<b>22,400.00</b>	<b>105%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>1,186,134.47</b>	<b>1,407,100.00</b>	<b>1,080,185.87</b>	<b>-</b>	<b>1,080,185.87</b>	<b>1,477,700.00</b>	<b>70,600.00</b>	<b>105%</b>	

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
Treatment and Distribution training, certification and renewal for 8 employees.		5,000.00	561.17		561.17	5,000.00			Hazwoper, contact hour classes, cert. and cert. renewals.
100-5210-515-5200 Expenses / Training	2,702.46	5,000.00	561.17	-	561.17	5,000.00	-	100%	
Uniforms and safety boots for 8 employees.		4,000.00	2,866.64		2,866.64	4,000.00			
100-5210-536-5475 Operating Supplies / Uniforms	3,863.28	4,000.00	2,866.64	-	2,866.64	4,000.00	-	100%	
Conference Expenses		1,000.00	23.21		23.21	1,000.00			Tri-State for 1 staff.
100-5210-515-5202 Miscellaneous / Trans/Meals/Lodging	-	1,000.00	23.21	-	23.21	1,000.00	-	100%	
Well and booster pump flow meter testing		15,000.00	4,290.00	3,629.63	7,919.63	15,000.00			More meter testing perform close to year end. No budget increase needed.
100-5210-525-5321 Meter Testing	-	15,000.00	4,290.00	3,629.63	7,919.63	15,000.00	-	100%	
Clinical Laboratory - Laboratory analyses are required to comply with State and Federal Regulations.		5,500.00	1,469.25		1,469.25	6,000.00			Contract expiring - expected rise in laboratory costs due to inflation. Title 22 for BLF wells and UCMR 5.
100-5210-525-5301 Professional Services / Lab Tests	4,773.50	5,500.00	1,469.25	-	1,469.25	6,000.00	500.00	109%	
BLF: 12.5% Sodium Hypochlorite for wellhead chlorination. P17080 Wells without wellhead treatment: Sodium Hypochlorite for wellhead chlorination. P17010		115,000.00	105,503.29	95.90	105,599.19	125,000.00			Increase from last fiscal year based on recent and expected increases in chemical costs.
100-5210-530-5401 Operating Supplies / Chemicals	97,289.37	115,000.00	105,503.29	95.90	105,599.19	125,000.00	10,000.00	109%	
Reservoirs cleaning and inspection for tanks. Cleaning supplies for pump stations & Wells		25,000.00	20,846.81		20,846.81	30,000.00			Increase from last fiscal year based on Encanto Booster sampling this coming year.
Injection quills, tubing, PVC, and fittings for repairs to chlorination equipment.		30,000.00	19,149.02		19,149.02	35,000.00			Increase from last fiscal year based on Encanto Booster sampling this coming year.
Electrical and instrumentation repairs.		10,500.00	13,830.68		13,830.68	25,000.00			Increase from last fiscal year based on Encanto Booster sampling this coming year.
Repair Costs for Well, Booster, and intertie meter, Motor, RTU, Valves, airvacs, fencing, etc.		217,000.00	98,136.20	94,256.91	192,393.11	250,000.00			Increase from last fiscal year based on Encanto Booster sampling this coming year.
100-5210-540-5614 Repair & Maintenance / Structures / Facility	251,095.92	282,500.00	151,962.71	94,256.91	246,219.62	340,000.00	57,500.00	120%	
Tesco - Supervisory Control and Data Acquisition (SCADA) support. SCADA is used to monitor and control the water system, i.e., treatment plants, wells, booster stations, equipment, etc.		-	-		-	5,000.00			Increase from last fiscal year based on increased frequency of Tesco service requests.
100-5210-525-5306 Outside Labor / Contractors/Telemetry	1,171.52	-	-	-	-	5,000.00	5,000.00	0%	
Annual cost for electrical service at all District facilities, i.e., HQs, well, booster station, and reservoir sites.		3,140,000.00	1,996,715.68		1,996,715.68	3,140,000.00			No Budget increase requested versus current year's budget based on well usage and demand.
100-5210-550-5652 Utility Services / Electric	2,869,546.54	3,140,000.00	1,996,715.68	-	1,996,715.68	3,140,000.00	-	100%	
City water service at East Complex.		450.00	431.37		431.37	450.00			
100-5210-550-5655 Utility Services / Water	498.03	450.00	431.37	-	431.37	450.00	-	100%	
CUPA permits and misc. Fire Dept permits.		-	-		-	-			
100-5210-536-5473 Miscellaneous / Permits & Fees	-	-	-	-	-	-	-	0%	
<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>3,230,940.62</b>	<b>3,568,450.00</b>	<b>2,263,823.32</b>	<b>97,982.44</b>	<b>2,361,805.76</b>	<b>3,641,450.00</b>	<b>73,000.00</b>	<b>102%</b>	
<b>Total Expenses: Production - Pumping - 5210</b>	<b>4,417,075.09</b>	<b>4,975,550.00</b>	<b>3,344,009.19</b>	<b>97,982.44</b>	<b>3,441,991.63</b>	<b>5,119,150.00</b>	<b>143,600.00</b>	<b>103%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Water Quality Department - 5310</b>										
100-5310-500-5001	Salaries & Wages / Full Time	262,791.69	348,200.00	218,061.48	-	218,061.48	367,200.00	19,000.00	105%	
100-5310-500-5003	Salaries & Wages / Overtime	8,253.31	10,000.00	6,814.49	-	6,814.49	10,000.00	-	100%	
100-5310-500-5004	Salaries & Wages / On Call	1,751.69	3,100.00	1,374.98	-	1,374.98	3,100.00	-	100%	
100-5310-500-5021	Salaries & Wages / Class A Drivers License	311.50	700.00	338.50	-	338.50	-	-	0%	
100-5310-500-5020	Salaries & Wages / Bilingual Compensation	326.50	700.00	513.50	-	513.50	700.00	-	100%	
	<b>Subtotal: Payroll Expenses</b>	<b>273,434.69</b>	<b>362,700.00</b>	<b>227,102.95</b>	<b>-</b>	<b>227,102.95</b>	<b>381,000.00</b>	<b>18,300.00</b>	<b>105%</b>	
100-5310-510-5101	Benefits / FICA	17,687.70	22,200.00	14,396.58	-	14,396.58	22,900.00	700.00	103%	
100-5310-510-5102	Benefits / Medicare	4,136.67	5,200.00	3,366.93	-	3,366.93	5,400.00	200.00	104%	
100-5310-510-5123	Benefits / Disability Insurance	899.23	1,500.00	727.33	-	727.33	1,100.00	(400.00)	73%	
100-5310-510-5125	Benefits / Life Insurance	1,164.60	1,700.00	1,000.93	-	1,000.93	1,600.00	(100.00)	94%	
100-5310-510-5121	Benefits / Dental	5,060.58	8,500.00	5,079.00	-	5,079.00	8,100.00	(400.00)	95%	
100-5310-510-5120	Benefits / Hosp / Med Insurance	58,311.69	100,400.00	56,629.74	-	56,629.74	96,200.00	(4,200.00)	96%	
100-5310-510-5122	Benefits / Vision Care Insurance	690.60	1,000.00	635.40	-	635.40	1,000.00	-	100%	
100-5310-510-5124	Benefits / EAP	64.38	100.00	72.60	-	72.60	100.00	-	100%	
100-5310-510-5100	Benefits / Deferred Comp-ER Match	4,297.70	7,800.00	3,594.50	-	3,594.50	7,800.00	-	100%	
100-5310-510-5105	Expenses / PERS-Pension Classic	8,650.77	9,300.00	7,165.55	-	7,165.55	11,200.00	1,900.00	120%	
100-5310-510-5106	PERS-Pension / Employer PEPR-2nd Tier	13,300.81	19,300.00	10,925.01	-	10,925.01	20,900.00	1,600.00	108%	
100-5310-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	5,565.87	6,000.00	4,614.43	-	4,614.43	6,300.00	300.00	105%	
100-5310-510-5103	Expenses / Workers Comp Ins	12,887.91	14,500.00	11,465.40	-	11,465.40	18,700.00	4,200.00	129%	
100-5310-510-5109	Expense / PERS - Pension Expense - GASB 68	(20,285.32)	-	-	-	-	-	-	0%	
	<b>Subtotal: Benefits Expenses</b>	<b>112,433.19</b>	<b>197,500.00</b>	<b>119,673.40</b>	<b>-</b>	<b>119,673.40</b>	<b>201,300.00</b>	<b>3,800.00</b>	<b>102%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>385,867.88</b>	<b>560,200.00</b>	<b>346,776.35</b>	<b>-</b>	<b>346,776.35</b>	<b>582,300.00</b>	<b>22,100.00</b>	<b>104%</b>	

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	Department Training for staff of 4		4,675.00	1,041.47		1,041.47	3,600.00			Expect tHazardous Waste Operations and Emergency Response training, \$1,000. Workshop \$400, backflow training for supervisor and certs for staff \$2,200.
100-5310-515-5200	Expenses / Training	3,164.03	4,675.00	1,041.47	-	1,041.47	3,600.00	(1,075.00)	77%	
	Uniforms and safety boots for 4 employees		2,500.00	1,675.75		1,675.75	3,125.00			Expect to increase staffing by one.
100-5310-536-5475	Operating Supplies / Uniforms	2,437.46	2,500.00	1,675.75	-	1,675.75	3,125.00	625.00	125%	
	Routine lab costs for Wells 1A, 4A, 5A, 8A, 15, 23A, 24, 30, 33, 41, 54, 22, 42. Triennial sampling is due in July at about \$1,600/well site x 14 wells plus Well 7 requires full Title 22 each quarter for one year.		35,000.00	12,761.50	11,950.00	24,711.50	40,000.00			Contract expiring - expected rise and laboratory costs due to inflation. In addition, Quarterly PFAS sampling has been added per DDW requirement.
	Routine lab cost for distribution sampling. Misc. Sampling		30,000.00	26,325.00	1,500.00	27,825.00	35,000.00			Contract expiring - expected rise and laboratory costs due to inflation.
100-5310-525-5314	Professional Services / Lab Tests	43,394.50	65,000.00	39,086.50	13,450.00	52,536.50	75,000.00	10,000.00	115%	
	Lead service line inventory		-	420.00		420.00	70,000.00			Lead Service Line inventory and replacement (\$50K for contractor, \$5K for sampling kits) and periodic use of outside backflow testers until position is filled (\$15K).
100-5310-525-5319	Outside Labor / Contractors	-	-	420.00	-	420.00	70,000.00	70,000.00	0%	
	Purchase of instruments and reagents necessary for compliance field testing and water quality calls. Purchase of dechlorination tablets to meet NPDES permit requirements during necessary system flushing activities.		7,000.00	4,036.88		4,036.88	7,000.00			Trending on target
100-5310-530-5401	Operating Supplies / Chemicals	5,403.27	7,000.00	4,036.88	-	4,036.88	7,000.00	-	100%	
	Special labels and supplies for sampling			-		-	1,000.00			New GL Account for supplies
100-5310-530-5407	Operating Supplies / Shop	-	-	-	-	-	1,000.00	1,000.00	0%	
	Repair or replace sample stations.		2,500.00			-				
	Calibration of hydrant meters. Calibration of backflows.		10,000.00	9,661.22		9,661.22	10,000.00			Trending on target
100-5310-540-5614	Repair & Maintenance / Structures / Facility	13,011.92	12,500.00	9,661.22	-	9,661.22	10,000.00	(2,500.00)	80%	
	Replace stolen hydrant meters, replacement of damaged hydrants		50,000.00	34,789.56		34,789.56	50,000.00			Inflation on equipment and parts. R/R hydrant meters. \$1,700/each. R/R backflow devices, \$1,700/each.
100-5310-540-5602	Repair & Maintenance / Equipment	19,460.95	50,000.00	34,789.56	-	34,789.56	50,000.00	-	100%	
	Travel and meal training expenses		500.00	874.27		874.27	-			
100-5310-515-5202	Miscellaneous / Trans/Meals/Lodging	-	500.00	874.27	-	874.27	-		175%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>86,872.13</b>	<b>142,175.00</b>	<b>91,585.65</b>	<b>13,450.00</b>	<b>105,035.65</b>	<b>218,725.00</b>	<b>76,550.00</b>	<b>154%</b>	
	<b>Total Expenses: Water Quality Department - 5310</b>	<b>472,740.01</b>	<b>702,375.00</b>	<b>438,362.00</b>	<b>13,450.00</b>	<b>451,812.00</b>	<b>801,025.00</b>	<b>98,650.00</b>	<b>114%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Water Treatment - Perchlorate - 5320</b>										
	PERCHLORATE - DISTRICT WELLS 18A, 41, 42, 16 & 17: Electricity costs for plant operations		250,000.00	161,702.19		161,702.19	450,000.00			The budget for last fiscal year was lowered due to limited use of Well 18A & 41, 42 increased use is expected this coming year.
100-5320-550-5652	Utility Services / Electric	179,941.54	250,000.00	161,702.19	-	161,702.19	450,000.00	200,000.00	180%	
	PERCHLORATE - DISTRICT WELLS & IX Systems 18A, 41, 42, 16 & 17: Clinical Laboratory - Laboratory analyses are required to comply with State and Federal Regulations		25,000.00	12,417.25		12,417.25	25,000.00			Standard sampling, bringing up 18A, title 22 for 18A
100-5320-525-5314	Professional Services / Lab Tests	16,894.75	25,000.00	12,417.25	-	12,417.25	25,000.00	-	100%	
	DISTRICT WELLS 18A, 41, 42, 16 & 17: Chemical costs for treatment - Chlorine. Increase based on bringing Well 41 online.		25,000.00	7,487.84	17,512.16	25,000.00	35,000.00			The increase from the prior fiscal year is based on recent and expected increases in chemical costs and planned increase in use of Well 41.
100-5320-530-5401	Operating Supplies / Chemicals	3,718.61	25,000.00	7,487.84	17,512.16	25,000.00	35,000.00	10,000.00	140%	
						-	300,000.00			A resin exchange for vessels 1A and 2A is needed as indicated in sampling results.
100-5320-530-5404	Operating Supplies / Resin Exchange	304,454.48	-	-	-	-	300,000.00	0%		
	Repair and Replace pump motors, as needed. Cartridge filters and miscellaneous equipment.		20,000.00	-	-	-	20,000.00			Repair and Replace pump motors, as needed. Cartridge filters and miscellaneous equipment.
100-5320-540-5614	Repair & Maintenance / Structures / Facility	22,669.11	20,000.00	-	-	-	20,000.00	-	100%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>527,678.49</b>	<b>320,000.00</b>	<b>181,607.28</b>	<b>17,512.16</b>	<b>199,119.44</b>	<b>830,000.00</b>	<b>510,000.00</b>	<b>259%</b>	
	<b>Total Expenses: Water Treatment - Perchlorate- 5320</b>	<b>527,678.49</b>	<b>320,000.00</b>	<b>181,607.28</b>	<b>17,512.16</b>	<b>199,119.44</b>	<b>830,000.00</b>	<b>510,000.00</b>	<b>259%</b>	

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GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Water Treatment - FBR - 5350</b>										
100-5350-500-5001	Salaries & Wages / Full Time	212,135.75	425,700.00	320,002.78	-	320,002.78	445,700.00	20,000.00	105%	
100-5350-500-5003	Salaries & Wages / Overtime	31,433.69	30,000.00	14,777.34	-	14,777.34	30,000.00	-	100%	
100-5350-500-5004	Salaries & Wages / On Call	20,525.70	20,000.00	17,557.92	-	17,557.92	20,000.00	-	100%	
100-5350-500-5021	Salaries & Wages / Class A Drivers License	-	700.00	525.00	-	525.00	700.00	-	100%	
100-5350-500-5020	Salaries & Wages / Bilingual Compensation	-	-	-	-	-	-	-	0%	
	<b>Subtotal: Payroll Expenses</b>	<b>264,095.14</b>	<b>476,400.00</b>	<b>352,863.04</b>	<b>-</b>	<b>352,863.04</b>	<b>496,400.00</b>	<b>20,000.00</b>	<b>104%</b>	
100-5350-510-5101	Benefits / FICA	17,108.32	26,900.00	22,190.06	-	22,190.06	26,700.00	(200.00)	99%	
100-5350-510-5102	Benefits / Medicare	4,001.14	6,300.00	5,189.59	-	5,189.59	6,200.00	(100.00)	98%	
100-5350-510-5123	Benefits / Disability Insurance	816.84	1,500.00	1,170.40	-	1,170.40	1,400.00	(100.00)	93%	
100-5350-510-5125	Benefits / Life Insurance	898.02	1,700.00	1,325.38	-	1,325.38	1,600.00	(100.00)	94%	
100-5350-510-5121	Benefits / Dental	2,595.36	6,300.00	4,813.50	-	4,813.50	6,000.00	(300.00)	95%	
100-5350-510-5120	Benefits / Hosp / Med Insurance	48,502.54	98,200.00	76,536.78	-	76,536.78	96,200.00	(2,000.00)	98%	
100-5350-510-5122	Benefits / Vision Care Insurance	589.04	1,100.00	826.02	-	826.02	1,000.00	(100.00)	91%	
100-5350-510-5124	Benefits / EAP	54.87	100.00	94.42	-	94.42	100.00	-	100%	
100-5350-510-5100	Benefits / Deferred Comp-ER Match	3,909.00	7,800.00	4,656.00	-	4,656.00	7,800.00	-	100%	
100-5350-510-5105	Expenses / PERS-Pension Classic	20,452.14	35,900.00	28,407.80	-	28,407.80	42,500.00	6,600.00	118%	
100-5350-510-5106	PERS-Pension / Employer PEPR-2nd Tier	1,886.06	5,600.00	4,194.81	-	4,194.81	6,200.00	600.00	111%	
100-5350-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	13,158.70	23,100.00	18,294.02	-	18,294.02	23,900.00	800.00	103%	
100-5350-510-5109	Expense / PERS - Pension Expense - GASB 68	(20,642.59)	-	-	-	-	-	-	0%	
100-5350-510-5103	Expenses / Workers Comp Ins	12,027.07	21,000.00	17,589.04	-	17,589.04	21,800.00	800.00	104%	
	<b>Subtotal: Benefits Expenses</b>	<b>105,356.51</b>	<b>235,500.00</b>	<b>185,287.82</b>	<b>-</b>	<b>185,287.82</b>	<b>241,400.00</b>	<b>5,900.00</b>	<b>103%</b>	

## West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
<b>Subtotal: Payroll and Benefits Expenses</b>									
	369,451.65	711,900.00	538,150.86	-	538,150.86	737,800.00	25,900.00	104%	
100-5350-515-5200	Treatment and Distribution Cert./Renewal. Training for staff of 4		1,725.00	613.75	613.75	2,500.00			Haz-whopper, CEU, 4 x \$450.00 = \$1800.00; contact hour classes and cert. and cert. renewals.
	Expenses / Training	872.72	1,725.00	613.75	-	613.75	2,500.00	775.00	145%
	FBR Thermo, TOC Analyzer & Hach consumables and support. Collins Filters. FBR WELL 6 & 11: Air Conditioning service and VFD Maintenance. Annual fire sprinkler testing. FBR Calibration of flow meters and on-line analyzer's. Change out service for FBR air scrubber.		70,225.00	66,055.05	2,312.92	68,367.97	70,225.00		FBR Thermo, TOC Analyzer & Hach consumables and support. Collins Filters. FBR WELL 6 & 11: Air Conditioning service and VFD Maintenance. Annual fire sprinkler testing. FBR Calibration of flow meters and on-line analyzer's. Change out service for FBR air scrubber.
	FBR Components for online compressors and blowers parts. Kaeser Blowers. Tech support for SCADA for FBR.		25,850.00	5,492.69	5,492.69	25,850.00			FBR Components for online compressors and blowers parts. Kaeser Blowers. Tech support for SCADA for FBR.
	Annual water quality monitoring to comply with Geo Logic requirements.		9,900.00	-	-	9,900.00			Annual water quality monitoring to comply with Geo Logic requirements.
100-5350-525-5340	Professional Services / Other Consultants	89,789.57	105,975.00	71,547.74	2,312.92	73,860.66	105,975.00	-	100%
	Uniforms and boots for 4 employees.		2,000.00	2,061.45	2,061.45	2,100.00			
100-5350-536-5475	Operating Supplies / Uniforms	1,557.38	2,000.00	2,061.45	-	2,061.45	2,100.00	100.00	105%
	Electricity costs for FBR plant operations.		200,000.00	165,182.63	165,182.63	200,000.00			No Budget increase requested from current year's budget based on Plant usage
	Electricity costs for Well 6 & 11 operations.		250,000.00	212,219.07	212,219.07	250,000.00			
100-5350-550-5652	Utility Services / Electric	442,941.66	450,000.00	377,401.70	-	377,401.70	450,000.00	-	100%
	FBR: Valve positioners, VFD A/C, Miscellaneous tools and maintenance.				-				Costs included in Repair & Maintenance GL Account.
100-5350-540-5600	Other Miscellaneous / District Cost	26,010.58	-	-	-	-	-	-	0%
	Clinical Laboratory - Laboratory analyses are required to comply with State and Federal Regulations. FBR		30,000.00	33,270.96	3,220.00	36,490.96	40,000.00		Contract expiring - expected increase in laboratory costs. New test, Quarterly PFAS sampling added per DDW.
	Clinical Laboratory - Laboratory analyses are required to comply with State and Federal Regulations. Wells 6 & 11		20,000.00	8,805.00	500.00	9,305.00	20,000.00		Contract expiring - expected increase in laboratory costs. New test, Quarterly PFAS sampling added per DDW.
100-5350-525-5314	Professional Services / Lab Tests	47,864.25	50,000.00	42,075.96	3,720.00	45,795.96	60,000.00	10,000.00	120%
	FBR: Aluminum chlorohydrate is anticipated once, 6000 gallons.		40,000.00	30,061.40	9,938.60	40,000.00	35,000.00		FBR: Aluminum chlorohydrate is anticipated once, 6000 gallons.
	FBR: Acetic Acid is delivered monthly		335,000.00	235,096.69	179,903.31	415,000.00	212,670.00		FBR: Acetic Acid is delivered monthly. Negotiated a lower price for future deliveries.
	FBR Polymer cationic deliveries for DAF. 12 drums a year.		24,000.00	5,014.97	18,985.03	24,000.00	32,000.00		FBR Polymer cationic deliveries for DAF. 12 drums a year.
	FBR: Chlorine.		42,000.00	15,117.88	26,882.12	42,000.00	40,000.00		FBR: Chlorine.
	FBR: Phosphoric Acid is delivered monthly.		48,000.00	10,892.68	37,107.32	48,000.00	44,000.00		FBR: Phosphoric Acid is delivered monthly.
	Reagents countertop testing		5,000.00	1,235.34	1,235.34	5,000.00			Reagents countertop testing
100-5350-530-5401	Operating Supplies / Chemicals	449,271.69	494,000.00	297,418.96	272,816.38	570,235.34	368,670.00	(125,330.00)	75%

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	Cactus Basin No. 2 Maintenance		50,000.00	701.00		701.00	50,000.00			Cactus Basin No. 2 Maintenance
	GAC Media for the FBR reactors and/or scrubbers.		40,000.00	69,978.78		69,978.78	12,000.00			GAC scrubbers, \$6000/each/annually
	Repair and replacement of pumps and motors.		140,000.00	88,957.61	12,075.18	101,032.79	140,000.00			Repair and replacement of pumps and motors.
100-5350-540-5614	Repair & Maintenance / Structures / Facility	192,558.37	230,000.00	159,637.39	12,075.18	171,712.57	202,000.00	(28,000.00)	88%	
	Chlorination equipment for FBR					-				
100-5350-540-5602	Repair & Maintenance / Chlorination Equipment	-	-	-	-	-	-	-	0%	
	Vector control for Cactus Basin No. 2		5,000.00	600.00	1,080.00	1,680.00	5,000.00			Vector control for Cactus Basin No. 2 and surrounding area.
	Annual payment to San Bernardino County Flood Control District based on volume FBR discharge into Cactus No. 2.		10,000.00	11,658.00		11,658.00	12,000.00			Annual payment to San Bernardino County Flood Control District based on volume FBR discharge into Cactus No. 2.
	Rialto Discharge Fees		30,000.00	24,945.00		24,945.00	30,000.00			Rialto Discharge Fees
	Cactus Basin No. 2. 1-time mitigation cost.					-				
100-5350-536-5473	Miscellaneous / Permits & Fees	105,772.69	45,000.00	37,203.00	1,080.00	38,283.00	47,000.00	2,000.00	104%	
	Travel and meal training expenses		1,000.00			-	1,200.00			Tri-State Conference for 1 staff member.
100-5350-515-5202	Miscellaneous / Trans/Meals/Lodging	-	1,000.00	-	-	-	1,200.00		0%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>1,358,509.16</b>	<b>1,379,700.00</b>	<b>987,959.95</b>	<b>292,004.48</b>	<b>1,279,964.43</b>	<b>1,239,445.00</b>	<b>(140,255.00)</b>	<b>90%</b>	
	<b>Total Expenses: Water Treatment - FBR/FXB - 5350</b>	<b>1,727,960.81</b>	<b>2,091,600.00</b>	<b>1,526,110.81</b>	<b>292,004.48</b>	<b>1,818,115.29</b>	<b>1,977,245.00</b>	<b>(114,355.00)</b>	<b>95%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Water Treatment - Roemer/Arsenic - 5390</b>										
100-5390-500-5001	Salaries & Wages / Full Time	443,679.81	310,000.00	238,406.94	-	238,406.94	314,900.00	4,900.00	102%	
100-5390-500-5003	Salaries & Wages / Overtime	34,535.43	50,000.00	41,472.45	-	41,472.45	50,000.00	-	100%	
100-5390-500-5004	Salaries & Wages / On Call	23,701.90	23,000.00	19,648.29	-	19,648.29	23,000.00	-	100%	
100-5390-500-5021	Salaries & Wages / Class A Drivers License	1,303.00	700.00	252.00	-	252.00	-	(700.00)	0%	
100-5390-500-5020	Salaries & Wages / Bilingual Compensation	1,303.00	1,300.00	1,027.00	-	1,027.00	1,300.00	-	100%	
	<b>Subtotal: Payroll Expenses</b>	<b>504,523.14</b>	<b>385,000.00</b>	<b>300,806.68</b>	<b>-</b>	<b>300,806.68</b>	<b>389,200.00</b>	<b>4,200.00</b>	<b>101%</b>	
100-5390-510-5101	Benefits / FICA	30,653.91	19,700.00	19,011.38	-	19,011.38	19,400.00	(300.00)	98%	
100-5390-510-5102	Benefits / Medicare	7,169.01	4,600.00	4,446.17	-	4,446.17	4,500.00	(100.00)	98%	
100-5390-510-5123	Benefits / Disability Insurance	1,500.08	1,100.00	819.44	-	819.44	1,100.00	-	100%	
100-5390-510-5125	Benefits / Life Insurance	1,543.25	1,200.00	896.01	-	896.01	1,200.00	-	100%	
100-5390-510-5121	Benefits / Dental	6,742.00	4,600.00	4,196.81	-	4,196.81	4,800.00	200.00	104%	
100-5390-510-5120	Benefits / Hosp / Med Insurance	99,360.30	81,200.00	67,483.83	-	67,483.83	80,000.00	(1,200.00)	99%	
100-5390-510-5122	Benefits / Vision Care Insurance	982.22	800.00	655.13	-	655.13	800.00	-	100%	
100-5390-510-5124	Benefits / EAP	95.31	100.00	74.82	-	74.82	100.00	-	100%	
100-5390-510-5100	Benefits / Deferred Comp-ER Match	7,623.00	5,900.00	4,570.95	-	4,570.95	5,900.00	-	100%	
100-5390-510-5105	Expenses / PERS-Pension Classic	44,355.95	31,900.00	25,100.02	-	25,100.02	38,200.00	6,300.00	120%	
100-5390-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	28,538.37	20,500.00	16,163.82	-	16,163.82	21,400.00	900.00	104%	
100-5390-510-5109	Expense / PERS - Pension Expense - GASB 68	(40,989.06)	-	-	-	-	-	-	0%	
100-5390-510-5103	Expenses / Workers Comp Ins	21,983.81	15,100.00	14,451.49	-	14,451.49	15,800.00	700.00	105%	
	<b>Subtotal: Benefits Expenses</b>	<b>209,558.15</b>	<b>186,700.00</b>	<b>157,869.87</b>	<b>-</b>	<b>157,869.87</b>	<b>193,200.00</b>	<b>6,500.00</b>	<b>103%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
<b>Subtotal: Payroll and Benefits Expenses</b>									
	714,081.29	571,700.00	458,676.55	-	458,676.55	582,400.00	10,700.00	102%	
100-5390-515-5200	Treatment and Distribution Cert./Renewal. Training for staff of 4		1,350.00	718.25	718.25	2,000.00			Haz-whopper, CEU, 3 x \$450.00 = \$1350.00, contact hour classes, certs. and cert. renewals.
	Expenses / Training	310.00	1,350.00	718.25	-	718.25	2,000.00	650.00	148%
	Trident filter SCADA configation, equipment installation, etc.		25,000.00	23,274.24	248.96	23,523.20	25,000.00		Trident filter SCADA configation, equipment installation, etc.
	PM contract for Total Organic Carbon and HACH analyzers.		31,500.00	17,811.87	26,103.25	43,915.12	30,000.00		PM contract for Total Organic Carbon and HACH analyzers.
	PM for Q air for compressors and blowers.		25,000.00			-	25,000.00		PM for Q air for compressors and blowers.
100-5390-525-5340	Professional Services / Other Consultants	47,619.18	81,500.00	41,086.11	26,352.21	67,438.32	80,000.00	(1,500.00)	98%
	Filter survey for 2 Trident filters.		1,000.00	495.55		495.55	13,000.00		\$13K to do 2 Trident Filters surveys to analyze condition.
100-5390-525-5315	Professional Services / Misc Studies	-	1,000.00	495.55	-	495.55	13,000.00	12,000.00	1300%
	Uniforms and safety boots for 4 employees		2,000.00	2,123.73		2,123.73	2,500.00		
100-5390-536-5475	Operating Supplies / Uniforms	2,590.27	2,000.00	2,123.73	-	2,123.73	2,500.00	500.00	125%
	ROEMER TREATMENT PLANT: Electricity costs for plant operations. ARSENIC: Electricity costs for plant operations.		650,000.00	494,118.02		494,118.02	700,000.00		ROEMER TREATMENT PLANT: Electricity costs for plant operations. ARSENIC: Electricity costs for plant operations.
100-5390-550-5652	Utility Services / Electric	502,694.20	650,000.00	494,745.75	-	494,745.75	700,000.00	50,000.00	108%
	Trash services.		3,200.00	2,365.74		2,365.74	3,200.00		
100-5390-550-5654	Utility Services / Trash	3,154.32	3,200.00	2,365.74	-	2,365.74	3,200.00	-	100%
	ROEMER TREATMENT PLANT: Natural gas service by Southern California Gas Company		700.00	990.13		990.13	935.00		
100-5390-550-5653	Utility Services / Gas	492.45	700.00	990.13	-	990.13	935.00	235.00	134%
	Janitorial Services at Roemer Plant		9,000.00	8,178.21	1,480.00	9,658.21	10,000.00		
100-5390-525-5313	Professional Services / Janitorial	9,837.07	9,000.00	8,178.21	1,480.00	9,658.21	10,000.00	1,000.00	111%
	ROEMER TREATMENT PLANT: Telephone, fax and internet service by AT&T		2,760.00	2,674.18		2,674.18	3,000.00		
100-5390-550-5650	Communication Services / Telephone	4,150.84	2,760.00	2,674.18	-	2,674.18	3,000.00	240.00	109%
	Hydroelectric Plant Operations and Maintenance Cost.		9,000.00		1,370.00	1,370.00	5,000.00		Hydroelectric Plant Operations and Maintenance Cost.
	Misc District Cost repair and replacement		30,000.00	12,891.35	21,984.60	34,875.95	34,000.00		Misc District Cost repair and replacement. Rialto doesn't pay maintenance for filters 4, 5, and 6.
100-5390-540-5600	Other Miscellaneous / District Cost	49,936.79	39,000.00	12,891.35	23,354.60	36,245.95	39,000.00	-	100%

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	ROEMER TREATMENT PLANT: Clinical Laboratory - Laboratory analyses are required to comply with State and Federal Regulations		35,000.00	17,634.25		17,634.25	35,000.00			Addition of sludge sampling, UCMR 5, contract expiring-expecting increase in lab costs.
	ARSENIC & Well 2: Clinical Laboratory - Laboratory analyses are required to comply with State and Federal Regulations		5,000.00	607.09		607.09	6,500.00			Contract expiring - expecting increase in lab sampling. Additional sampling for start-up. Title 22 for Well 2, \$2,500.
100-5390-525-5314	Professional Services / Lab Tests	28,492.02	40,000.00	18,241.34	-	18,241.34	41,500.00	1,500.00	104%	
	ROEMER TREATMENT PLANT: Contracted cleanout activities needed for sludge drying ponds		87,500.00	43,647.24		43,647.24	90,000.00			ROEMER TREATMENT PLANT: Contracted cleanout activities needed for sludge drying ponds
	ARSENIC: \$3,500 per removal		32,000.00	8,613.90		8,613.90	25,000.00			Arsenic sludge hauling and disposal.
100-5390-525-5317	Professional Services / Sludge Disposal	228,185.38	119,500.00	52,261.14	-	52,261.14	115,000.00	(4,500.00)	96%	
	ROEMER TREATMENT PLANT: Chemical costs for Roemer Treatment -		90,000.00	81,298.64	8,701.36	90,000.00	90,000.00			ROEMER TREATMENT PLANT: Chemical costs for Roemer Treatment -
	ROEMER TREATMENT PLANT: Chemical costs for Roemer Treatment - ACH Coagulant.		140,000.00	59,569.00	80,431.00	140,000.00	114,000.00			ROEMER TREATMENT PLANT: Chemical costs for Roemer Treatment - ACH Coagulant.
	Reagents countertop testing		5,000.00	4,522.48		4,522.48	5,000.00			Reagents countertop testing
	Arsenic Plant: Ferric Chemical			3,279.28	250.00	3,529.28	9,450.00			Ferric for the Arsenic Treatment Plant
100-5390-530-5401	Operating Supplies / Chemicals	127,220.70	235,000.00	148,669.40	89,382.36	238,051.76	218,450.00	(16,550.00)	93%	
100-5390-530-5400	Operating Supplies / Carbon Exchange	-	-	-	-	-	-	-	0%	
	Rehab effluent pump, chemical pump, blowers, etc. Consumable items. Repair and replacement of OPR Water facility		235,500.00	136,060.28	66,979.31	203,039.59	220,000.00			Rehab effluent pump, chemical pump, blowers, etc. Consumable items. Repair and replacement of ORP Water Facility. Pretreatment actuators, UV system, 24-inch valves, etc.
100-5390-540-5614	Repair & Maintenance / Structures / Facility	143,285.19	235,500.00	136,060.28	66,979.31	203,039.59	220,000.00	(15,500.00)	93%	
	Repair or replace chlorine pumps and parts.			-		-				
100-5390-540-5602	Repair & Maintenance / Chlorination Equipment	1,185.66	-	-	-	-	-	-	0%	
	Travel and meal training expenses		1,000.00				1,200.00			Tri-State for 1 staff member.
100-5390-515-5202	Miscellaneous / Trans/Meals/Lodging	-	1,000.00	-	-	-	1,200.00	200.00	120%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>1,149,154.07</b>	<b>1,421,510.00</b>	<b>921,501.16</b>	<b>207,548.48</b>	<b>1,129,049.64</b>	<b>1,449,785.00</b>	<b>28,275.00</b>	<b>102%</b>	
	<b>Total Expenses: Water Treatment - Roemer/Arsenic - 5390</b>	<b>1,863,235.36</b>	<b>1,993,210.00</b>	<b>1,380,177.71</b>	<b>207,548.48</b>	<b>1,587,726.19</b>	<b>2,032,185.00</b>	<b>38,975.00</b>	<b>102%</b>	

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GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Maintenance - Transmission and Distribution - 5410</b>										
100-5410-500-5001	Salaries & Wages / Full Time	702,655.76	823,000.00	610,188.33	-	610,188.33	898,100.00	75,100.00	109%	
100-5410-500-5003	Salaries & Wages / Overtime	61,808.23	60,000.00	55,069.48	-	55,069.48	60,000.00	-	100%	
100-5410-500-5004	Salaries & Wages / On Call	6,226.84	20,000.00	6,568.19	-	6,568.19	10,000.00	(10,000.00)	50%	
100-5410-500-5021	Salaries & Wages / Class A Drivers License	2,756.13	3,300.00	2,154.00	-	2,154.00	3,900.00	600.00	118%	
100-5410-500-5020	Salaries & Wages / Bilingual Compensation	1,288.00	1,300.00	1,714.50	-	1,714.50	2,600.00	1,300.00	200%	
	<b>Subtotal: Payroll Expenses</b>	<b>774,734.96</b>	<b>907,600.00</b>	<b>675,694.50</b>	<b>-</b>	<b>675,694.50</b>	<b>974,600.00</b>	<b>67,000.00</b>	<b>107%</b>	
100-5410-510-5101	Benefits / FICA	48,683.71	52,800.00	42,772.47	-	42,772.47	56,500.00	3,700.00	107%	
100-5410-510-5102	Benefits / Medicare	11,385.77	12,300.00	10,003.29	-	10,003.29	13,200.00	900.00	107%	
100-5410-510-5123	Benefits / Disability Insurance	2,494.49	3,900.00	2,105.27	-	2,105.27	3,000.00	(900.00)	77%	
100-5410-510-5125	Benefits / Life Insurance	3,716.06	5,200.00	3,332.79	-	3,332.79	4,700.00	(500.00)	90%	
100-5410-510-5121	Benefits / Dental	10,959.64	17,400.00	9,367.77	-	9,367.77	15,200.00	(2,200.00)	87%	
100-5410-510-5120	Benefits / Hosp / Med Insurance	160,273.73	221,500.00	130,973.36	-	130,973.36	199,000.00	(22,500.00)	90%	
100-5410-510-5122	Benefits / Vision Care Insurance	2,486.00	3,100.00	2,223.90	-	2,223.90	3,000.00	(100.00)	97%	
100-5410-510-5124	Benefits / EAP	245.54	400.00	254.40	-	254.40	400.00	-	100%	
100-5410-510-5100	Benefits / Deferred Comp-ER Match	13,287.59	23,400.00	11,672.00	-	11,672.00	23,400.00	-	100%	
100-5410-510-5105	Expenses / PERS-Pension Classic	30,159.08	32,400.00	25,661.15	-	25,661.15	39,900.00	7,500.00	123%	
100-5410-510-5106	PERS-Pension / Employer PEPR-2nd Tier	30,617.63	38,300.00	27,351.15	-	27,351.15	43,500.00	5,200.00	114%	
100-5410-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	19,404.12	20,900.00	16,525.13	-	16,525.13	22,400.00	1,500.00	107%	
100-5410-510-5103	Expenses / Workers Comp Ins	32,481.22	36,800.00	31,154.64	-	31,154.64	45,600.00	8,800.00	124%	
100-5410-510-5109	Expense / PERS - Pension Expense - GASB 68	(56,163.38)	-	-	-	-	-	-	0%	
	<b>Subtotal: Benefits Expenses</b>	<b>310,031.20</b>	<b>468,400.00</b>	<b>313,397.32</b>	<b>-</b>	<b>313,397.32</b>	<b>469,800.00</b>	<b>1,400.00</b>	<b>100%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>1,084,766.16</b>	<b>1,376,000.00</b>	<b>989,091.82</b>	<b>-</b>	<b>989,091.82</b>	<b>1,444,400.00</b>	<b>68,400.00</b>	<b>105%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	Required treatment/distribution certification and renewal. Certification for Class A preparing for new regulations. AWWA courses required by State Board.		9,100.00	7,736.70		7,736.70	2,000.00			Cert. and cert. renewals for 12 personnel.
100-5410-515-5200	Expenses / Training	3,240.55	9,100.00	7,736.70	-	7,736.70	2,000.00	(7,100.00)	22%	
	Uniforms. This is the calculation for 12 staff members. There are new employees.		9,200.00	6,407.98		6,407.98	9,200.00			District to change uniform provider might increase price and 12 staff for boot reimbursement
100-5410-536-5475	Operating Supplies / Uniforms	7,233.62	9,200.00	6,407.98	-	6,407.98	9,200.00	-	100%	
	Travel and meal training expenses					-	600.00			1 day work shop for multiple staff.
100-5410-515-5202	Miscellaneous / Trans/Meals/Lodging	-	-	-	-	-	600.00	0%		
	All materials in the inventory stock room. Water pipe, valves, clamps, flex couplings, meter boxes, etc.		440,000.00	301,203.29	12,281.10	313,484.39	400,000.00			Increase stockroom supply and emergency repairs and increase in parts pricing
100-5410-540-5605	Repair & Maintenance / Domestic Mains	356,046.59	440,000.00	301,203.29	12,281.10	313,484.39	400,000.00	(40,000.00)	91%	
	Repair or replace damaged or hit hydrants.		86,000.00	78,359.78		78,359.78	86,000.00			Hydrant repair and or upgrades after traffic collision or leaks
100-5410-540-5606	Repair & Maintenance / Fire Hydrants	57,383.67	86,000.00	78,359.78	-	78,359.78	86,000.00	-	100%	
	Shop Supplies- include now Sand, Type 2 Base and Temp. Asphalt.		20,250.00	17,079.73		17,079.73	20,000.00			Emergency repairs, road repairs leading to rural sites and new cold mix being used will increase usage
100-5410-530-5408	Operating Supplies / Shop Supplies	23,186.69	20,250.00	17,079.73	-	17,079.73	20,000.00	(250.00)	99%	
	Annual Repair/Replace - District Facilities. Building and grounds repairs,		28,200.00	10,986.57	6,975.87	17,962.44	15,000.00			Site repairs/upgrades not covered by Facility Maint will be needed to be done by Ops Team
100-5410-540-5616	Repair & Maintenance / Facilities Repairs	37,201.53	28,200.00	10,986.57	6,975.87	17,962.44	15,000.00	(13,200.00)	53%	
	Soil compaction testing and street pavement repairs after maintenance activities per agency's jurisdiction requirements.		580,000.00	391,889.96	187,080.74	578,970.70	525,000.00			Emergency repairs and concrete repair in sidewalk per city/county standards and includes compaction testing.
100-5410-540-5612	Repair & Maintenance / Street Patching	465,872.44	580,000.00	391,889.96	187,080.74	578,970.70	525,000.00	(55,000.00)	91%	
	Tools and equipment to repair service line leaks, welding equipment, and miscellaneous tools.		12,000.00	15,765.71	-	15,765.71	12,000.00			Ongoing replacement of aged worn tools, line pulling equipment, compactors and pumps
100-5410-540-5615	Repair & Maintenance / Tools	10,361.10	12,000.00	15,765.71	-	15,765.71	12,000.00	-	100%	
						-				
100-5410-525-5319	Outside Labor / Contractors	-	-	-	-	-	-	-	0%	
	Personal Protective Equipment (PPE) and safety equipment for all District staff. Equipment Rental: shoring equipment,		15,000.00	14,699.39		14,699.39	15,000.00			New Safey PPE Needed, Budget also for partial safety items in vending for All staff
100-5410-528-5381	Rentals / Equipment	12,029.86	15,000.00	14,699.39	-	14,699.39	15,000.00	-	100%	
	Repairs on waterlines, service laterals, irrigation lines and misc maintenance repairs.		119,500.00	77,137.18	23,501.65	100,638.83	-			No budget needed, Landscape overseen by Purchasing
	Fees for DigAlert underground-utility locating.					-	12,000.00			Anticipated fees for USA, fee based on monthly tickets
100-5410-540-5613	Repair & Maintenance / Structures & Improvements	70,061.38	119,500.00	77,137.18	23,501.65	100,638.83	12,000.00	(107,500.00)	10%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>1,042,617.43</b>	<b>1,319,250.00</b>	<b>921,266.29</b>	<b>229,839.36</b>	<b>1,151,105.65</b>	<b>1,096,800.00</b>	<b>(222,450.00)</b>	<b>83%</b>	
	<b>Total Expenses: Maintenance - Transmission and Distribution - 5410</b>	<b>2,127,383.59</b>	<b>2,695,250.00</b>	<b>1,910,358.11</b>	<b>229,839.36</b>	<b>2,140,197.47</b>	<b>2,541,200.00</b>	<b>(154,050.00)</b>	<b>94%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Customer Service - 5510</b>										
100-5510-500-5001	Salaries & Wages / Full Time	464,024.56	563,300.00	385,436.22	-	385,436.22	571,200.00	7,900.00	101%	
100-5510-500-5003	Salaries & Wages / Overtime	8,736.57	10,000.00	12,050.43	-	12,050.43	10,000.00	-	100%	
100-5510-500-5004	Salaries & Wages / On Call	-	-	84.24	-	84.24	-	-	0%	
100-5510-500-5020	Salaries & Wages / Bilingual Compensation	1,589.50	2,000.00	1,453.00	-	1,453.00	2,600.00	600.00	130%	
	<b>Subtotal: Payroll Expenses</b>	<b>474,350.63</b>	<b>575,300.00</b>	<b>399,023.89</b>	<b>-</b>	<b>399,023.89</b>	<b>583,800.00</b>	<b>8,500.00</b>	<b>101%</b>	
100-5510-510-5101	Benefits / FICA	30,405.16	36,100.00	25,019.64	-	25,019.64	36,500.00	400.00	101%	
100-5510-510-5102	Benefits / Medicare	7,110.90	8,500.00	5,851.25	-	5,851.25	8,500.00	-	100%	
100-5510-510-5123	Benefits / Disability Insurance	1,788.57	2,500.00	1,365.13	-	1,365.13	2,000.00	(500.00)	80%	
100-5510-510-5125	Benefits / Life Insurance	2,984.38	3,700.00	2,459.89	-	2,459.89	3,600.00	(100.00)	97%	
100-5510-510-5121	Benefits / Dental	10,127.55	12,400.00	8,036.37	-	8,036.37	13,100.00	700.00	106%	
100-5510-510-5120	Benefits / Hosp / Med Insurance	160,039.91	200,900.00	131,491.38	-	131,491.38	183,200.00	(17,700.00)	91%	
100-5510-510-5122	Benefits / Vision Care Insurance	2,036.92	2,400.00	1,648.57	-	1,648.57	2,300.00	(100.00)	96%	
100-5510-510-5124	Benefits / EAP	195.20	300.00	188.25	-	188.25	300.00	-	100%	
100-5510-510-5100	Benefits / Deferred Comp-ER Match	4,109.41	17,600.00	3,081.00	-	3,081.00	17,600.00	-	100%	
100-5510-510-5105	Expenses / PERS-Pension Classic	12,394.42	13,000.00	10,051.72	-	10,051.72	15,300.00	2,300.00	118%	
100-5510-510-5106	PERS-Pension / Employer PEPR-2nd Tier	26,653.73	32,400.00	20,833.46	-	20,833.46	34,400.00	2,000.00	106%	
100-5510-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	7,974.48	8,400.00	6,473.10	-	6,473.10	8,600.00	200.00	102%	
100-5510-510-5103	Expenses / Workers Comp Ins	5,620.61	3,200.00	5,263.61	-	5,263.61	3,300.00	100.00	103%	
100-5510-510-5109	Expense / PERS - Pension Expense - GASB 68	(36,084.15)	-	-	-	-	-	-	0%	
	<b>Subtotal: Benefits Expenses</b>	<b>235,357.09</b>	<b>341,400.00</b>	<b>221,763.37</b>	<b>-</b>	<b>221,763.37</b>	<b>328,700.00</b>	<b>(12,700.00)</b>	<b>96%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>709,707.72</b>	<b>916,700.00</b>	<b>620,787.26</b>	<b>-</b>	<b>620,787.26</b>	<b>912,500.00</b>	<b>(4,200.00)</b>	<b>100%</b>	

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	Customer service (misc) training including water Distribution Operator Water Treatment, QWEL, and Water Use Efficiency Practitioner Certificates. New Tyler Incode system training		3,000.00	1,199.00		1,199.00	3,000.00			Customer service (misc) training including water Distribution Operator Water Treatment, QWEL, and Water Use Efficiency Practitioner Certificates. New Tyler Incode system training. In FY2022 training opportunities were limited due to COVID-19. Staff plans to participate in recommended conferences and training.
100-5510-515-5200	Expenses / Training	624.95	3,000.00	1,199.00	-	1,199.00	3,000.00	-	100%	
	Garda Services: Daily deposit pickup		6,600.00	2,636.60		2,636.60	3,800.00			Cash pick-up once a week
100-5510-525-5309	Professional Services / Armored Transport	3,011.13	6,600.00	2,636.60	-	2,636.60	3,800.00	(2,800.00)	58%	
	District Uniforms		1,400.00	1,379.91		1,379.91	1,600.00			Uniform order for 9 employees.
100-5510-536-5475	Operating Supplies / Uniforms	864.60	1,400.00	1,379.91	-	1,379.91	1,600.00	200.00	114%	
	Miscellaneous items		1,900.00	1,826.81		1,826.81	2,500.00			Receipt books for satellite locations, lobby items, printing needs
100-5510-530-5403	Operating Supplies / Miscellaneous	761.92	1,900.00	1,826.81	-	1,826.81	2,500.00	600.00	132%	
	Mail Machine Lease		2,600.00	-		-	2,800.00			Quarterly for \$680.05
100-5510-536-5412	Equipment	1,364.61	2,600.00	-	-	-	2,800.00	200.00	108%	
	Payment Locations - Pak N' Mail		2,700.00	1,734.00		1,734.00	2,700.00			\$1.00 per transactions averages 225 payments per month
	Payment Locations - J Check Cashing		3,200.00	2,103.00		2,103.00	3,000.00			\$1.00 per transactions averages 250 payments per month
	Payment Locations - Pay Near Me fees (7eleven)		10,000.00	7,795.51		7,795.51	11,000.00			\$1.99 for cash pmts and \$1.49 for credit card pmts averages 611 payments per month. Activity Paid through 4/23/23.
	Tyler Insite Online Payment convenience fee		135,000.00	67,111.75		67,111.75	137,000.00			Online Payment \$0.85 and IVR \$1.25 per transactions averages 12,200 payments per month. Activity Paid through 12/31/22
100-5510-525-5305	Outside Labor / Contractors / Remote Site Fees	183,953.82	150,900.00	78,744.26	-	78,744.26	153,700.00	2,800.00	102%	
	Bank Merchant Charges		288,000.00	226,715.02		226,715.02	288,000.00			Credit Card fees have increased as more customers paying online via credit cards. Activity Paid through 3/31/23. Averaging \$24K per month
100-5510-536-5320	Miscellaneous / Bank Card Expense	195,081.91	288,000.00	226,715.02	-	226,715.02	288,000.00	-	100%	
	Customer Service Training reimbursements		500.00	437.76		437.76	500.00			Meal/Mileage reimbursements
100-5510-515-5202	Miscellaneous / Trans/Meals/Lodging	126.13	500.00	437.76	-	437.76	500.00	-	100%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>385,789.07</b>	<b>454,900.00</b>	<b>312,939.36</b>	<b>-</b>	<b>312,939.36</b>	<b>455,900.00</b>	<b>1,000.00</b>	<b>100%</b>	
	<b>Total Expenses: Customer Service - 5510</b>	<b>1,095,496.79</b>	<b>1,371,600.00</b>	<b>933,726.62</b>	<b>-</b>	<b>933,726.62</b>	<b>1,368,400.00</b>	<b>(3,200.00)</b>	<b>100%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Meter Reading - 5520</b>										
100-5520-500-5001	Salaries & Wages / Full Time	443,775.56	525,800.00	381,872.69	-	381,872.69	486,700.00	(39,100.00)	93%	
100-5520-500-5003	Salaries & Wages / Overtime	18,245.04	15,000.00	11,737.16	-	11,737.16	15,000.00	-	100%	
100-5520-500-5004	Salaries & Wages / On Call	7,371.10	7,500.00	5,778.74	-	5,778.74	7,500.00	-	100%	
100-5520-500-5020	Salaries & Wages / Bilingual Compensation	439.00	-	513.50	-	513.50	700.00	700.00	0%	
100-5520-500-5021	Labor / Class A Drivers License	340.00	-	-	-	-	-	-	0%	
<b>Subtotal: Payroll Expenses</b>		<b>470,170.70</b>	<b>548,300.00</b>	<b>399,902.09</b>	<b>-</b>	<b>399,902.09</b>	<b>509,900.00</b>	<b>(38,400.00)</b>	<b>93%</b>	
100-5520-510-5101	Benefits / FICA	29,451.57	33,400.00	25,293.07	-	25,293.07	30,600.00	(2,800.00)	92%	
100-5520-510-5102	Benefits / Medicare	6,887.94	7,800.00	5,915.39	-	5,915.39	7,200.00	(600.00)	92%	
100-5520-510-5123	Benefits / Disability Insurance	1,584.48	2,300.00	1,202.57	-	1,202.57	1,700.00	(600.00)	74%	
100-5520-510-5125	Benefits / Life Insurance	2,302.24	2,900.00	1,877.07	-	1,877.07	2,800.00	(100.00)	97%	
100-5520-510-5121	Benefits / Dental	8,790.50	8,800.00	5,938.84	-	5,938.84	9,500.00	700.00	108%	
100-5520-510-5120	Benefits / Hosp / Med Insurance	113,493.50	147,700.00	85,161.81	-	85,161.81	136,500.00	(11,200.00)	92%	
100-5520-510-5122	Benefits / Vision Care Insurance	1,681.52	1,900.00	1,249.62	-	1,249.62	1,800.00	(100.00)	95%	
100-5520-510-5124	Benefits / EAP	150.41	200.00	142.72	-	142.72	200.00	-	100%	
100-5520-510-5100	Benefits / Deferred Comp-ER Match	4,401.30	13,700.00	4,471.50	-	4,471.50	13,700.00	-	100%	
100-5520-510-5105	Expenses / PERS-Pension Classic	13,720.01	14,300.00	10,042.37	-	10,042.37	11,800.00	(2,500.00)	83%	
100-5520-510-5106	PERS-Pension / Employer PEPPRA-2nd Tier	22,826.87	28,200.00	18,242.30	-	18,242.30	29,600.00	1,400.00	105%	
100-5520-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	8,827.40	9,200.00	6,467.10	-	6,467.10	6,600.00	(2,600.00)	72%	
100-5520-510-5109	Expense / PERS - Pension Expense - GASB 68	(33,772.74)	-	-	-	-	-	-	0%	
100-5520-510-5103	Expenses / Workers Comp Ins	6,615.97	11,600.00	6,331.00	-	6,331.00	8,500.00	(3,100.00)	73%	
<b>Subtotal: Benefits Expenses</b>		<b>186,960.97</b>	<b>282,000.00</b>	<b>172,335.36</b>	<b>-</b>	<b>172,335.36</b>	<b>260,500.00</b>	<b>(21,500.00)</b>	<b>92%</b>	
<b>Subtotal: Payroll and Benefits Expenses</b>		<b>657,131.67</b>	<b>830,300.00</b>	<b>572,237.45</b>	<b>-</b>	<b>572,237.45</b>	<b>770,400.00</b>	<b>(59,900.00)</b>	<b>93%</b>	
	Water Treatment and Distribution Cert./Renewals. Conference registrations.		1,800.00	601.00		601.00	1,000.00			Cert. and cert. renewals for 6 staff.
100-5520-515-5200	Expenses / Training	311.53	1,800.00	601.00	-	601.00	1,000.00	(800.00)	56%	
	Uniforms and safety boots		4,400.00	2,877.32		2,877.32	4,400.00			Uniforms for 6 staff and boot reimbursement
100-5520-536-5475	Operating Supplies / Uniforms	2,673.92	4,400.00	2,877.32	-	2,877.32	4,400.00	-	100%	
	Door tags, Tools and supplies:		6,000.00	2,603.80		2,603.80	5,000.00			Supplies, tools needed with misc. items for Meter Dept
100-5520-530-5407	Operating Supplies / Shop Supplies	6,226.62	6,000.00	2,603.80	-	2,603.80	5,000.00	(1,000.00)	83%	
	Annual large meter testing program of 3,4,6 and 8 inch meters. Repair or replacement of meters and meter components that fail prior to their scheduled replacement or are inaccurate.		290,000.00	177,143.40	42,056.97	219,200.37	240,000.00			Continuation of annual large meter testing and unforeseen repairs/replacement
100-5520-540-5608	Repair & Maintenance / Meters & AMR's	238,512.14	290,000.00	177,143.40	42,056.97	219,200.37	240,000.00	(50,000.00)	83%	
	Conference and travel expenses.		2,000.00	601.87		601.87	300.00			Travel costs for meals and mileage
100-5520-515-5202	Miscellaneous / Trans/Meals/Lodging	-	2,000.00	601.87	-	601.87	300.00	(1,700.00)	15%	
	AMR/AMI Equipment and parts		20,000.00	4,700.57	2,223.96	6,924.53	20,000.00			Foresee increase in parts/meters needed for AMI update
100-5520-540-5601	Miscellaneous / AMR Mtr Replacemnt Prgram	2,510.00	20,000.00	4,700.57	2,223.96	6,924.53	20,000.00	-	100%	
<b>Subtotal: Non Payroll and Benefits Expenses</b>		<b>250,234.21</b>	<b>324,200.00</b>	<b>188,527.96</b>	<b>44,280.93</b>	<b>232,808.89</b>	<b>270,700.00</b>	<b>(53,500.00)</b>	<b>83%</b>	
<b>Total Expenses: Meter Reading - 5520</b>		<b>907,365.88</b>	<b>1,154,500.00</b>	<b>760,765.41</b>	<b>44,280.93</b>	<b>805,046.34</b>	<b>1,041,100.00</b>	<b>(113,400.00)</b>	<b>90%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Billing - 5530</b>										
100-5530-500-5001	Salaries & Wages / Full Time	198,110.41	227,500.00	175,047.13	-	175,047.13	237,700.00	10,200.00	104%	
100-5530-500-5003	Salaries & Wages / Overtime	321.94	3,000.00	185.31	-	185.31	3,000.00	-	100%	
100-5530-500-5020	Salaries & Wages / Bilingual Compensation	1,038.00	1,300.00	1,027.00	-	1,027.00	1,300.00	-	100%	
	<b>Subtotal: Payroll Expenses</b>	<b>199,470.35</b>	<b>231,800.00</b>	<b>176,259.44</b>	<b>-</b>	<b>176,259.44</b>	<b>242,000.00</b>	<b>10,200.00</b>	<b>104%</b>	
100-5530-510-5101	Benefits / FICA	12,637.85	14,600.00	11,217.99	-	11,217.99	14,700.00	100.00	101%	
100-5530-510-5102	Benefits / Medicare	2,955.73	3,400.00	2,623.52	-	2,623.52	3,400.00	-	100%	
100-5530-510-5123	Benefits / Disability Insurance	778.62	800.00	626.56	-	626.56	800.00	-	100%	
100-5530-510-5125	Benefits / Life Insurance	1,079.60	1,200.00	912.55	-	912.55	1,200.00	-	100%	
100-5530-510-5121	Benefits / Dental	3,715.44	3,900.00	3,079.08	-	3,079.08	3,700.00	(200.00)	95%	
100-5530-510-5120	Benefits / Hosp / Med Insurance	55,760.46	57,900.00	45,615.32	-	45,615.32	54,800.00	(3,100.00)	95%	
100-5530-510-5122	Benefits / Vision Care Insurance	712.22	800.00	633.26	-	633.26	800.00	-	100%	
100-5530-510-5124	Benefits / EAP	71.59	100.00	72.36	-	72.36	100.00	-	100%	
100-5530-510-5100	Benefits / Deferred Comp-ER Match	2,640.92	5,900.00	3,685.58	-	3,685.58	5,900.00	-	100%	
100-5530-510-5105	Expenses / PERS-Pension Classic	17,141.03	18,100.00	14,222.73	-	14,222.73	21,600.00	3,500.00	119%	
100-5530-510-5106	PERS-Pension / Employer PEPRA-2nd Tier	2,834.12	4,100.00	3,256.95	-	3,256.95	4,400.00	79%		
100-5530-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	11,028.26	11,700.00	9,159.07	-	9,159.07	12,100.00	400.00	103%	
100-5530-510-5109	Expense / PERS - Pension Expense - GASB 68	(18,458.91)	-	-	-	-	-	-	0%	
100-5530-510-5103	Expenses / Workers Comp Ins	2,542.84	1,300.00	2,828.93	-	2,828.93	1,300.00	-	100%	
	<b>Subtotal: Benefits Expenses</b>	<b>95,439.77</b>	<b>123,800.00</b>	<b>97,933.90</b>	<b>-</b>	<b>97,933.90</b>	<b>124,800.00</b>	<b>1,000.00</b>	<b>101%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>294,910.12</b>	<b>355,600.00</b>	<b>274,193.34</b>	<b>-</b>	<b>274,193.34</b>	<b>366,800.00</b>	<b>11,200.00</b>	<b>103%</b>	
	Billing Dept training		4,000.00	1,099.00	-	1,099.00	3,000.00			Tyler system trainings. AWWA Classes continued education credits for D2 certification. Collections training. Conference registrations.
100-5530-515-5200	Expenses / Training	2,650.00	4,000.00	1,099.00	-	1,099.00	3,000.00	(1,000.00)	75%	
	Collection agency fees		-	-	-	-	-	-		
100-5530-525-5340	Professional Services / Other Consultants	-	-	-	-	-	-	-	0%	
	District Shirts		600.00	-	-	600.00				District Shirts 3 Staff members
100-5530-536-5475	Operating Supplies / Uniforms	503.82	600.00	-	-	600.00	-	100%		
	County Recorder fee for lien releases		1,000.00	240.00	-	240.00	1,000.00			Projected more lien releases fees once delinquency process is reinstated
100-5530-530-5403	Operating Supplies / Miscellaneous	420.00	1,000.00	240.00	-	240.00	1,000.00	-	100%	
	InfoSend - printing for bills mailed, past due notices		48,000.00	35,055.38	6,944.62	42,000.00	48,000.00			Paid through 3/31/23. Average \$4000/mth. Projected Printing cost increases of 7.9%. SB998 requires more notices
100-5530-525-5304	Outside Labor / Contractors/Printing	36,961.92	48,000.00	35,055.38	6,944.62	42,000.00	48,000.00	-	100%	
	InfoSend - postage for bills and notices mailed to customers		140,000.00	108,453.77	24,290.03	132,743.80	154,000.00			Paid through 3/31/23. Average \$12,833/mth Projected Postage cost increases of 10%. SB998 requires more notices
100-5530-536-5471	Communication Services / Postage & Shipping	123,997.11	140,000.00	108,453.77	24,290.03	132,743.80	154,000.00	14,000.00	110%	
	Mileage to meetings, and training classes, Meal Reimbursement		2,000.00	-	-	2,000.00				Mileage to meetings, and conference travel and lodging expenses, Meal Reimbursement.
100-5530-515-5202	Miscellaneous / Trans/Meals/Lodging	596.66	2,000.00	-	-	-	2,000.00	-	100%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>165,129.51</b>	<b>195,600.00</b>	<b>144,848.15</b>	<b>31,234.65</b>	<b>176,082.80</b>	<b>208,600.00</b>	<b>13,000.00</b>	<b>107%</b>	
	<b>Total Expenses: Billing - 5530</b>	<b>460,039.63</b>	<b>551,200.00</b>	<b>419,041.49</b>	<b>31,234.65</b>	<b>450,276.14</b>	<b>575,400.00</b>	<b>24,200.00</b>	<b>104%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Administration - 5610</b>										
100-5610-500-5001	Salaries & Wages / Full Time	926,407.47	870,600.00	433,235.40	-	433,235.40	1,038,700.00	168,100.00	119%	
100-5610-500-5003	Salaries & Wages / Overtime	2,378.79	-	-	-	-	-	-	0%	
100-5610-500-5020	Salaries & Wages / Bilingual Compensation	15.00	-	175.00	-	175.00	700.00	700.00	0%	
100-5610-510-5104	Salaries & Wages / Vehicle Allowance	6,918.00	14,400.00	3,762.00	-	3,762.00	18,200.00	3,800.00	126%	
	<b>Subtotal: Payroll Expenses</b>	<b>935,719.26</b>	<b>885,000.00</b>	<b>437,172.40</b>	<b>-</b>	<b>437,172.40</b>	<b>1,057,600.00</b>	<b>172,600.00</b>	<b>120%</b>	
100-5610-510-5101	Benefits / FICA	33,574.77	40,900.00	20,222.05	-	20,222.05	43,400.00	2,500.00	106%	
100-5610-510-5102	Benefits / Medicare	13,979.19	14,100.00	6,387.65	-	6,387.65	15,300.00	1,200.00	109%	
100-5610-510-5123	Benefits / Disability Insurance	2,398.16	3,000.00	1,008.71	-	1,008.71	3,300.00	300.00	110%	
100-5610-510-5125	Benefits / Life Insurance	1,867.29	3,100.00	783.04	-	783.04	2,600.00	(500.00)	84%	
100-5610-510-5121	Benefits / Dental	5,366.30	6,700.00	2,217.18	-	2,217.18	7,800.00	1,100.00	116%	
100-5610-510-5120	Benefits / Hosp / Med Insurance	89,103.28	102,000.00	30,900.39	-	30,900.39	104,700.00	2,700.00	103%	
100-5610-510-5122	Benefits / Vision Care Insurance	1,016.44	1,300.00	381.24	-	381.24	1,300.00	-	100%	
100-5610-510-5124	Benefits / EAP	95.34	100.00	43.84	-	43.84	100.00	-	100%	
100-5610-510-5100	Benefits / Deferred Comp-ER Match	8,882.08	24,800.00	6,240.50	-	6,240.50	35,300.00	10,500.00	142%	
100-5610-510-5105	Expenses / PERS-Pension Classic	105,679.23	37,700.00	38,417.35	-	38,417.35	77,700.00	40,000.00	206%	
100-5610-510-5106	PERS-Pension / Employer PEPR-2nd Tier	(17,040.83)	39,400.00	10,401.58	-	10,401.58	29,200.00	(10,200.00)	74%	
100-5610-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	67,210.33	24,300.00	13,405.18	-	13,405.18	43,600.00	19,300.00	179%	
100-5610-510-5103	Expenses / Workers Comp Ins	3,643.29	5,400.00	3,249.49	-	3,249.49	6,100.00	700.00	113%	
100-5610-510-5109	Expense / PERS - Pension Expense - GASB 68	(81,910.19)	-	-	-	-	-	-	0%	
	<b>Subtotal: Benefits Expenses</b>	<b>233,864.68</b>	<b>302,800.00</b>	<b>133,658.20</b>	<b>-</b>	<b>133,658.20</b>	<b>370,400.00</b>	<b>67,600.00</b>	<b>122%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>1,169,583.94</b>	<b>1,187,800.00</b>	<b>570,830.60</b>	<b>-</b>	<b>570,830.60</b>	<b>1,428,000.00</b>	<b>240,200.00</b>	<b>120%</b>	

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	CSFMO Conference - Registration Fees		900.00			-	600.00			CSMFO Conference fee for CFO
	CSDA General Management Leadership Summit		-			-	800.00			
	Misc. Seminars- Continuation Professional Education		3,200.00	338.00		338.00	3,200.00			CFO, Board Secretary, AGM, and GM. ARMA Conference, IIMC, CCAC Conferences and Seminars
	CSDA meeting/training		2,500.00	2,525.00		2,525.00	2,500.00			CSDA Conference fees and seminars
	ACWA Conferences		2,000.00	9,666.00		9,666.00	10,000.00			ACWA Conferences
100-5610-515-5200	Expenses / Training	14,980.28	8,600.00	12,529.00	-	12,529.00	17,100.00	8,500.00	199%	
	District Shirt and Emboidary. Uniforms		1,500.00	744.55		744.55	1,500.00			
100-5610-536-5475	Operating Supplies / Uniforms	818.02	1,500.00	744.55	-	744.55	1,500.00	-	100%	
	Promotional activities		1,100.00			-				Will not use in future
100-5610-536-5500	Miscellaneous / Promotional Activities	850.00	1,100.00	-	-	-	-	(1,100.00)	0%	
	Outside printing of the annual Consumer Confidence Report.		2,000.00			-				Moved to Public Affairs dept. budget
	Business cards and Prop 218, other misc. printing needs		6,000.00	5,207.17		5,207.17	6,000.00			Business cards and other misc. printing needs
100-5610-536-5411	Miscellaneous / Printing	8,670.04	8,000.00	5,207.17	-	5,207.17	6,000.00	(2,000.00)	75%	
	ACWA SPRING/FALL/DC/Legislative Travel expenses, hotel & food		37,500.00	21,002.80		21,002.80	37,500.00			For Admin Mgmt Staff and Board of Directors schedule A & B from Ordinance
	ASBCSD - Monthly Meeting		700.00			-	700.00			
	CSDA Sacramento/Legislative Days Travel Expenses, Hotel & Food		4,425.00			-	4,425.00			
	CSFMO travel expenses		1,600.00			-	1,600.00			For CFO CSMFO travel expenses
	MEETINGS - meals, business meeting throughout year, employee Quarterly Appreciation & Safety Lunch, training meetings		8,000.00	4,484.86		4,484.86	8,000.00			
	CSDA Annual Conference - Travel Expenses, hotel & food		3,000.00			-	3,000.00			
	Employee Seminar - Venue etc		15,000.00	14,611.26		14,611.26	21,000.00			Secured venue winter employee seminar
	CSDA Board Secretary/Clerk Conference - Travel Expenses, Hotel & Food		4,000.00	2,650.20		2,650.20	4,000.00			CSDA Board Secretary/Clerk Conference - Travel Expenses, Hotel & Food
	Board/Committee Meals		10,000.00	7,202.97		7,202.97	10,000.00			
	Cal Cities New law and election Conference		-			-	2,000.00			For Board Secretary conference travel expenses
	Misc		2,450.00	262.67		262.67	2,400.00			Other District activities
100-5610-515-5202	Miscellaneous / Trans/Meals/Lodging	84,084.97	86,675.00	50,214.76	-	50,214.76	94,625.00	7,950.00	109%	

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
Association of California Water Agencies Membership dues		28,676.00	26,800.00		26,800.00	28,000.00			ACWA dues
California Special Districts Assocaiton		9,000.00	8,810.00		8,810.00	9,000.00			CSDA dues
Records Retention yearly maint. Subscription					-	1,200.00			Gladwell services
California Society of Municipal Finance Officers		120.00			-	120.00			CFO membership
IE Works		-			-	9,000.00			IE Works membership
PRA request Archive Social Subscription		195.00			-	6,000.00			PRA request Archive Social Subscription/Records retention
American Water Works Association		5,000.00	4,971.00		4,971.00	5,000.00			AWWA dues
Government Finance Officers Association		150.00	160.00		160.00	160.00			District membership
Association of San Bernardino County Special Districts		375.00			-	375.00			
Misc Membership		1,900.00			-	1,500.00			IIMC, CCAC, ARMA memberships
<b>100-5610-515-5201</b> Miscellaneous / Subscriptions & Memberships	<b>40,981.80</b>	<b>45,416.00</b>	<b>40,741.00</b>	<b>-</b>	<b>40,741.00</b>	<b>60,355.00</b>	<b>14,939.00</b>	<b>133%</b>	
Misc office supplies		1,200.00	481.53		481.53	1,000.00			Misc office supplies
<b>100-5610-536-5454</b> Miscellaneous / Office Supplies	<b>2,343.05</b>	<b>1,200.00</b>	<b>481.53</b>	<b>-</b>	<b>481.53</b>	<b>1,000.00</b>	<b>(200.00)</b>	<b>83%</b>	
Recruitment costs		-			-				
<b>100-5610-536-5474</b> Miscellaneous / Recruitment	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	
General Legal Counsel		300,000.00	81,221.70		81,221.70	200,000.00			General Legal Counsel
All Other Legal Matters		200,000.00			-	200,000.00			Special services - Other Legal Matters
All Other Legal Matters-Ivie McNeill & Wyatt			57,387.87		57,387.87				
All Other Legal Matters-Julia Sylva			24,552.00		24,552.00				
All Other Legal Matters-Carpenter Rothans & Dumont			10,570.93		10,570.93				
All Other Legal Matters-Albright, Yee & Schmit			66,779.00		66,779.00				
All Other Legal Matters-Leal Trejo			153,398.89		153,398.89				
All Other Legal Matters-LCW			39,893.50		39,893.50				
All Other Legal Matters			12,422.11		12,422.11				
<b>100-5610-526-5330</b> Professional Services / Legal	<b>527,584.32</b>	<b>500,000.00</b>	<b>446,226.00</b>	<b>-</b>	<b>446,226.00</b>	<b>400,000.00</b>	<b>(100,000.00)</b>	<b>80%</b>	
Strategic Planning - Greg Larson		15,000.00		12,800.00	12,800.00	12,800.00			Strategic Plan
Munitemps staffing - Board Secretary		65,000.00	53,641.00	11,359.00	65,000.00				
Other prof services, Magnify Prod Board photos		-	3,080.40		3,080.40				
Records Inventory & Destruction - Board Clerk		-		14,200.00	14,200.00	18,000.00			Records Retention services
Cost of Services Study		95,000.00	11,379.74	38,270.26	49,650.00	30,000.00			Cost of Services Financial Plan Study
<b>100-5610-525-5340</b> Professional Services / Other Consultants	<b>134,758.22</b>	<b>175,000.00</b>	<b>68,101.14</b>	<b>76,629.26</b>	<b>144,730.40</b>	<b>60,800.00</b>	<b>83%</b>		
Election Expense		320,000.00			-	320,000.00			Estimated Election expense
<b>100-5610-536-5452</b> Miscellaneous / Election Expense	<b>640.50</b>	<b>320,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>320,000.00</b>	<b>0%</b>		
SBVMWD - Habitat Conservation Plan		40,000.00			-	23,000.00			District's Contribution for HCP implementation
<b>100-5610-537-5505</b> Programs / Regional Programs	<b>-</b>	<b>40,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,000.00</b>	<b>(17,000.00)</b>	<b>58%</b>	
<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>815,711.20</b>	<b>1,187,491.00</b>	<b>624,245.15</b>	<b>76,629.26</b>	<b>700,874.41</b>	<b>984,380.00</b>	<b>(203,111.00)</b>	<b>83%</b>	
<b>Total Expenses: Administration - 5610</b>	<b>1,985,295.14</b>	<b>2,375,291.00</b>	<b>1,195,075.75</b>	<b>76,629.26</b>	<b>1,271,705.01</b>	<b>2,412,380.00</b>	<b>37,089.00</b>	<b>102%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
<b>General Operations - 5615</b>									
	Amount per CalPERS payment		615,843.00	615,843.00		615,843.00	592,022.00		Amount per CalPERS Actuarial - Unfunded Liability lump sum payment actual to be paid in July 2023
100-5615-510-5108	Expenses / PERS-Pension	523,166.00	615,843.00	615,843.00	-	615,843.00	592,022.00	(23,821.00)	96%
	Unemployment Insurance Expense		15,000.00	11,650.05		11,650.05	15,000.00		
100-5615-510-5145	Expense / State Unemployment Ins	8,449.56	15,000.00	11,650.05	-	11,650.05	15,000.00	-	100%
	OPEB Liability Payment		1,236,044.00	1,236,044.00		1,236,044.00	1,273,123.00		OPEB Liability for FY2024 is \$1,273,123 based on actuarial report
100-5615-510-5135	Post Employment OPEB	1,200,042.00	1,236,044.00	1,236,044.00	-	1,236,044.00	1,273,123.00	37,079.00	103%
	Inland Desert Security Answering Services		9,000.00	5,862.90		5,862.90	8,000.00		Inland Desert Security Answering Services
100-5615-525-5318	Professional Services / Telephone Answering Svc	9,523.75	9,000.00	5,862.90	-	5,862.90	8,000.00	(1,000.00)	89%
	Alarm services and repairs		43,000.00	24,021.82	15,591.10	39,612.92	35,000.00		Alarm services and repairs
100-5615-525-5308	Professional Services / Alarm	27,699.00	43,000.00	24,021.82	15,591.10	39,612.92	35,000.00	(8,000.00)	81%
	Office Supplies for the District		28,000.00	27,984.25	754.25	28,738.50	28,000.00		Office and Kitchen Supplies for the District
100-5615-530-5409	Operating Supplies / Stationery & Office	39,907.56	28,000.00	27,984.25	754.25	28,738.50	28,000.00	-	100%
	Gasoline and Diesel Fuel for Fleet		150,000.00	93,834.02	59,786.61	153,620.63	150,000.00		Gasoline and Diesel Fuel for the Fleet
100-5615-530-5402	Operating Supplies / Gasoline & Oil	169,184.07	150,000.00	93,834.02	59,786.61	153,620.63	150,000.00	-	100%
	Shop Supplies for District (field supplies on vending machines, work reports for inventory, propane for forklift, warehouse supplies, facilities supplies)		45,000.00	43,630.40	1,955.50	45,585.90	50,000.00		Shop Supplies for District (field supplies on vending machines, work reports for inventory, propane for forklift, warehouse supplies, facilities technician tools/supplies and nonstock parts)
100-5615-530-5408	Operating Supplies / Shop Supplies	37,758.38	45,000.00	43,630.40	1,955.50	45,585.90	50,000.00	5,000.00	111%
	Furniture and Equipment for District		15,000.00	2,616.63		2,616.63	10,000.00		Furniture and Equipment for the District
100-5615-536-5413	Other Expenses / Furniture & Equipment	29,521.67	15,000.00	2,616.63	-	2,616.63	10,000.00	(5,000.00)	67%
	Electricity for District Headquarters		50,000.00	37,338.77		37,338.77	54,000.00		Trending on target for 50K/yr
100-5615-550-5652	Utility Services / Electric	43,288.85	50,000.00	37,338.77	-	37,338.77	54,000.00	4,000.00	108%
	Agua Mansa Properties Inc & Burrtec Waste Industries & Solid Waste Management		20,000.00	10,717.46		10,717.46	18,000.00		Waste Hauling Service with Burrtec and Disposal of Excavated Materials Solid Waste Management and RAMCO Recycled Aggregate
100-5615-550-5654	Utility Services / Trash	17,858.08	20,000.00	10,717.46	-	10,717.46	18,000.00	(2,000.00)	90%
	Rialto Water Services		3,000.00	1,911.57		1,911.57	3,000.00		
100-5615-550-5656	Utility Services / Water	2,522.40	3,000.00	1,911.57	-	1,911.57	3,000.00	-	100%
	Gas Co. Services		2,000.00	4,102.70		4,102.70	4,500.00		Gas cost spike in Feb and March
100-5615-550-5653	Utility Services / Gas	1,510.71	2,000.00	4,102.70	-	4,102.70	4,500.00	2,500.00	225%
	Janitorial Services		75,000.00	54,972.44	19,865.67	74,838.11	80,000.00		Janitorial Services (Regular Daily Janitorial, Deep Cleaning of Restrooms, Janitorial Supplies, Mats Cleaning, Window Cleaning, Carpet Cleaning)
100-5615-525-5313	Professional Services / Janitorial	82,451.08	75,000.00	54,972.44	19,865.67	74,838.11	80,000.00	5,000.00	107%
	Copier Maintenance and Supplies		12,500.00	7,749.04		7,749.04	12,500.00		Copier Maintenance and Supplies
100-5615-540-5610	Repair & Maintenance / Office Equipment	17,974.80	12,500.00	7,749.04	-	7,749.04	12,500.00	-	100%
	Communication Equipment for District		5,000.00				5,000.00		Startup Radios for staff
100-5615-540-5603	Repair & Maintenance / Communication Equipment	-	5,000.00	-	-	-	5,000.00	-	100%
	Fleet Repair Maint. Costs		120,000.00	83,549.45	39,641.09	123,190.54	120,000.00		Fleet Repair and Maintenance Costs
100-5615-540-5617	Repair & Maintenance / Vehicle	125,530.26	120,000.00	83,549.45	39,641.09	123,190.54	120,000.00	-	100%
	Fleet Leasing, DMV Fees, and buyouts of remaining trucks								
100-5615-528-5380	Leasing / Vehicle	-	-	-	-	-	-	-	0%

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
ACWA/JPIA Auto & General Liability Program		256,828.97	145,838.70		145,838.70	246,336.00			Rate stabilization fund payment in FY2022
Cyber Security Liability Insurance		10,000.00	9,862.95			12,000.00			Expecting a 20% increase.
ACWA/JPIA Property Liability Program		175,006.03	164,017.26		164,017.26	210,008.00			Expecting a 20% increase.
<b>100-5615-536-5303</b> Miscellaneous / Insurance-Auto / Gen	<b>508,760.30</b>	<b>441,835.00</b>	<b>319,718.91</b>	<b>-</b>	<b>319,718.91</b>	<b>468,344.00</b>	<b>26,509.00</b>	<b>106%</b>	
HQs Telemetry Line & SRFax		1,250.00	684.90		684.90	2,300.00			Analog lines for telemetry and SRFax, (electronic fax service).
Verizon Wireless		57,600.00	41,923.86		41,923.86	60,000.00			Monthly cellular phone plan charges for District issued cell phones
Spectrum		14,000.00	10,160.21		10,160.21	3,600.00			Analog phone lines for the fire protection and alarm systems at Roemer. Reduced for PRI service costs eliminated due to UcaaS implementation.
<b>100-5615-550-5650</b> Communication Services / Telephone	<b>75,269.94</b>	<b>72,850.00</b>	<b>52,768.97</b>	<b>-</b>	<b>52,768.97</b>	<b>65,900.00</b>	<b>(6,950.00)</b>	<b>90%</b>	
Postage check to Quadient for postage and Escheat process		8,000.00	1,454.36		1,454.36	8,000.00			Postage check to Quadient for postage, Escheat process, Water Quality report
<b>100-5615-536-5471</b> Communication Services / Postage & Shipping	<b>9,308.69</b>	<b>8,000.00</b>	<b>1,454.36</b>	<b>-</b>	<b>1,454.36</b>	<b>8,000.00</b>	<b>-</b>	<b>100%</b>	
Various Project Closings - expensed amount, not capitalized upon closing		50,000.00	-		-	50,000.00			Various Project Closings - expensed amount, not capitalized upon closing
<b>100-5615-540-5470</b> Improvements Projects / Cap Improvement Proj Exp	<b>73,553.20</b>	<b>50,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000.00</b>	<b>-</b>	<b>100%</b>	
Equipment Rental		5,000.00	4,704.35		4,704.35	5,000.00			Renting Equipment for Events
<b>100-5615-528-5381</b> Rentals / Equipment	<b>3,742.06</b>	<b>5,000.00</b>	<b>4,704.35</b>	<b>-</b>	<b>4,704.35</b>	<b>5,000.00</b>	<b>-</b>	<b>100%</b>	
Building and Facility Maintenance Costs		54,500.00	50,352.55	5,164.00	55,516.55	70,000.00			Building and Facility Maintenance Costs (Garden Maintenance, AC Maintenance, Pest Exterminator, Roof Repair, Gate Repairs, Landscape, Door hardware for access control and other Facilities project repairs)
Building and Facility Maintenance Costs						100,000.00			Landscape Services for 45 Sites. Previously in 5410 T&D Maint.
<b>100-5615-540-5613</b> Repair & Maintenance / Structures & Improvements	<b>38,774.90</b>	<b>54,500.00</b>	<b>50,352.55</b>	<b>5,164.00</b>	<b>55,516.55</b>	<b>170,000.00</b>	<b>115,500.00</b>	<b>312%</b>	
Repair and maintenance for forklifts, 4 backhoes, emergency generators, etc.		25,000.00	21,887.31	1,861.11	23,748.42	30,000.00			Repair and Maintenance for forklifts, skid steer, 4 backhoes, emergency generators, trailers, vactor truck and heavy duty equipment
<b>100-5615-540-5607</b> Repair & Maintenance / Major Equip & Gen Plant	<b>14,213.96</b>	<b>25,000.00</b>	<b>21,887.31</b>	<b>1,861.11</b>	<b>23,748.42</b>	<b>30,000.00</b>	<b>5,000.00</b>	<b>120%</b>	
State Water Resources Control Board		105,000.00	117,910.42		117,910.42	100,000.00			State Water Resources Control Board
City of Rialto - Encroachment Permit Fees		75,000.00	44,419.41		44,419.41	90,000.00			City of Rialto - Encroachment Permit Fees
South Coast AQMD		8,000.00	4,933.81		4,933.81	8,500.00			South Coast AQMD
County Treasurer / County of SB LAFCO		20,000.00	20,000.00		20,000.00	20,000.00			County Treasurer / County of SB LAFCO
USPS - PO Box Rental		500.00				500.00			USPS - PO Box Rental
SB County Fire Protection		10,000.00	9,870.00		9,870.00	10,000.00			SB County Fire Protection
Western Municipal Water District									Western Municipal Water District
City of Fontana - Encroachment Permit Fees		1,000.00	503.00		503.00	1,200.00			City of Fontana - Encroachment Permit Fees
Annual San Bernardino County Street Permit Fees		500.00				600.00			Annual San Bernardino County Street Permit Fees
SB County Flood Control District		1,300.00	15,071.77		15,071.77	1,500.00			SB County Flood Control District
Other Permits		2,500.00	506.81		506.81	2,500.00			Other Permits
<b>100-5615-536-5473</b> Miscellaneous / Permits & Fees	<b>187,990.50</b>	<b>223,800.00</b>	<b>213,215.22</b>	<b>-</b>	<b>213,215.22</b>	<b>234,800.00</b>	<b>11,000.00</b>	<b>105%</b>	
<b>100-5615-536-5455</b> Bad Debt Expense / Water Related	<b>82,858.64</b>	<b>50,000.00</b>	<b>(230.52)</b>	<b>-</b>	<b>(230.52)</b>	<b>50,000.00</b>	<b>-</b>	<b>100%</b>	
<b>100-6800-614-6080</b> LITIGATION LOSS / LITIGATION LOSS	<b>246,800.00</b>	<b>-</b>	<b>712,500.00</b>	<b>-</b>	<b>712,500.00</b>	<b>-</b>	<b>-</b>	<b>0%</b>	
<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>3,577,660.36</b>	<b>3,375,372.00</b>	<b>3,638,192.18</b>	<b>144,619.33</b>	<b>3,782,811.51</b>	<b>3,540,189.00</b>	<b>164,817.00</b>	<b>105%</b>	
<b>Total Expenses: General Operations - 5615</b>	<b>3,522,076.36</b>	<b>3,375,372.00</b>	<b>3,702,627.68</b>	<b>144,619.33</b>	<b>3,847,247.01</b>	<b>3,540,189.00</b>	<b>164,817.00</b>	<b>105%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Accounting - 5620</b>										
100-5620-500-5001	Salaries & Wages / Full Time	489,300.46	518,000.00	381,483.72	-	381,483.72	545,200.00	27,200.00	105%	
100-5620-500-5003	Salaries & Wages / Overtime	5,534.99	9,500.00	9,350.52	-	9,350.52	9,500.00	-	100%	
100-5620-500-5020	Salaries & Wages / Bilingual Compensation	2,569.50	2,600.00	1,715.50	-	1,715.50	2,600.00	-	100%	
	<b>Subtotal: Payroll Expenses</b>	<b>497,404.95</b>	<b>530,100.00</b>	<b>392,549.74</b>	<b>-</b>	<b>392,549.74</b>	<b>557,300.00</b>	<b>27,200.00</b>	<b>105%</b>	
100-5620-510-5101	Benefits / FICA	30,360.16	30,400.00	23,104.94	-	23,104.94	32,300.00	1,900.00	106%	
100-5620-510-5102	Benefits / Medicare	7,350.95	7,700.00	5,772.20	-	5,772.20	7,900.00	200.00	103%	
100-5620-510-5123	Benefits / Disability Insurance	1,633.58	1,800.00	1,211.96	-	1,211.96	1,700.00	(100.00)	94%	
100-5620-510-5125	Benefits / Life Insurance	2,021.01	2,300.00	1,491.24	-	1,491.24	2,200.00	(100.00)	96%	
100-5620-510-5121	Benefits / Dental	8,700.72	9,100.00	5,866.50	-	5,866.50	8,700.00	(400.00)	96%	
100-5620-510-5120	Benefits / Hosp / Med Insurance	109,667.04	116,600.00	73,896.72	-	73,896.72	104,000.00	(12,600.00)	89%	
100-5620-510-5122	Benefits / Vision Care Insurance	1,270.80	1,300.00	884.53	-	884.53	1,300.00	-	100%	
100-5620-510-5124	Benefits / EAP	119.26	100.00	101.20	-	101.20	100.00	-	100%	
100-5620-510-5100	Benefits / Deferred Comp-ER Match	7,802.16	9,800.00	5,125.26	-	5,125.26	9,800.00	-	100%	
100-5620-510-5105	Expenses / PERS-Pension Classic	35,228.52	37,500.00	29,339.49	-	29,339.49	46,000.00	8,500.00	123%	
100-5620-510-5106	PERS-Pension / Employer PEPRA-2nd Tier	10,160.72	11,300.00	6,624.69	-	6,624.69	12,900.00	1,600.00	114%	
100-5620-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	22,665.80	24,200.00	18,893.79	-	18,893.79	25,800.00	1,600.00	107%	
100-5620-510-5109	Expense / PERS - Pension Expense - GASB 68	(41,943.91)	-	-	-	-	-	-	0%	
100-5620-510-5103	Expenses / Workers Comp Ins	2,443.55	2,900.00	2,718.52	-	2,718.52	3,100.00	200.00	107%	
	<b>Subtotal: Benefits Expenses</b>	<b>197,480.36</b>	<b>255,000.00</b>	<b>175,031.04</b>	<b>-</b>	<b>175,031.04</b>	<b>255,800.00</b>	<b>800.00</b>	<b>100%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>694,885.31</b>	<b>785,100.00</b>	<b>567,580.78</b>	<b>-</b>	<b>567,580.78</b>	<b>813,100.00</b>	<b>28,000.00</b>	<b>104%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
Government Finance Officers Association Accounting training. This would be for seven employees. California Society of Municipal Finance Officers (CSMFO) training.		3,615.00	644.87		644.87	3,600.00			GFOA, CSMFO, CalPERS, CPC, AGA Conferences registration fees for 5 staff. For FY 2023, 3 staff members were awarded 1st attendee scholarships for conference registrations resulting in budget savings.
100-5620-515-5200 Expenses / Training	1,034.00	3,615.00	644.87	-	644.87	3,600.00	(15.00)	100%	
District Shirts		1,200.00	208.99		208.99	1,000.00			District Shirts 5 staff members
100-5620-536-5475 Operating Supplies / Uniforms	1,018.76	1,200.00	208.99	-	208.99	1,000.00	(200.00)	83%	
Conference & Travel expenses. Mileage to meetings,		5,913.00	135.26		135.26	3,500.00			GFOA, CSMFO, CalERS, CPC, AGA Conferences/training cost for lodging, travel, meals for 5 staff members. This training is needed to keep up with federal and state regulations, payroll laws and GAAP/GASB pronouncements.
100-5620-515-5202 Miscellaneous / Trans/Meals/Lodging	3,258.94	5,913.00	135.26	-	135.26	3,500.00	(2,413.00)	59%	
Supplies Specific for Department. Ex: Checks -		500.00	-		-	500.00			
100-5620-530-5403 Operating Supplies / Miscellaneous	296.23	500.00	-	-	-	500.00	-	100%	
Chase Bank Fees includes analysis fees, lockbock, elockbock fees, etc.		66,000.00	48,828.40		48,828.40	66,000.00			Paid through 3/31/22. Averaging \$5500/mth. As more customers pay electronically creating more transactions, the bank fees increase. Lockbox and elockbox fees.
100-5620-536-5302 Miscellaneous / Bank Account Analysis	71,978.61	66,000.00	48,828.40	-	48,828.40	66,000.00	-	100%	
California Society Municipal Finance Officers Membership (CSMFO)		330.00	255.00		255.00	330.00			CSMFO Membership - 3 members
American Payroll Association (APA) Membership		590.00	292.00		292.00	590.00			APA - Accountant & Payroll Specialist
Government Finance Officers Association (GFOA) Membership		480.00	495.00		495.00	500.00			GFOA - 3 members
California Municipal Treasury Association (CMTA)		95.00	-		-	110.00			CMTA - 1 member
Association of Governmental Accountants (AGA)		265.00	150.00		150.00	265.00			AGA - 3 members
100-5620-515-5201 Miscellaneous / Subscriptions & Memberships	2,591.16	1,760.00	1,192.00	-	1,192.00	1,795.00	35.00	102%	
Annual Audit Fee including State Controllers Financial Rpt		51,000.00	47,500.00	3,500.00	51,000.00	52,000.00			Annual Audit Fee including State Controllers Financial Rpt & Single Audit. Increase due to Single Audit for federal funds anticipated.
GFOA - CAFR Award fee \$460, PAFR Award fee \$250, Budget Award fee \$345		1,055.00	710.00		710.00	1,055.00			GFOA - CAFR Award fee \$460, PAFR Award fee \$250, Budget Award fee \$345
100-5620-525-5310 Professional Services / Auditing	47,000.00	52,055.00	48,210.00	3,500.00	51,710.00	53,055.00	1,000.00	102%	
Fees for US Bank 2016A Bond account and Investment account		7,500.00	4,589.04		4,589.04	9,000.00			Fees for US Bank 2016A Bond account and Investment account custody fees
100-5620-525-5312 Professional Services / Fiscal Agent	4,748.29	7,500.00	4,589.04	-	4,589.04	9,000.00	1,500.00	120%	
Chandler Asset Management		24,600.00	21,090.11		21,090.11	74,800.00			Investment Management Services first \$25M .00100 Annual Rate, next \$25M .000800 Annual Rate, next \$25M .000700 Annual Rate
Actuary - GASB 75 OPEB & GASB 68 PERS Pension		10,000.00	1,450.00		1,450.00	10,000.00			Actuary costs - GASB 75 OPEB & GASB 68 PERS Pension. Working on required Actuarial Report
DAC - Filings Fees for Bonds		2,500.00	2,750.00		2,750.00	2,750.00			Filings Fees for Bonds (EMMA)
100-5620-525-5340 Professional Services / Consultants	28,109.28	37,100.00	25,290.11	-	25,290.11	87,550.00	50,450.00	236%	
County Tax Collection fee for lien payments		200.00	-		-				
100-5620-536-5476 Other Miscellaneous / County Collection Fee	-	200.00	-	-	-		(200.00)	0%	
<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>160,035.27</b>	<b>175,843.00</b>	<b>129,098.67</b>	<b>3,500.00</b>	<b>132,598.67</b>	<b>226,000.00</b>	<b>50,157.00</b>	<b>129%</b>	
<b>Total Expenses: Accounting - 5620</b>	<b>854,920.58</b>	<b>960,943.00</b>	<b>696,679.45</b>	<b>3,500.00</b>	<b>700,179.45</b>	<b>1,039,100.00</b>	<b>78,157.00</b>	<b>108%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Engineering - 5630</b>										
100-5630-500-5001	Salaries & Wages / Full Time	1,036,134.60	1,200,400.00	891,700.46	-	891,700.46	1,214,100.00	13,700.00	101%	
100-5630-500-5002	Salaries & Wages / Part Time	-	-	-	-	-	-	-	0%	
100-5630-500-5003	Salaries & Wages / Overtime	-	3,000.00	638.30	-	638.30	3,000.00	-	100%	
100-5630-500-5004	Salaries & Wages / On Call	-	-	-	-	-	-	-	0%	
100-5630-500-5020	Salaries & Wages / Bilingual Compensation	2,251.00	2,600.00	1,929.00	-	1,929.00	2,000.00	(600.00)	77%	
	<b>Subtotal: Payroll Expenses</b>	<b>1,038,385.60</b>	<b>1,206,000.00</b>	<b>894,267.76</b>	<b>-</b>	<b>894,267.76</b>	<b>1,219,100.00</b>	<b>13,100.00</b>	<b>101%</b>	
100-5630-510-5101	Benefits / FICA	61,748.40	69,100.00	52,150.00	-	52,150.00	71,100.00	2,000.00	103%	
100-5630-510-5102	Benefits / Medicare	15,038.30	17,700.00	13,229.78	-	13,229.78	17,400.00	(300.00)	98%	
100-5630-510-5123	Benefits / Disability Insurance	3,600.28	4,200.00	2,911.00	-	2,911.00	3,900.00	(300.00)	93%	
100-5630-510-5125	Benefits / Life Insurance	3,633.93	4,500.00	3,536.41	-	3,536.41	4,300.00	(200.00)	96%	
100-5630-510-5121	Benefits / Dental	12,372.99	12,900.00	11,133.27	-	11,133.27	13,800.00	900.00	107%	
100-5630-510-5120	Benefits / Hosp / Med Insurance	176,001.08	218,000.00	160,855.78	-	160,855.78	199,100.00	(18,900.00)	91%	
100-5630-510-5122	Benefits / Vision Care Insurance	2,168.72	2,700.00	2,075.55	-	2,075.55	2,500.00	(200.00)	93%	
100-5630-510-5124	Benefits / EAP	214.48	300.00	237.03	-	237.03	300.00	-	100%	
100-5630-510-5100	Benefits / Deferred Comp-ER Match	15,458.60	19,500.00	13,277.68	-	13,277.68	19,500.00	-	100%	
100-5630-510-5105	Expenses / PERS-Pension Classic	47,168.10	51,000.00	39,511.90	-	39,511.90	77,800.00	26,800.00	153%	
100-5630-510-5106	PERS-Pension / Employer PEPR-2nd Tier	40,839.98	51,000.00	35,217.04	-	35,217.04	42,600.00	(8,400.00)	84%	
100-5630-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	30,347.53	32,900.00	25,444.65	-	25,444.65	43,700.00	10,800.00	133%	
100-5630-510-5109	Expense / PERS - Pension Expense - GASB 68	(81,327.71)	-	-	-	-	-	-	0%	
100-5630-510-5103	Expenses / Workers Comp Ins	12,730.19	18,100.00	11,498.57	-	11,498.57	15,400.00	(2,700.00)	85%	
	<b>Subtotal: Benefits Expenses</b>	<b>339,994.87</b>	<b>501,900.00</b>	<b>371,078.66</b>	<b>-</b>	<b>371,078.66</b>	<b>511,400.00</b>	<b>9,500.00</b>	<b>102%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>1,378,380.47</b>	<b>1,707,900.00</b>	<b>1,265,346.42</b>	<b>-</b>	<b>1,265,346.42</b>	<b>1,730,500.00</b>	<b>22,600.00</b>	<b>101%</b>	

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	InfoWater Pro & AutoCAD training		-			-				InfoWater Pro & AutoCAD training
	AWWA Water Education Seminar		2,500.00	50.00		50.00	1,680.00			AWWA Water Education Seminar
	Management & Supervisory Leadership Training Program		2,100.00	998.00		998.00	1,100.00			Management & Supervisory Leadership Training Program
	Distribution and Treatment Renewals		760.00			-	435.00			Distribution and Treatment Renewals
	PE License Fee Renewal, PE Exam, survey, seismic		1,260.00	180.00		180.00	180.00			PE License Fee Renewal, PE Exam, survey, seismic
100-5630-515-5200	Expenses / Training	7,335.71	6,620.00	1,228.00	-	1,228.00	3,395.00	(3,225.00)	51%	
	Professional Memberships		600.00	-		-	400.00			
100-5630-515-5201	Miscellaneous / Subscriptions & Memberships	-	600.00	-	-	-	400.00	(200.00)	67%	
	Uniforms and Boots		2,500.00	2,968.53		2,968.53	3,000.00			
100-5630-536-5475	Operating Supplies / Uniforms	2,435.98	2,500.00	2,968.53	-	2,968.53	3,000.00	500.00	120%	
	Misc. Tools & Office Supplies		500.00	42.01		42.01	800.00			
100-5630-530-5403	Operating Supplies / Miscellaneous	-	500.00	42.01	-	42.01	800.00	300.00	160%	
	Transportation/meals/parking for training and conferences/Lodgings		1,000.00	432.72		432.72	1,000.00			Transportation/meals/parking for training and conferences/Lodgings
100-5630-515-5202	Miscellaneous / Trans/Meals/Lodging	1,144.47	1,000.00	432.72	-	432.72	1,000.00	-	100%	
	Maintenance for Engineering Department Plotter, Scanner, etc.		1,000.00	1,673.01		1,673.01	1,500.00			Maintenance for Engineering Department Plotter, Scanner, etc.
100-5630-540-5610	Repair & Maintenance / Office Equipment	1,182.28	1,000.00	1,673.01	-	1,673.01	1,500.00	500.00	150%	
	RBGCA Water Management Plan. Development of Basin Management Plan per Fontana Settlement		45,000.00	32,018.76	14,260.49	46,279.25	14,000.00			RBGCA Water Management Plan.
	Professional services		20,000.00	18,555.00	695.00	19,250.00	30,000.00			As needed consulting services, surveys, studies, etc.
	Grant Writing Services					-	50,000.00			Grant Writing Services
100-5630-525-5340	Professional Services / Other Consultants	16,236.50	65,000.00	50,573.76	14,955.49	65,529.25	94,000.00	29,000.00	145%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>28,334.94</b>	<b>77,220.00</b>	<b>56,918.03</b>	<b>14,955.49</b>	<b>71,873.52</b>	<b>104,095.00</b>	<b>26,875.00</b>	<b>135%</b>	
	<b>Total Expenses: Engineering - 5630</b>	<b>1,406,715.41</b>	<b>1,785,120.00</b>	<b>1,322,264.45</b>	<b>14,955.49</b>	<b>1,337,219.94</b>	<b>1,834,595.00</b>	<b>49,475.00</b>	<b>103%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Information Technology - 5640</b>										
100-5640-500-5001	Salaries & Wages / Full Time	558,887.69	614,450.00	478,951.94	-	478,951.94	632,600.00	18,150.00	103%	
100-5640-500-5003	Salaries & Wages / Overtime	14,519.52	15,000.00	12,887.89	-	12,887.89	15,000.00	-	100%	
100-5640-500-5020	Salaries & Wages / Bilingual Compensation	311.50	650.00	513.50	-	513.50	700.00		108%	
	<b>Subtotal: Payroll Expenses</b>	<b>573,718.71</b>	<b>630,100.00</b>	<b>492,353.33</b>	<b>-</b>	<b>492,353.33</b>	<b>648,300.00</b>	<b>18,200.00</b>	<b>103%</b>	
100-5640-510-5101	Benefits / FICA	31,335.23	31,400.00	24,430.83	-	24,430.83	33,400.00	2,000.00	106%	
100-5640-510-5102	Benefits / Medicare	8,261.53	9,000.00	7,226.24	-	7,226.24	8,800.00	(200.00)	98%	
100-5640-510-5123	Benefits / Disability Insurance	1,598.32	1,800.00	1,358.49	-	1,358.49	1,700.00	(100.00)	94%	
100-5640-510-5125	Benefits / Life Insurance	1,729.56	2,200.00	1,642.20	-	1,642.20	2,100.00	(100.00)	95%	
100-5640-510-5121	Benefits / Dental	5,941.78	6,700.00	5,433.88	-	5,433.88	7,200.00	500.00	107%	
100-5640-510-5120	Benefits / Hosp / Med Insurance	78,644.60	91,100.00	73,208.04	-	73,208.04	89,400.00	(1,700.00)	98%	
100-5640-510-5122	Benefits / Vision Care Insurance	910.74	1,100.00	847.20	-	847.20	1,000.00	(100.00)	91%	
100-5640-510-5124	Benefits / EAP	88.15	100.00	96.80	-	96.80	100.00	-	100%	
100-5640-510-5100	Benefits / Deferred Comp-ER Match	7,073.00	7,800.00	6,162.00	-	6,162.00	7,800.00	-	100%	
100-5640-510-5105	Expenses / PERS-Pension Classic	54,749.95	53,100.00	48,050.31	-	48,050.31	75,100.00	22,000.00	141%	
100-5640-510-5106	PERS-Pension / Employer PEPPRA-2nd Tier	-	6,000.00	-	-	-	-	(6,000.00)	0%	
100-5640-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	35,225.73	34,200.00	30,943.05	-	30,943.05	42,100.00	7,900.00	123%	
100-5640-510-5109	Expense / PERS - Pension Expense - GASB 68	(50,594.09)	-	-	-	-	-	-	0%	
100-5640-510-5103	Expenses / Workers Comp Ins	2,660.66	3,300.00	2,537.85	-	2,537.85	3,500.00	200.00	106%	
	<b>Subtotal: Benefits Expenses</b>	<b>177,625.16</b>	<b>247,800.00</b>	<b>201,936.89</b>	<b>-</b>	<b>201,936.89</b>	<b>272,200.00</b>	<b>24,400.00</b>	<b>110%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>751,343.87</b>	<b>877,900.00</b>	<b>694,290.22</b>	<b>-</b>	<b>694,290.22</b>	<b>920,500.00</b>	<b>42,600.00</b>	<b>105%</b>	
	I.T. technical trainings		2,400.00	2,316.00		2,316.00	2,400.00			Subscription based training service offering a wide variety of IT courses. 4 users at \$600/user/year.
100-5640-515-5200	Expenses / Training	1,658.00	2,400.00	2,316.00	-	2,316.00	2,400.00	-	100%	
	Travel & Meal reimbursements		380.00			-	300.00			CSDA meetings and estimated mileage reimbursements for when District vehicles are unavailable and employees drive their own vehicles.
100-5640-515-5202	Miscellaneous / Trans/Meals/Lodging	170.00	380.00	-	-	-	300.00	(80.00)	79%	
	Municipal Information Systems Assoc. (MISAC) membership		130.00	130.00		130.00	130.00			Provides access to a forum for professional networking and development.
100-5640-515-5201	Miscellaneous / Subscriptions & Memberships	-	130.00	130.00	-	130.00	130.00	-	100%	
	Smart phones		4,800.00	558.55		558.55	4,800.00			Estimate 15 smartphones @ \$320 each to support communications.
	Printers		7,000.00	580.27		580.27	5,000.00			Workgroup and desktop printers.
	PC's (new positions and replacements)		61,700.00	23,292.74	22,779.24	46,071.98	35,000.00			Lifecycle replacements.
	General Computer Supplies		31,900.00	22,045.82	688.87	22,734.69	40,000.00			General supplies needed to support District operations.
	Contingency		10,000.00			-				
100-5640-530-5410	Miscellaneous / Computer Supplies & Maint	66,033.08	115,400.00	46,477.38	23,468.11	69,945.49	84,800.00	(30,600.00)	73%	
	Spectrum basic cable TV service & High speed internet		13,600.00	14,272.45		14,272.45	21,120.00			Cable TV service for lobby, breakrooms, and EOC locations; and internet service. Increased internet bandwidth for UCaaS, (reduced telephone in 5615).
	Verizon Wireless		25,200.00	14,925.55		14,925.55	25,000.00			Cellular service for iPads, Cradlepoint routers, and 4 AMI cellular backhaul devices.
	AT&T Business Uverse		1,300.00	934.83		934.83	2,200.00			AT&T retired their DSL service. Higher cost for fiber service for SCADA.
	Contingency		1,000.00			-	-			
100-5640-550-5651	Miscellaneous / High Speed Internet Ser	26,028.47	41,100.00	30,132.83	-	30,132.83	48,320.00	7,220.00	118%	

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	Programming services - phone system, access control system, ERP, cybersecurity, etc.		29,620.00	1,500.00	23,300.90	24,800.90	25,000.00			Programming services as needed for phone system, access control system, ERP, cybersecurity, etc.
100-5640-525-5316	Professional Services / Programmer	2,420.00	29,620.00	1,500.00	23,300.90	24,800.90	25,000.00	(4,620.00)	84%	
	Adobe Creative Cloud subscription		1,200.00	599.88		599.88	1,200.00			Two subscriptions at \$600 each.
	Agenda & Minutes software		15,000.00	13,867.20		13,867.20	20,000.00			Rough estimate for Granicus govMeeting upgrade.
	AutoCAD software		3,500.00	1,784.80		1,784.80	3,500.00			Various AutoCAD version licenses to support Engineering.
	Backflow testing and reporting system		15,900.00		11,585.00	11,585.00	6,950.00			Compliance - Backflow testing administration system. Upgraded from Tokay Navigator to Tokay SQL at end of FY 2023, (includes 50% of implementation - timing)
	ERP software		52,000.00	54,243.08	575.63	54,818.71	59,000.00			The District's ERP system includes payroll, accounts payable, financial reporting and utility billing, (annual increases + work orders).
	Email Service and Archiving		-			-				
	File storage and sharing system, and electronic signature system		4,500.00	4,500.00		4,500.00	4,500.00			Box.com Business Plus plan - used for storage and sharing of large files generated for PRA responses. Also, Box Sign for electronic signatures.
	GPS fleet tracking system		8,200.00	5,439.84		5,439.84	7,750.00			Allows for tracking and reporting of fleet performance and enables participation in smog compliance program.
	Hardware support for specialized equipment		4,100.00	973.00		973.00	1,000.00			Hardware support for MICR printer, (A/P and Payroll).
	HR software suite		19,500.00	17,132.76		17,132.76	20,500.00			6 NeoGov modules: Governmentjobs.com, Insight, Onboard, Perform, eForms, and Background Check.
	Offsite data storage services and licensing		15,600.00	8,842.17		8,842.17	16,500.00			Rubrik annual licensing, support, and offsite data storage.
	Phone system support and licensing		27,500.00			-	-			Refer to UCaaS below.
	Procurement and bid management system		13,200.00			-	13,500.00			Planetbids.com annual rate for Year 4 of a 5 year contract.

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	Software and licenses: Microsoft		42,500.00	47,714.33		47,714.33	60,000.00			Upgrade from G1 & G3 licensing to G5, (includes additional security services and tools as well as eDiscovery).
	Software and licenses: Non-Microsoft, (i.e. Acrobat acrobat, etc.)		5,000.00	3,079.93	1,150.00	4,229.93	6,500.00			Non-Microsoft licenses such as Adobe Acrobat, Jitbit, (ticketing system), and Lansweeper, (network management solution).
	SSL certificates		1,000.00			-	1,000.00			Provides encryption for the District's web based services.
	Video conferencing/meeting service		7,200.00	3,722.46		3,722.46	6,500.00			Zoom meetings and toll free audio service to support remote public attendance for Board and Committee meetings.
	Water meter reading software		2,600.00			-	2,600.00			Software support for Sensus AutoRead and AutoVu (AMR reading).
	Water modeling software		7,200.00	6,820.00		6,820.00	7,200.00			InfoWater Pro support rate for Year 2 of a 2 year agreement.
	Water quality test reporting system		14,400.00	11,452.92		11,452.92	12,000.00			Compliance - Watertrax annual maintenance.
	Web hosting service		9,000.00	2,179.17		2,179.17	6,500.00			\$500 per month for new website.
	Contingency		5,000.00	7,188.74	3,252.46	10,441.20				
	Security camera subscription licenses		-			-	7,000.00			Subscription based security camera licenses.
	UCaaS (Cloud based phone system).		10,500.00		12,093.40	12,093.40	16,500.00			FortiVoice phone system licensing.
	Firewall and EDR licensing						15,600.00			FortiGate and FortiEDR licensing.
	Sensus Analytics Enhanced -Water		21,000.00			-	21,500.00			AMI application bundle (Admin, Billing Access, Device Access, Meter Insight and Report Access, Alert Manager and Alarm Insight)
	Sensus RNI Saas Fee		24,100.00			-	24,500.00			Communication network for AMI
100-5640-540-5604	Repair & Maintenance / Contracts And Licensing	201,190.59	329,700.00	189,540.28	28,656.49	218,196.77	341,800.00	12,100.00	104%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>297,500.14</b>	<b>518,730.00</b>	<b>270,096.49</b>	<b>75,425.50</b>	<b>345,521.99</b>	<b>502,750.00</b>	<b>(15,980.00)</b>	<b>97%</b>	
	<b>Total Expenses: Information Technology - 5640</b>	<b>1,048,844.01</b>	<b>1,396,630.00</b>	<b>964,386.71</b>	<b>75,425.50</b>	<b>1,039,812.21</b>	<b>1,423,250.00</b>	<b>26,620.00</b>	<b>102%</b>	

## West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>GIS - 5645</b>										
100-5645-500-5001	Salaries & Wages / Full Time	104,746.16	110,900.00	85,002.87	-	85,002.87	112,800.00	1,900.00	102%	
100-5645-500-5002	Salaries & Wages / Part Time	553.36	19,500.00	13,729.91	-	13,729.91	42,400.00	22,900.00	217%	
100-5645-500-5003	Salaries & Wages / Overtime	-	500.00	301.86	-	301.86	(500.00)	0%		
	<b>Subtotal: Payroll Expenses</b>	<b>105,299.52</b>	<b>130,900.00</b>	<b>99,034.64</b>	<b>-</b>	<b>99,034.64</b>	<b>155,200.00</b>	<b>24,300.00</b>	<b>119%</b>	
100-5645-510-5101	Benefits / FICA	6,673.56	9,500.00	6,276.27	-	6,276.27	9,700.00	200.00	102%	
100-5645-510-5102	Benefits / Medicare	1,560.73	2,200.00	1,467.88	-	1,467.88	2,300.00	100.00	105%	
100-5645-510-5123	Benefits / Disability Insurance	373.34	400.00	303.37	-	303.37	400.00	-	100%	
100-5645-510-5125	Benefits / Life Insurance	362.80	400.00	305.66	-	305.66	400.00	-	100%	
100-5645-510-5121	Benefits / Dental	1,139.52	1,200.00	949.60	-	949.60	1,100.00	(100.00)	92%	
100-5645-510-5120	Benefits / Hosp / Med Insurance	16,352.88	17,000.00	13,465.36	-	13,465.36	16,200.00	(800.00)	95%	
100-5645-510-5122	Benefits / Vision Care Insurance	254.16	300.00	211.80	-	211.80	300.00	-	100%	
100-5645-510-5124	Benefits / EAP	23.84	-	24.20	-	24.20	-	-	0%	
100-5645-510-5100	Benefits / Deferred Comp-ER Match	1,954.50	2,000.00	1,540.50	-	1,540.50	2,000.00	-	100%	
100-5645-510-5106	PERS-Pension / Employer PEPRA-2nd Tier	7,541.58	8,000.00	6,183.97	-	6,183.97	8,700.00	700.00	109%	
100-5645-510-5109	Expense / PERS - Pension Expense - GASB 68	(6,969.13)	-	-	-	-	-	-	0%	
100-5645-510-5103	Expenses / Workers Comp Ins	532.33	900.00	540.01	-	540.01	900.00	-	100%	
	<b>Subtotal: Benefits Expenses</b>	<b>29,800.11</b>	<b>41,900.00</b>	<b>31,268.62</b>	<b>-</b>	<b>31,268.62</b>	<b>42,000.00</b>	<b>100.00</b>	<b>100%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>135,099.63</b>	<b>172,800.00</b>	<b>130,303.26</b>	<b>-</b>	<b>130,303.26</b>	<b>197,200.00</b>	<b>24,400.00</b>	<b>114%</b>	
	ESRI's GIS Training		2,500.00			1,790.00				2-day online training to acquire necessary expertise of upcoming ArcGIS
100-5645-515-5200	Expenses / Training	2,460.00	2,500.00	-	-	1,790.00	(710.00)	72%		
	Esri User Conference		1,750.00	987.18	987.18	2,500.00				July 10-12, 2023, ESRI Annual Conference attendance to obtain new GIS
100-5645-515-5202	Miscellaneous / Trans/Meals/Lodging	-	1,750.00	987.18	-	987.18	2,500.00	750.00	143%	
	ESRI GIS (SUELA)License Renewal		25,000.00	25,000.00	25,000.00	25,000.00				GIS annual license renewal fee. (Third installment of the District's 3-year
	NearMap License Renewal		17,500.00	17,500.00	17,500.00	11,550.00				NearMap annual license renewal fee. (Yearly contract)
	ESRI Advantage Program									
	Computer Supplies iPad Pro									
100-5645-530-5410	Miscellaneous / Computer Supplies & Maint	45,305.56	42,500.00	42,500.00	-	42,500.00	36,550.00	(5,950.00)	86%	
	Fire Flow Test Application		3,000.00		8,960.00	8,960.00				
	Sampling Location Application		3,000.00							
	Construction Metering Application		3,000.00							
	Utility Network Creation for ArcGIS Pro		10,000.00			10,000.00				The major component of upcoming ArcGIS Pro deployment. This essential module permits performing GIS edits in the new online based system of ArcGIS Pro.
	Integrating ERP Pro 10 Meter data with GIS		-			6,000.00				The purpose of this project is to integrate the meter database with the GIS database to allow attribute extraction for the meter features in GIS.
	ArcGIS Enterprise Portal Installation		12,500.00		9,800.00	9,800.00				
	As needed consultant services		8,000.00			8,000.00				Funds to cover those unexpected or unforeseen system failures or glitches.
	Switching from cloud-based data storage that was provided by ESRI to on-premise data storage on the GIS server due to security enhancements.									
100-5645-525-5316	Professional Services / Programmer	17,550.00	39,500.00	-	18,760.00	18,760.00	24,000.00	(15,500.00)	61%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>65,315.56</b>	<b>86,250.00</b>	<b>43,487.18</b>	<b>18,760.00</b>	<b>62,247.18</b>	<b>64,840.00</b>	<b>(21,410.00)</b>	<b>75%</b>	
	<b>Total Expenses: GIS - 5645</b>	<b>200,415.19</b>	<b>259,050.00</b>	<b>173,790.44</b>	<b>18,760.00</b>	<b>192,550.44</b>	<b>262,040.00</b>	<b>2,990.00</b>	<b>101%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Board of Directors - 5650</b>										
100-5650-500-5002	Salaries & Wages / Part Time	86,101.13	116,500.00	75,915.03	-	75,915.03	122,400.00	5,900.00	105%	
	<b>Subtotal: Payroll Expenses</b>	<b>86,101.13</b>	<b>116,500.00</b>	<b>75,915.03</b>	<b>-</b>	<b>75,915.03</b>	<b>122,400.00</b>	<b>5,900.00</b>	<b>105%</b>	
100-5650-510-5123	Benefits / Disability Insurance	238.01	300.00	197.37	-	197.37	300.00	-	100%	
100-5650-510-5125	Benefits / Life Insurance	2,482.20	3,400.00	2,377.32	-	2,377.32	3,200.00	(200.00)	94%	
100-5650-510-5101	Benefits / FICA	5,547.90	7,200.00	4,869.59	-	4,869.59	7,600.00	400.00	106%	
100-5650-510-5102	Benefits / Medicare	1,297.58	1,700.00	1,138.82	-	1,138.82	1,800.00	100.00	106%	
100-5650-510-5121	Benefits / Dental	5,818.01	8,200.00	6,817.04	-	6,817.04	8,700.00	500.00	106%	
100-5650-510-5120	Benefits / Hosp / Med Insurance	62,677.32	110,300.00	82,939.44	-	82,939.44	104,000.00	(6,300.00)	94%	
100-5650-510-5122	Benefits / Vision Care Insurance	931.92	1,300.00	995.46	-	995.46	1,300.00	-	100%	
100-5650-510-5103	Expenses / Workers Comp Ins	360.94	700.00	447.95	-	447.95	800.00	100.00	114%	
	<b>Subtotal: Benefits Expenses</b>	<b>79,353.88</b>	<b>133,100.00</b>	<b>99,782.99</b>	<b>-</b>	<b>99,782.99</b>	<b>127,700.00</b>	<b>(5,400.00)</b>	<b>96%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>165,455.01</b>	<b>249,600.00</b>	<b>175,698.02</b>	<b>-</b>	<b>175,698.02</b>	<b>250,100.00</b>	<b>500.00</b>	<b>100%</b>	
	Treasurer Services - Clifton Larson Allen		31,800.00	23,625.01	8,174.99	31,800.00	33,600.00			Treasurer Services - Clifton Larson Allen \$2800/mth
100-5650-525-5340	Professional Services / Other Consultants	31,500.00	31,800.00	23,625.01	8,174.99	31,800.00	33,600.00	1,800.00	106%	
	Outside Meetings per Ordinance- Miscellaneous Training. Education		6,500.00	5,870.00		5,870.00	10,000.00			Outside Meetings per Ordinance- Miscellaneous Training. Education
100-5650-515-5200	Expenses / Training	1,318.00	6,500.00	5,870.00	-	5,870.00	10,000.00	3,500.00	154%	
	Miscellaneous. Contingency		2,000.00	-		-	1,000.00			
100-5650-530-5403	Operating Supplies / Miscellaneous	1,918.84	2,000.00	-	-	-	1,000.00	(1,000.00)	50%	
	Expense Reimbursements - Meals/Mileage/lodging/transportation i.e. science fairs, community service participation. Not on Schedule of Ordinance 86.		15,000.00	3,025.48		3,025.48	15,000.00			Expense Reimbursements - Meals/Mileage/lodging/transportation i.e. science fairs, community service participation. Outside Meetings Schedule of Ordinance 86.
100-5650-515-5202	Miscellaneous / Trans/Meals/Lodging	20,393.09	15,000.00	3,025.48	-	3,025.48	15,000.00	-	100%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>55,129.93</b>	<b>55,300.00</b>	<b>32,520.49</b>	<b>8,174.99</b>	<b>40,695.48</b>	<b>59,600.00</b>	<b>4,300.00</b>	<b>108%</b>	
	<b>Total Expenses: Board of Directors - 5650</b>	<b>220,584.94</b>	<b>304,900.00</b>	<b>208,218.51</b>	<b>8,174.99</b>	<b>216,393.50</b>	<b>309,700.00</b>	<b>4,800.00</b>	<b>102%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Human Resources/Risk Management - 5660</b>										
100-5660-500-5001	Salaries & Wages / Full Time	372,662.19	383,900.00	253,014.11	-	253,014.11	404,200.00	20,300.00	105%	
100-5660-500-5003	Salaries & Wages / Overtime	360.62	3,000.00	317.30	-	317.30	3,000.00	-	100%	
100-5660-500-5020	Salaries & Wages / Bilingual Compensation	1,303.00	1,300.00	1,177.00	-	1,177.00	2,000.00	700.00	154%	
100-5660-510-5104	Salaries & Wages / Vehicle Allowance	4,732.00	108.00	108.00	-	108.00	-	(108.00)	0%	
	<b>Subtotal: Payroll Expenses</b>	<b>379,057.81</b>	<b>388,308.00</b>	<b>254,616.41</b>	<b>-</b>	<b>254,616.41</b>	<b>409,200.00</b>	<b>20,892.00</b>	<b>105%</b>	
100-5660-510-5101	Benefits / FICA	22,686.35	21,600.00	13,425.90	-	13,425.90	23,300.00	1,700.00	108%	
100-5660-510-5102	Benefits / Medicare	5,501.94	5,800.00	3,758.90	-	3,758.90	6,000.00	200.00	103%	
100-5660-510-5123	Benefits / Disability Insurance	1,242.52	1,500.00	818.23	-	818.23	1,400.00	(100.00)	93%	
100-5660-510-5125	Benefits / Life Insurance	1,419.45	1,700.00	945.93	-	945.93	1,600.00	(100.00)	94%	
100-5660-510-5121	Benefits / Dental	4,755.41	5,500.00	2,832.52	-	2,832.52	4,300.00	(1,200.00)	78%	
100-5660-510-5120	Benefits / Hosp / Med Insurance	66,260.10	69,500.00	39,392.16	-	39,392.16	61,100.00	(8,400.00)	88%	
100-5660-510-5122	Benefits / Vision Care Insurance	719.90	800.00	465.96	-	465.96	800.00	-	100%	
100-5660-510-5124	Benefits / EAP	63.21	100.00	53.36	-	53.36	100.00	-	100%	
100-5660-510-5100	Benefits / Deferred Comp-ER Match	3,859.34	5,900.00	3,531.00	-	3,531.00	5,900.00	-	100%	
100-5660-510-5105	Expenses / PERS-Pension Classic	28,792.68	31,600.00	24,712.86	-	24,712.86	38,300.00	6,700.00	121%	
100-5660-510-5106	PERS-Pension / Employer PEPR-2nd Tier	6,345.89	6,300.00	1,596.78	-	1,596.78	7,600.00	1,300.00	121%	
100-5660-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	18,525.07	20,300.00	15,914.50	-	15,914.50	21,500.00	1,200.00	106%	
100-5660-510-5109	Expense / PERS - Pension Expense - GASB 68	(32,471.33)	-	-	-	-	-	-	0%	
100-5660-510-5103	Expenses / Workers Comp Ins	1,743.76	2,200.00	2,149.29	-	2,149.29	2,300.00	100.00	105%	
	<b>Subtotal: Benefits Expenses</b>	<b>129,444.29</b>	<b>172,800.00</b>	<b>109,597.39</b>	<b>-</b>	<b>109,597.39</b>	<b>174,200.00</b>	<b>1,400.00</b>	<b>101%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>508,502.10</b>	<b>561,108.00</b>	<b>364,213.80</b>	<b>-</b>	<b>364,213.80</b>	<b>583,400.00</b>	<b>22,292.00</b>	<b>104%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
HR	Human Resources (HR) Training materials and expenses for Human Resources and Supervisors		3,780.00			-	4,200.00			LCW - training workshops for management during the year
HR	Human Resources (HR) Training CalPERS Education Forum Conference registration only		900.00			-	900.00			CalPERS annual conference retirement, changes/updates in the law
HR	Human Resources (HR) Training Educational Assistance Program - College degrees, training and certifications		20,000.00	14,590.00		14,590.00	20,000.00			Employees may seek to pursue a degree and District reimburses education costs up to \$5K
HR	Human Resources (HR) Training Neogov Conference registration		3,000.00	(764.03)		(764.03)	3,000.00			Annual Neogov conference for 2 HR staff members
HR	Human Resources (HR) Training IEEAC		600.00			-	600.00			Inland Empire Chapter for HR related training
HR	Human Resources (HR) Training Harassment		3,500.00	3,700.00		3,700.00	3,500.00			Training is required every 2 years. Last training Fall 2022
HR	Human Resources (HR) Training JPIA Conference registration only		1,600.00			-	1,600.00			HR staff attend Leadership training provided by ACWA JPIA
HR	Human Resources (HR) Training CALPELRA Conference		-			-	1,600.00			HR Annual Conference several workshops re: employee/labor relations
HR	Human Resources (HR) Training LCW Conference		1,100.00			-	1,200.00			LCW Annual HR conference re: labor relations
RM	Risk Mgmt (RM) Training Required safety training for District Field & Office Staff (Safety Compliance)		8,700.00	5,175.00		5,175.00	9,000.00			Cal OSHA bi-monthly training for operations and office staff
RM	Risk Mgmt (RM) Training PARMA Conference registration only		600.00			-	600.00			Public Agency Risk Management Association conference
RM	Risk Mgmt (RM) Training Confined Space Entry/Trench Safety Training - Field staff		-			-	2,500.00			Required CalOSHA training for Operations Staff
RM	Risk Mgmt (RM) Rigging Training - Field staff		-			-	2,750.00			Required CalOSHA training for Operations Staff
RM	Risk Mgmt (RM) NCCO Crane Training - Field staff		3,500.00	1,430.00		1,430.00				
RM	Risk Mgmt (RM) Training Traffic Safety/Flagger		-			-	2,500.00			Required CalOSHA training for Operations Staff
RM	Risk Mgmt (RM) Training Forklift training - every 3 years		-			-	1,000.00			Required CalOSHA training for Operations Staff
RM	Risk Mgmt (RM) CPR Training. Required every 3 years.		2,000.00	1,170.00		1,170.00	2,000.00			Training is ongoing due to new employees.
100-5660-515-5200	Expenses / Training	47,372.12	49,280.00	25,300.97	-	25,300.97	56,950.00	7,670.00	116%	
	CalPELRA Conference Travel lodging & Meal Expenses		1,600.00	1,720.63		1,720.63	1,600.00			Lodging and meals for CalPELRA conference attendance
	CalPERS Education Forum Conference Travel lodging & Meal Expenses		600.00	438.12		438.12	1,000.00			Lodging and meals for CalPERS conference attendance
	PARMA Conference Travel lodging & Meal Expenses		500.00	381.98		381.98	500.00			Lodging and meals for PARMA conference
	Neogov Conference Travel lodging & Meal Expenses		2,500.00	753.90		753.90	2,500.00			Lodging and meals for Neogov conference
100-5660-515-5202	Miscellaneous / Trans/Meals/Lodging	6,285.40	5,200.00	3,294.63	-	3,294.63	5,600.00	400.00	108%	
	Quarterly celebration for milestones with safety program		20,000.00	18,150.55		18,150.55	20,000.00			lunch, incentives no loss time
	Safety Luncheons Recognition Program		10,200.00	5,181.69		5,181.69	10,200.00			lunch events to recognize employees
	Milestone Safety Celebration		9,000.00	3,761.41		3,761.41	9,000.00			Employment Milestone Recognition (Anniversary Pin)
100-5660-530-5406	Operating Supplies / Recognition Supply	37,155.05	39,200.00	27,093.65	-	27,093.65	39,200.00	-	100%	
	Safety Related Items - Fire Extinguishers, etc		3,000.00	2,532.19		2,532.19	3,000.00			First aid kits supplies and other safety related items
	Safety Committee photos/shirts		1,650.00	910.38		910.38	1,650.00			New committee members will need shirts and photos
	Covid-19 safety supplies		3,000.00			-				Emergency Declaration no longer in effect
100-5660-530-5405	Operating Supplies / Safety	6,163.25	7,650.00	3,442.57	-	3,442.57	4,650.00	(3,000.00)	61%	
	Supplies and promotional Items		600.00	452.09		452.09	600.00			Misc Lanyards and supplies for access cards
	Office Staff WVWD logo clothing items						600.00			HR staff WVWD clothing items
	WVWD jackets for Field & Office Staff		7,000.00	5,910.74		5,910.74	7,000.00			WVWD jackets for Field & Office Staff will order in FY2023 around October. No funds used in FY2022.
100-5660-530-5403	Operating Supplies / Miscellaneous	259.57	7,600.00	6,362.83	-	6,362.83	8,200.00	600.00	108%	

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	Samba Holdings - HR Services		1,400.00	1,178.59		1,178.59	1,400.00			DMV Pull notice
	EVWD Safety Membership		400.00			-	400.00			Emergency Partnerships with other agencies
	IEPMA		450.00	668.05		668.05	450.00			Inland Empire Personnel Management Association HR workshops
	Other subscriptions -FMLA, EEO, etc.		2,000.00	1,716.76		1,716.76	2,000.00			Software for FMLA/CFRA/ADA tracking
	hope newsletter		500.00	376.00		376.00	500.00			monthly wellness letter
	Cal-Chamber HR Membership		800.00	899.00		899.00	800.00			Legal HR advocacy HR California alert
	LCW Membership		5,500.00	5,170.00		5,170.00	5,500.00			LCW consortium member fees
	Wienhoff Drug Testing - Random testing for Class A Drivers		1,000.00	1,147.00		1,147.00	1,000.00			DOT required Random drug and Reasonable suspicion testing
100-5660-515-5201	Miscellaneous / Subscription & Memberships	6,821.88	12,050.00	11,155.40	-	11,155.40	12,050.00	-	100%	
	Recruiting activities		7,500.00	1,766.10		1,766.10	7,500.00			advertising and interview process
	US Healthworks & Pre-Employment Physicals (Occupational Health)		7,000.00	6,797.06		6,797.06	7,000.00			Require new employee physicals, Class A license physicals, WC injuries. Random Drug test for post accident related
	Employee Relations (Background checks)		-			-				
	recruitment costs for CFO & GM		46,862.00	46,820.00						
	Pre-Employment Testing		3,500.00	749.30		749.30	3,500.00			Written exams and other testing materials used for recruitment
100-5660-536-5474	Miscellaneous / Recruitment	28,478.18	64,862.00	56,132.46	-	56,132.46	18,000.00	(46,862.00)	28%	
	Employee Wellness		16,000.00	7,437.65		7,437.65	16,000.00			Employee wellness activities and luncheons
100-5660-536-5453	Miscellaneous / Employee Wellness Program	12,089.51	16,000.00	7,437.65	-	7,437.65	16,000.00	-	100%	
	Legal services					-				
100-5660-526-5330	Professional Services / Legal	12,088.00	-	-	-	-	-	-	0%	
	Executive Coaching & Strategic Planning		-			-				
	HR Consulting		25,000.00	17,182.00		17,182.00	25,000.00			Consulting services to assist in the interactive process or request for accommodations.
	Class and Compensation Study		120,000.00		119,330.00	119,330.00	50,000.00			Carry over to complete the Class and Comp. Study
	investigative services		-			-	25,000.00			personnel related investigation services
	1000 Hr Program		30,000.00	10,287.82		10,287.82	30,000.00			IE Works internship program
100-5660-525-5340	Professional Services / Other Consultants	57,475.16	175,000.00	27,469.82	119,330.00	146,799.82	130,000.00	(45,000.00)	74%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>214,188.12</b>	<b>376,842.00</b>	<b>167,689.98</b>	<b>119,330.00</b>	<b>287,019.98</b>	<b>290,650.00</b>	<b>(86,192.00)</b>	<b>77%</b>	
	<b>Total Expenses: Human Resources/Risk Mgmt - 5660</b>	<b>722,690.22</b>	<b>937,950.00</b>	<b>531,903.78</b>	<b>119,330.00</b>	<b>651,233.78</b>	<b>874,050.00</b>	<b>(63,900.00)</b>	<b>93%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification	
<b>Purchasing - 5680</b>										
100-5680-500-5001	Salaries & Wages / Full Time	349,020.83	427,400.00	292,425.24	-	292,425.24	440,800.00	13,400.00	103%	
100-5680-500-5003	Salaries & Wages / Overtime	1,020.66	3,000.00	1,178.08	-	1,178.08	3,000.00	-	100%	
100-5680-500-5021	Salaries & Wages / Class A Drivers License	651.50	700.00	513.50	-	513.50	700.00	-	100%	
100-5680-500-5020	Salaries & Wages / Bilingual Compensation	651.50	700.00	513.50	-	513.50	700.00	-	100%	
	<b>Subtotal: Payroll Expenses</b>	<b>351,344.49</b>	<b>431,800.00</b>	<b>294,630.32</b>	<b>-</b>	<b>294,630.32</b>	<b>445,200.00</b>	<b>13,400.00</b>	<b>103%</b>	
100-5680-510-5101	Benefits / FICA	21,967.70	27,200.00	18,563.54	-	18,563.54	27,800.00	600.00	102%	
100-5680-510-5102	Benefits / Medicare	5,137.64	6,400.00	4,341.40	-	4,341.40	6,500.00	100.00	102%	
100-5680-510-5123	Benefits / Disability Insurance	1,255.21	2,100.00	1,032.39	-	1,032.39	1,500.00	(600.00)	71%	
100-5680-510-5125	Benefits / Life Insurance	1,529.45	2,400.00	1,320.97	-	1,320.97	2,000.00	(400.00)	83%	
100-5680-510-5121	Benefits / Dental	7,181.18	9,700.00	5,978.63	-	5,978.63	9,300.00	(400.00)	96%	
100-5680-510-5120	Benefits / Hosp / Med Insurance	88,538.04	122,100.00	73,966.65	-	73,966.65	112,300.00	(9,800.00)	92%	
100-5680-510-5122	Benefits / Vision Care Insurance	1,009.18	1,300.00	855.06	-	855.06	1,300.00	-	100%	
100-5680-510-5124	Benefits / EAP	94.57	100.00	97.77	-	97.77	100.00	-	100%	
100-5680-510-5100	Benefits / Deferred Comp-ER Match	5,191.93	9,800.00	4,069.54	-	4,069.54	9,800.00	-	100%	
100-5680-510-5105	Expenses / PERS-Pension Classic	8,270.32	8,700.00	6,754.61	-	6,754.61	10,500.00	1,800.00	121%	
100-5680-510-5106	PERS-Pension / Employer PEPPRA-2nd Tier	19,836.21	25,400.00	16,454.92	-	16,454.92	27,200.00	1,800.00	107%	
100-5680-510-5107	PERS-Pension / Classic-Epmc Neg. Benefit	5,321.06	5,600.00	4,349.69	-	4,349.69	5,900.00	300.00	105%	
100-5680-510-5109	Expense / PERS - Pension Expense - GASB 68	(25,973.07)	-	-	-	-	-	-	0%	
100-5680-510-5103	Expenses / Workers Comp Ins	1,712.57	5,400.00	1,938.95	-	1,938.95	5,600.00	200.00	104%	
	<b>Subtotal: Benefits Expenses</b>	<b>141,071.99</b>	<b>226,200.00</b>	<b>139,724.12</b>	<b>-</b>	<b>139,724.12</b>	<b>219,800.00</b>	<b>(6,400.00)</b>	<b>97%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>492,416.48</b>	<b>658,000.00</b>	<b>434,354.44</b>	<b>-</b>	<b>434,354.44</b>	<b>665,000.00</b>	<b>7,000.00</b>	<b>101%</b>	
	Training for 4 Department Staff in the areas of Purchasing, Public Works, Contract Administration, Excel, Ethics, Certification		3,000.00	1,204.00		1,204.00	3,500.00			Training for 5 Department Staff in the areas of Purchasing, Public Works, Contract Administration, Fleet, Excel and Ethics
100-5680-515-5200	Expenses / Training	897.95	3,000.00	1,204.00	-	1,204.00	3,500.00	500.00	117%	
	Uniforms and Boots Expenses for 4 Purchasing Department Staff		2,100.00	1,926.32		1,926.32	2,400.00			Uniforms and Boots Expenses for 3 Purchasing Department Staff
100-5680-536-5475	Operating Supplies / Uniforms	1,516.38	2,100.00	1,926.32	-	1,926.32	2,400.00	300.00	114%	
	Travel Expenses for Department Staff for 2023 Tri State Seminar, 2024 CAPPO Conference and 2024 CSMFO Conference. For seminars, workshops, training and networking with other CA Public Agencies.		2,200.00	2,130.62		2,130.62	4,000.00			Travel Expenses for Department Staff for 2023 Tri State Seminar, 2024 CAPPO Conference and 2024 CSMFO Conference. For seminars, workshops, training and networking with other CA Public Agencies.
100-5680-515-5202	Miscellaneous / Trans/Meals/Lodging	739.92	2,200.00	2,130.62	-	2,130.62	4,000.00	1,800.00	182%	
	Miscellaneous Department operating supplies		500.00				1,000.00			Tools, supplies, Contingency Expenses
100-5680-530-5403	Operating Supplies / Miscellaneous	1,001.36	500.00	-	-	-	1,000.00	500.00	200%	
	For 4 Department Staff for CAPPO (California Association of Public Procurement Officials), NIGP (National Institute of Governmental Purchasing), NPI (National Procurement Institute)		1,500.00	1,295.00		1,295.00	1,600.00			For 4 Department Staff for CAPPO (California Association of Public Procurement Officials), NIGP (National Institute of Governmental Purchasing), NPI (National Procurement Institute)
100-5680-515-5201	Miscellaneous / Subscriptions & Memberships	1,846.95	1,500.00	1,295.00	-	1,295.00	1,600.00	100.00	107%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>6,002.56</b>	<b>9,300.00</b>	<b>6,555.94</b>	<b>-</b>	<b>6,555.94</b>	<b>12,500.00</b>	<b>3,200.00</b>	<b>134%</b>	
	<b>Total Expenses: Purchasing - 5680</b>	<b>498,419.04</b>	<b>667,300.00</b>	<b>440,910.38</b>	<b>-</b>	<b>440,910.38</b>	<b>677,500.00</b>	<b>10,200.00</b>	<b>102%</b>	

### West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
<b>Government / Public Affairs - 5710</b>										
100-5710-500-5001	Salaries & Wages / Full Time	354,588.73	434,800.00	193,961.53	-	193,961.53	421,500.00	(13,300.00)	97%	
100-5710-500-5002	Salaries & Wages / Part Time		5,000.00	7,823.35	-	7,823.35	42,400.00		848%	
100-5710-500-5003	Salaries & Wages / Overtime	6,367.84	24,000.00	13,973.25	-	13,973.25	14,000.00	(10,000.00)	58%	
100-5710-500-5020	Salaries & Wages / Bilingual Compensation	311.50	700.00	513.50	-	513.50	700.00	-	100%	
	<b>Subtotal: Payroll Expenses</b>	<b>361,268.07</b>	<b>464,500.00</b>	<b>216,271.63</b>	<b>-</b>	<b>216,271.63</b>	<b>478,600.00</b>	<b>14,100.00</b>	<b>103%</b>	
100-5710-510-5101	Benefits / FICA	17,918.07	25,900.00	11,781.02	-	11,781.02	29,200.00	3,300.00	113%	
100-5710-510-5102	Benefits / Medicare	5,339.03	6,600.00	3,178.62	-	3,178.62	6,800.00	200.00	103%	
100-5710-510-5123	Benefits / Disability Insurance	1,228.97	1,800.00	685.14	-	685.14	1,400.00	(400.00)	78%	
100-5710-510-5125	Benefits / Life Insurance	1,250.64	2,000.00	811.32	-	811.32	1,700.00	(300.00)	85%	
100-5710-510-5121	Benefits / Dental	3,212.18	6,000.00	1,852.41	-	1,852.41	5,700.00	(300.00)	95%	
100-5710-510-5120	Benefits / Hosp / Med Insurance	57,633.53	95,300.00	31,267.71	-	31,267.71	90,300.00	(5,000.00)	95%	
100-5710-510-5122	Benefits / Vision Care Insurance	685.70	1,100.00	447.65	-	447.65	1,000.00	(100.00)	91%	
100-5710-510-5124	Benefits / EAP	62.82	100.00	51.11	-	51.11	100.00	-	100%	
100-5710-510-5100	Benefits / Deferred Comp-ER Match	652.38	7,800.00	1,607.44	-	1,607.44	7,800.00	-	100%	
100-5710-510-5105	Expenses / PERS-Pension Classic	51.88	-	35.71	-	35.71	15,400.00	15,400.00	0%	
100-5710-510-5106	PERS-Pension / Employer PEPPRA-2nd Tier	19,600.16	32,900.00	13,459.68	-	13,459.68	22,800.00	(10,100.00)	69%	
100-5710-510-5107	PERS-Pension / Classic-EPMC Neg. Benefit	33.38	-	23.00	-	23.00	8,600.00	8,600.00	0%	
100-5710-510-5103	Expenses / Workers Comp Ins	3,884.98	2,700.00	4,578.24	-	4,578.24	2,700.00	-	100%	
100-5710-510-5109	Expense / PERS - Pension Expense - GASB 68	(18,160.32)	-	-	-	-	-	-	0%	
	<b>Subtotal: Benefits Expenses</b>	<b>93,393.40</b>	<b>182,200.00</b>	<b>69,779.05</b>	<b>-</b>	<b>69,779.05</b>	<b>193,500.00</b>	<b>11,300.00</b>	<b>106%</b>	
	<b>Subtotal: Payroll and Benefits Expenses</b>	<b>454,661.47</b>	<b>646,700.00</b>	<b>286,050.68</b>	<b>-</b>	<b>286,050.68</b>	<b>672,100.00</b>	<b>25,400.00</b>	<b>104%</b>	

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	PIO Training		2,000.00			-	700.00			Cal EOS Training
	ACWA Conferences		-			-	1,600.00			
	CAPIO Conference Training		1,196.00	975.00		975.00	1,200.00			CAPIO Training
	ACWA Legislative Symposium		2,000.00	1,744.00		1,744.00	2,000.00			ACWA Legislative Conference - 2 staff members
	Water Use Efficiency/Conservation		1,500.00	1,159.50		1,159.50	1,500.00			Watersmart Conference - 2 staff members
	Misc. Other Trainings		-	470.00		470.00	1,800.00			CSDA/Additional Training for staff - development
100-5710-515-5200	Expenses / Training	8,740.00	6,696.00	4,348.50	-	4,348.50	8,800.00	2,104.00	131%	
	WVWD Logo Apparel		1,500.00	189.70		189.70	1,500.00			2 New staff to be included in 23/24 fiscal year
100-5710-536-5475	Operating Supplies / Uniforms	3,345.30	1,500.00	189.70	-	189.70	1,500.00	-	100%	
	Misc. Postage for various mailers (event invitations, state quality report, important information, etc.)		19,500.00	4,270.50	15,229.50	19,500.00	25,000.00			Staff is budgeting for - two postcards - fall and spring to promote workshops and other water use efficiency program. Postage has increased rapidly and would like to ensure there is a buffer for increased postcard for other outreach.
100-5710-536-5471	Postage & Shipping	11,883.50	19,500.00	4,270.50	15,229.50	19,500.00	25,000.00	5,500.00	128%	
	Annual Poster/Calendar Contest. Printing and contest awards.		10,000.00	2,990.60	8,172.79	11,163.39	3,500.00			12 students/12 teachers and materials for the event recognition and printing of calendar.
	Monthly Newsletter distributed by mail and electronically to service and billing addresses		18,000.00	14,716.29	4,108.82	18,825.11	18,000.00			12 Monthly MYWWD newsletters
	Bill Inserts -5						10,000.00			Bill Insert - Water Quality Reports, Workshops, Conservation Messaging/Rebates and other messaging
	misc. printing of district materials		3,000.00	1,258.95		1,258.95	25,000.00			Water Quality Report, Budget Book, PAFR, CAFR, and other District Material, Coffees in the Community
	Outreach Events		35,000.00	10,554.53	19,415.83	29,970.36				Distribute in categories above
100-5710-536-5411	Miscellaneous / Printing	53,256.72	81,000.00	29,520.37	31,697.44	61,217.81	56,500.00	(24,500.00)	70%	
	Advocacy Travel (Washington, D.C. & Sacramento)		-			-				
	Association Travel (CSDA, ACWA, AWWA, WELL, PRSA, CMUA)		10,000.00	5,865.94		5,865.94	10,000.00			Includes travel to ACWA D.C., ACWA Sacramento, ACWA Fall/Spring, CSDA Legislative Symposium and other CSDA possible conferences
	Public Information Officer Conference		4,500.00			-	4,500.00			CAPIO conference for two members of the staff and possible entries for
	Other Misc		300.00	310.26		310.26	500.00			
100-5710-515-5202	Miscellaneous / Trans/Meals/Lodging	27,863.31	14,800.00	6,176.20	-	6,176.20	15,000.00	200.00	101%	
	Canva For Work Subscription		140.00	119.99		119.99	200.00			Canva is primarily used by staff to create social media, videos and outreach material -
	Constant Contact		3,000.00	2,638.94		2,638.94	3,000.00			Staff uses constant contact to share information with customers regarding events and the monthly newsletter
	CAPIO Membership		1,000.00			-	1,000.00			Membership for the budgeted 4 staff members of the department to keep up with trends of communication.
	Various Publications		1,600.00	799.43		799.43	1,600.00			
	WEWAC Membership		1,500.00	1,500.00			1,800.00			The Water Education Water Awareness Committee provides small grants for elementary schools that apply and scholarship opportunities.
	Colton Chamber of Commerce Membership		300.00			-	300.00			
	Rialto Chamber of Commerce Membership		300.00			-	300.00			
	Fontana Chamber of Commerce Membership		600.00			-	600.00			
100-5710-515-5201	Miscellaneous / Subscriptions & Memberships	6,834.73	8,440.00	5,058.36	-	5,058.36	8,800.00	360.00	104%	

West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts		FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
	Federal Lobbyist		150,000.00	87,500.00	62,500.00	150,000.00	150,000.00			
	State Lobbyist		90,000.00	52,971.00	37,500.00	90,471.00	90,000.00			
	Outreach and Education					-	10,000.00			Conservation workshops
	Communications Consultant		90,000.00	52,500.00	37,500.00	90,000.00	75,000.00			
	Professional Photographer						6,000.00			Staff will like to contract a professional photographer to take drone shots of canyons, wells, reservoirs and staff for the website and other marketing material.
	On-call graphic design		20,000.00	6,765.62	34.38	6,800.00	25,000.00			Projected projects: Budget Book , PAFR and bigger projects
100-5710-525-5340	Professional Services / Other Consultants	394,824.20	350,000.00	199,736.62	137,534.38	337,271.00	356,000.00	6,000.00	102%	
	Solar Challenge Sponsorship - Rialto High School		6,000.00	3,500.00		3,500.00	8,000.00			West Valley Water District will be the Chair of the Inland Solar Challenge and with the duties of chair, includes campain at Yucaipa Regional Park. Additionally we woul like to have a buffer for costs associated to possible membership increase.
	Water Bottles for Community Events						5,000.00			Water Bottles are used for community events and other district events.
	Community Event Sponsorships		15,000.00	4,295.00	2,000.00	6,295.00	15,000.00			Staff is asked throught the year to sponsor events - community events, chamber and city events.
100-5710-537-5506	Sponsorships	15,635.00	21,000.00	7,795.00	2,000.00	9,795.00	28,000.00	7,000.00	133%	
	Water Education Workshops/Education Video		8,000.00			-	10,000.00			Projected 6 workshops and materials for the workshops and raffle materials.
	Conservation Materials/Kits		20,000.00	15,894.50		15,894.50	25,000.00			Materials for Conservation Box - Hose nozzeles, Dye tabs, faucet areators,
	Increase engagement with WVWD social media accounts.		7,500.00	4,703.20		4,703.20	2,000.00			Paid Ads on Facebook and Instagram
							2,000.00			Propose 2 local High school scholarships regarding wise water stewardship
	Misc. Conservation event supplies, water bottles		3,000.00	3,917.04		3,917.04	5,000.00			Updating Tents/Table Clothes/and other signage/water bottles used for community events
							6,000.00			Staff has identified that having a mascot to the brand of wvwd will help with district branding in the community and schools.
	Earth Day event		45,000.00	29,338.84	6,592.84	35,931.68	45,000.00			
100-5710-537-5502	Outreach Programs	47,866.29	83,500.00	53,853.58	6,592.84	60,446.42	95,000.00	11,500.00	114%	
	Public Affairs specific materials and supplies		3,500.00	2,838.50		2,838.50	2,500.00			Public Affairs specific materials and supplies
100-5710-530-5403	Materials & Supplies / Miscellaneous	-	3,500.00	2,838.50	-	2,838.50	2,500.00	81%		
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>570,249.05</b>	<b>589,936.00</b>	<b>313,787.33</b>	<b>193,054.16</b>	<b>506,841.49</b>	<b>597,100.00</b>	<b>7,164.00</b>	<b>101%</b>	
	<b>Total Expenses: Public Affairs - 5710</b>	<b>1,024,910.52</b>	<b>1,236,636.00</b>	<b>599,838.01</b>	<b>193,054.16</b>	<b>792,892.17</b>	<b>1,269,200.00</b>	<b>32,564.00</b>	<b>103%</b>	
<b>Grants &amp; Rebates - 5720</b>										
	High-Efficiency Toilets		2,000.00	488.00		488.00	2,000.00			
	High-Efficiency Washing Machines		2,000.00	1,000.00		1,000.00	2,000.00			
	Weather-Based Smart Irrigation Controllers		1,000.00			-	1,000.00			
	High-Efficiency Sprinkler Nozzles		500.00	389.98		389.98	500.00			
	Turf Replacement (Residential, Commerical, Industrial, Institutional)		24,500.00	20,727.48		20,727.48	24,500.00			
100-5720-537-5503	Programs / Rebate	9,871.42	30,000.00	22,605.46	-	22,605.46	30,000.00	-	100%	
	<b>Subtotal: Non Payroll and Benefits Expenses</b>	<b>9,871.42</b>	<b>30,000.00</b>	<b>22,605.46</b>	<b>-</b>	<b>22,605.46</b>	<b>30,000.00</b>	<b>-</b>	<b>100%</b>	
	<b>Total Expenses: Grants &amp; Rebates - 5720</b>	<b>9,871.42</b>	<b>30,000.00</b>	<b>22,605.46</b>	<b>-</b>	<b>22,605.46</b>	<b>30,000.00</b>	<b>-</b>	<b>100%</b>	
<b>Total Operating Expenses</b>		<b>26,919,250.01</b>	<b>31,659,962.00</b>	<b>22,363,217.30</b>	<b>1,625,601.23</b>	<b>23,988,818.53</b>	<b>32,466,172.00</b>	<b>806,210.00</b>	<b>103%</b>	
<b>Operating Surplus(Deficit) Before Depreciation/Amortization</b>		<b>5,210,750.55</b>	<b>177,869.00</b>	<b>1,001,304.33</b>	<b>(1,625,601.23)</b>	<b>(858,946.90)</b>	<b>(118,641.00)</b>	<b>(296,510.00)</b>	<b>-67%</b>	

## West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
<b>Non-Operating Revenues</b>									
<b>Property Taxes</b>									
100-4030-420-4201	Taxes & Assessments / County Of San Bernardino	210.05	-	(210.05)	-	(210.05)	-	-	0%
100-4030-420-4215	Redevelopment Passthrough (RPPTF)	1,237,048.50	1,063,061.00	864,401.29	-	864,401.29	1,200,000.00	136,939.00	113%
100-4030-420-4214	Prop Taxes-Redevelopment Deferred Pymt Oblig.	-	-	-	-	-	-	-	0%
100-4030-420-4202	Homeowners Exemption	13,384.32	13,322.00	6,696.68	-	6,696.68	13,000.00	(322.00)	98%
100-4030-420-4208	Supplemental Secured	1,794,274.68	1,833,243.00	1,295,601.94	-	1,295,601.94	1,800,000.00	(33,243.00)	98%
100-4030-420-4209	Supplemental Unsecured	67,583.28	67,045.00	75,129.13	-	75,129.13	67,000.00	(45.00)	100%
100-4030-420-4206	Property Tax Secured	28.32	27.00	16.17	-	16.17	28.00	1.00	104%
100-4030-420-4207	Property Tax Unsecured	0.61	2.00	0.61	-	0.61	2.00	-	100%
100-4030-420-4204	Mobile Home Interest	20,365.60	20,439.00	14,436.52	-	14,436.52	20,000.00	(439.00)	98%
100-4030-420-4210	Utility Secured	46,652.56	71,537.00	38,055.95	-	38,055.95	47,000.00	(24,537.00)	66%
100-4030-420-4205	Prior Year Secured	0.03	452.00	0.04	-	0.04	-	(452.00)	0%
100-4030-420-4450	County Tax Collection Fee	(1.20)	5.00	4.80	-	4.80	5.00	-	100%
100-4030-420-4211	Penalty	23.58	433.00	8.32	-	8.32	100.00	(333.00)	23%
<b>Subtotal: Property Taxes</b>		<b>3,179,570.33</b>	<b>3,069,566.00</b>	<b>2,294,141.40</b>	<b>-</b>	<b>2,294,141.40</b>	<b>3,147,135.00</b>	<b>77,569.00</b>	<b>103%</b>
<b>Grants and Reimbursements</b>									
100-4060-425-4250	Grant Revenue / Grant	-	-	-	-	-	-	-	0%
100-4060-425-4251	Expense Reimbursements	27,140.22	127,892.00	265,573.19	-	265,573.19	102,704.33	(25,187.67)	80%
<b>Subtotal: Grants and Reimbursements</b>		<b>27,140.22</b>	<b>127,892.00</b>	<b>265,573.19</b>	<b>-</b>	<b>265,573.19</b>	<b>102,704.33</b>	<b>(25,187.67)</b>	<b>80%</b>
<b>Interest and Investment Earnings</b>									
100-4040-426-4300	Interest Income On Investments	515,306.60	350,000.00	1,204,751.95	-	1,204,751.95	2,020,626.49	1,670,626.49	577%
100-4040-426-4301	Revenue / Unrealized Gain On Invest	(2,338,293.93)	-	825,822.02	-	825,822.02	-	-	0%
<b>Subtotal: Interest and Investment Earnings</b>		<b>(1,822,987.33)</b>	<b>350,000.00</b>	<b>2,030,573.97</b>	<b>-</b>	<b>2,030,573.97</b>	<b>2,020,626.49</b>	<b>1,670,626.49</b>	<b>577%</b>
<b>Rental Income - Cellular Anntenas</b>									
100-4040-426-4305	Rental & Leasing of Property	-	-	-	-	-	-	-	0%
100-4050-427-4350	Rental & Leasing of Property	40,034.91	36,303.00	31,905.05	-	31,905.05	40,835.61	4,532.61	112%
<b>Subtotal: Rental Income - Cellular Anntenas</b>		<b>40,034.91</b>	<b>36,303.00</b>	<b>31,905.05</b>	<b>-</b>	<b>31,905.05</b>	<b>40,835.61</b>	<b>4,532.61</b>	<b>112%</b>
<b>Other Non-Operating Revenues</b>									
100-4080-435-4453	Other Income / Settlement	43.05	-	10,398,699.14	-	10,398,699.14	-	-	0%
100-4080-435-4454	Other Income / Misc (Contingent)	-	-	6,200.00	-	6,200.00	-	-	0%
100-4080-435-4452	Recycling Materials Sold	18,677.37	14,016.00	9,695.54	-	9,695.54	14,963.82	947.82	107%
100-4080-435-4451	Other Income / Employee Wellness Program	1,700.00	1,767.00	1,700.00	-	1,700.00	1,750.00	(17.00)	99%
<b>Subtotal: Other Non-Operating Revenues</b>		<b>20,420.42</b>	<b>15,783.00</b>	<b>10,416,294.68</b>	<b>-</b>	<b>10,416,294.68</b>	<b>16,713.82</b>	<b>930.82</b>	<b>106%</b>
<b>Gain On Sale/Disposition Of Capital Assets</b>									
100-4070-430-4400	Gain-Asset Sale/Retirement	740,002.23	-	735,493.68	-	735,493.68	-	-	0%
<b>Subtotal: Gain On Sale/Disposition Of Capital Assets</b>		<b>740,002.23</b>	<b>-</b>	<b>735,493.68</b>	<b>-</b>	<b>735,493.68</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Total Non-Operating Revenues</b>		<b>2,184,180.78</b>	<b>3,599,544.00</b>	<b>15,773,981.97</b>	<b>-</b>	<b>15,773,981.97</b>	<b>5,328,015.25</b>	<b>1,728,471.25</b>	<b>148%</b>

Forecast based on projected Market conditions ~4% earnings

## West Valley Water District - Fiscal Year 2023-2024 Proposed Operating Budget Detail

GL Accounts	FY 2021-22 Actuals	FY 2022-23 Current Budget	YTD Actual As of 4/24/23	Encumbrances	Actuals & Encumbrances Total	FY 2023-24 Proposed Budget	Budget Amount Change	% Change	Justification
<b>Non-Operating Expenses</b>									
<b>Loss On Sale/Disposition Of Capital Assets</b>									
100-6800-609-6041	Miscellaneous / Loss-Asset Sale / Retrmt	(31,000.00)	-	-	-	-	-	0%	
100-6800-615-6040	Miscellaneous / Impairment Loss	-	-	-	-	-	-	0%	
<b>Subtotal: Loss On Sale/Disposition Of Capital Assets</b>		<b>(31,000.00)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>	
<b>Interest Expense - Long-Term Debt</b>									
100-6200-610-6010	Long Term Debt / Interest	873,133.75	863,300.00	646,254.33	-	646,254.33	847,600.00	(15,700.00)	98%
100-6200-610-6009	Long Term Debt / Interest Hydro Station	7,870.05	25,000.00	(5,677.29)	-	(5,677.29)	30,000.00	5,000.00	120%
100-6200-610-6011	Miscellaneous / Premium Amortization Bond	(40,617.46)	-	-	-	(40,617.46)	(40,617.46)	0%	
100-6300-613-6051	Amort-Bond Issue Costs	6,615.00	6,615.00	-	-	6,615.00	-	100%	
<b>Subtotal: Interest Expense - Long-Term Debt</b>		<b>847,001.34</b>	<b>894,915.00</b>	<b>640,577.04</b>	<b>-</b>	<b>640,577.04</b>	<b>843,597.54</b>	<b>(51,317.46)</b>	<b>94%</b>
<b>Total Non-Operating Expenses</b>		<b>816,001.34</b>	<b>894,915.00</b>	<b>640,577.04</b>	<b>-</b>	<b>640,577.04</b>	<b>843,597.54</b>	<b>(51,317.46)</b>	<b>94%</b>

<b>Non-Operating Surplus(Deficit)</b>	<b>1,368,179.44</b>	<b>2,704,629.00</b>	<b>15,133,404.93</b>	<b>-</b>	<b>15,133,404.93</b>	<b>4,484,417.71</b>	<b>1,779,788.71</b>	<b>166%</b>
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OPERATING BUDGET SUMMARY									
<b>Grand Total Revenues</b>		34,314,181	35,437,375	39,138,504	-	39,138,504	37,675,546	2,238,171	
<b>Grand Total Expenses</b>		27,735,251	32,554,877	23,003,794	1,625,601	24,629,396	33,309,770	754,893	
<b>Debt Service (BLF, HydroPlant, Bond Pmt)</b>		1,067,629	1,092,629	1,002,247	80,382	1,082,629	1,107,629	15,000	
<b>Net Surplus(Deficit)</b>		<b>5,511,301</b>	<b>1,789,869</b>	<b>15,132,463</b>	<b>(1,705,983)</b>	<b>13,426,479</b>	<b>3,258,147</b>	<b>1,468,278</b>	

DEBT SERVICE									
<b>Debt Convenance Ratio Calculation:</b>									
<b>Debt Service</b>									
Net Revenue		7,394,931	3,777,413			5,209,374			
Series 2016A Bond Debt Service		1,306,350	1,303,300			1,302,600			
<b>Debt Covenance Ratio (Minimum 1.20)</b>		<b>5.66</b>	<b>2.90</b>			<b>4.00</b>			
Calculation: Net Revenue ÷ Total Debt Service									

# Exhibit F

Fiscal Year 2023-24 - Proposed Capital Budget

Fiscal Year 2023-24 Capital Budget Summary	Amount
<b>REPLACEMENT / REHABILITATION OF SYSTEM ASSETS</b>	
<b>RESERVOIRS REHABILITATION</b>	
Reservoir 5-2	1,000,000
<b>SYSTEM APPURTENANCES REHABILITATION &amp; REPLACEMENT</b>	
Annual R/R - Meters and MXU's (QTY 714) FY2024	78,187
Annual R/R - Meter Vault Lid Retro Fits (QTY 4) FY2024	30,000
<b>FACILITIES AND PLANTS REHABILITATION &amp; REPLACEMENT</b>	
Building "C" Improvements	600,000
Alder Ave. Road Improvements	800,000
Booster Station 3A-1	50,000
Booster Station 4-1 (will be replaced by new pump station)	50,000
Booster Station 5-2	50,000
Flocculators Assembly (QTY 18)	45,000
Material Yard - South Distict Service Area - South Shop	65,000
Rehabiliate 2 Roemer pumps effluent/influent	40,000
Roemer Filter # 2 rehabilitation & Media Replacement	511,000
Roemer Filter # 5 rehabilitation & Media Replacement	511,000
Wrought iron security fence at Zone 6 reservoir complex	200,000
<b>SUBTOTAL FOR REPLACEMENT / REHABILITATION OF SYSTEM ASSETS</b>	<b>4,030,187</b>
 <b>NEW SYSTEM ASSETS</b>	
<b>SOURCE OF SUPPLY</b>	
OPR WFF - 7.2 mgd Treatment Plant Expansion	20,665,000
Property Investigation for Bunker Hill Wells and Pump Station	50,000
<b>PUMPS AND BOOSTER PLANTS</b>	
Pump Station 7-2 - Design & Construction	2,300,000
<b>WATER MAINS</b>	
Zone 7 - 18" Transmission main within future ROW from Citrus Ave to Lytle Creek Rd	50,000
<b>SUBTOTAL FOR NEW SYSTEM ASSETS</b>	<b>23,065,000</b>
 <b>CAPITAL OUTLAY</b>	
<b>CAPITAL OUTLAY - FLEET/EQUIPMENT</b>	
Fleet Trucks Fully Equipped	180,000
Access Control System Expansion	10,000
Caterpillar Cold Planer Attachment	60,000
Caterpillar Hydraulic jack hammer for backhoe	45,000
Document Management System	75,000
Four New Pneumatic Pumps	30,000
Regrading, resealing, restriping at Headquarters	125,000
Security Camera System	10,000
Software Implementations/Integrations Work Orders	45,000
Vmware host #2	50,000
Vmware host #3	50,000
<b>SUBTOTAL FOR CAPITAL OUTLAY - FLEET/EQUIPMENT</b>	<b>680,000</b>
<b>GRAND TOTAL</b>	<b>27,775,187</b>
<b>CIP CONTINGENCY</b>	<b>355,509</b>

# Exhibit G

**Capital Improvement Plan  
Proposed Five Year Funding Schedule - Fiscal Year 2023-28**

Project Number	CIP Project Description	Current Budget	5/17/2023		5/17/2023		Carryover Balance	FY 2023-24 Budget Request	FY 2024-25 Budget Request	FY 2025-26 Budget Request	FY 2026-27 Budget Request	FY 2027-28 Budget Request	Project Total
			YTD Actuals	Encumb.	YTD Activity & Encumb								
<b>REPLACEMENT / REHABILITATION OF SYSTEM ASSETS</b>													
<b>WELLS AND PUMPING EQUIPMENT REHABILITATION</b>													
New	Well 2								130,000				130,000
New	Well 18A								300,000			130,000	430,000
New	Well 42								200,000		130,000	200,000	530,000
New	Well 41									200,000			200,000
New	Well 4A									130,000			130,000
New	Well 11									130,000			130,000
New	Well 15										130,000		130,000
New	Well 23A										80,000		80,000
New	Well 54										150,000		150,000
New	Well 8A											130,000	130,000
New	Well 30											130,000	130,000
<b>RESERVOIRS REHABILITATION</b>													
W23001	Reservoir R2-3 Re-coating and Modifications	2,025,000	-	-	-	-	2,025,000						2,025,000
New	Reservoir 5-2							1,000,000					1,000,000
New	Reservoir 4-2								200,000				200,000
New	Reservoir 7-1								60,000				60,000
New	Reservoir 4-1									400,000			400,000
New	Reservoir 3-1										800,000		800,000
New	Reservoir 3-3											1,000,000	1,000,000
New	Reservoir 5-3											400,000	400,000
<b>WATER MAIN REPLACEMENT</b>													
W17012-3B	Bloomington Alley Way Main Replacement Phase 3, 4 and 5 & Zone 2 24" Transmission Main	800,000	-	-	-	-	800,000		1,700,000			3,000,000	5,500,000
W17012-3B	Bloomington Alley Way Main Replacement Phase 3, 4 and 5 & Zone 2 24" Transmission Main	2,000,000	-	-	-	-	2,000,000					2,000,000	4,000,000
W19055	I-10 Cedar Avenue Interchange improvement project	2,619,425	-	204,464	204,464	800,000							800,000
New	As-Needed Pipeline Replacement Program								1,000,000		2,500,000	2,500,000	6,000,000
New	Zone 3 Distribution Pipeline Replacement - 8" San Bernardino Blvd.									95,000	575,000		670,000
<b>SYSTEM APPURTENANCES REHABILITATION &amp; REPLACEMENT</b>													
W23004	Annual R/R - Meters and MXU's (QTY 700) FY2023	210,000	27,770	10,793	38,563	171,437							171,437
New	Annual R/R - Meters and MXU's (QTY 714) FY2024						78,187	420,000	420,000	420,000	420,000	420,000	1,758,187
New	Annual R/R - Meter Vault Lid Retro Fits (QTY 4) FY2024						30,000	30,000	30,000	30,000	30,000	30,000	150,000
New	Annual R/R - System Valve Replacement							85,000	85,000	85,000	85,000	85,000	340,000

**Capital Improvement Plan  
Proposed Five Year Funding Schedule - Fiscal Year 2023-28**

Project Number	CIP Project Description	Current Budget	5/17/2023		Carryover Balance	FY 2023-24 Budget Request	FY 2024-25 Budget Request	FY 2025-26 Budget Request	FY 2026-27 Budget Request	FY 2027-28 Budget Request	Project Total	
			YTD Actuals	Encumb.								YTD Activity & Encumb
<b>FACILITIES AND PLANTS REHABILITATION &amp; REPLACEMENT</b>												
W22004	Roemer Booster Pumps Rehab (QTY 2)	37,299	-	-	-	37,299					37,299	
W22006	Building "C" Improvements	75,000	-	24,775	24,775	50,225	600,000				650,225	
W23005	Water Conservation Garden at Headquarters	45,000	-	-	-	45,000					45,000	
W23018	Minor Building renovation	20,000	-	3,000	3,000	17,000					17,000	
W23019	Fencing for Battery Pack sites (3)	66,435	-	66,435	66,435	-					-	
New	Material Yard - South Distict Service Area - South Shop					65,000					65,000	
New	Rehabiliate 2 Roemer pumps effluent/influent					40,000					40,000	
New	Roemer Filter # 2 rehabilitation & Media Replacement					511,000					511,000	
New	Roemer Filter # 5 rehabilitation & Media Replacement					511,000					511,000	
New	Wrought iron security fence at Zone 6 reservoir complex					200,000					200,000	
New	Alder Ave. Road Improvements					800,000					800,000	
New	Booster Station 3A-1					50,000					50,000	
New	Booster Station 4-1 (will be replaced by new pump station)					50,000					50,000	
New	Booster Station 5-2					50,000					50,000	
New	Flocculators Assembly (QTY 18)					45,000					45,000	
New	Roemer GAC Vessel Media replacement (QTY 10)						860,000		870,000		1,730,000	
New	Roemer Filter #4 Rehab						400,000				400,000	
New	Hydro Power Plant						20,000		25,000		45,000	
New	Chain Of Flight (QTY 3)						40,000		40,000		80,000	
New	Roemer Booster Pumps Rehab (QTY 4 ) UV Recovery						20,000		23,000		43,000	
New	Roemer Booster Pumps Rehab (QTY 3 ) Lytle creek						20,000		23,000		43,000	
New	Roemer Booster Pumps Rehab (QTY 9 ) EFFLUENT						80,000		85,000		165,000	
New	Booster Station 5-1						60,000	10,000			70,000	
New	Booster Station 6-1						50,000	10,000			60,000	
New	Booster Station 6-2						50,000			50,000	100,000	
New	Pump Station 2-1 Improvements							50,000	325,000		375,000	
New	Booster Station 4-2							50,000			50,000	
New	Booster Station 7-1							50,000			50,000	
New	Roemer Booster Pumps Rehab (QTY 10 ) Influent							80,000		90,000	170,000	
New	Roemer Booster Pumps Rehab (QTY 4 ) Decant							23,000		26,000	49,000	
New	Roemer Booster Pumps Rehab (QTY 2 ) Surface wash							23,000			23,000	
New	Booster Station 8-2								50,000		50,000	
New	Booster Station 4-3									40,000	40,000	
New	Roemer Booster Pumps Rehab (QTY 3 ) GAC									40,000	40,000	
<b>SUBTOTAL FOR REPLACEMENT / REHABILITATION OF SYSTEM ASSETS</b>		<b>7,898,159</b>	<b>27,770</b>	<b>309,467</b>	<b>337,237</b>	<b>5,945,961</b>	<b>4,030,187</b>	<b>5,725,000</b>	<b>1,786,000</b>	<b>6,341,000</b>	<b>10,271,000</b>	<b>34,099,148</b>

### Capital Improvement Plan Proposed Five Year Funding Schedule - Fiscal Year 2023-28

Project Number	CIP Project Description	Current Budget	5/17/2023		5/17/2023		Carryover Balance	FY 2023-24 Budget Request	FY 2024-25 Budget Request	FY 2025-26 Budget Request	FY 2026-27 Budget Request	FY 2027-28 Budget Request	Project Total
			YTD Actuals	Encumb.	YTD Activity & Encumb								
<b>NEW SYSTEM ASSETS</b>													
<b>SOURCE OF SUPPLY</b>													
W19041	OPR WFF - 7.2 mgd Treatment Plant Expansion	6,000,000		6,000,000	6,000,000	-	20,665,000	20,000,000					40,665,000
W19041	OPR WFF - 7.2 mgd Treatment Plant Expansion	20,400,971	4,485,399	15,915,572	20,400,971	-							-
W20001	Property Investigation for Bunker Hill Wells and Pump Station	177,026	18,810	13,758	32,567	144,459	50,000						194,459
W22009	Construct new IEUA area well	1,649,500	3,000	-	3,000	1,646,500		1,350,000					2,996,500
New	Construct new well - Well 43 Bunker Hill					-		250,000	1,600,000	1,600,000			3,450,000
New	Construct new well - Well 44 Bunker Hill					-		250,000	1,600,000	1,600,000			3,450,000
New	Construct new well - Well 40 North Riverside					-		300,000	1,400,000	1,400,000			3,100,000
New	IX 1 Design, Construct new IX and equip for Well 40					-		350,000			1,400,000		1,750,000
<b>PUMPS AND BOOSTER PLANTS</b>													
W15004	Lord Ranch Pump Station 4-3	5,345,997	-	540,540	540,540	4,805,457							4,805,457
W18021	Pump Station 7-2 - Design & Construction	4,076,111	3,664	17,342	21,006	4,055,105	2,300,000						6,355,105
W22010	Emergency Generators Zone 5 PS 5-2	641,020	-	-	-	641,020							641,020
New	Bunker Hill supply Pump Station					-		250,000	4,100,000	4,100,000			8,450,000
<b>RESERVOIRS</b>													
W15003	Lord Ranch 1.0 MG Aeration Tank	2,484,197	-	-	-	2,484,197							2,484,197
W19008	Zone 8 - Reservoir 8-3 (2.0MG)	4,865,927	7,070	121,727	128,797	4,737,130							4,737,130
New	Bunker Hill Aeration Tank					-		105,000	1,000,000	1,000,000			2,105,000
New	Reservoir 6-5 (6.0MG)					-		250,000	6,177,000	5,000,000			11,427,000
New	Reservoir 3-5 (3.25MG)					-		250,000	5,940,000				6,190,000
New	Reservoir 7-5 Site Investigation					-					60,000		60,000
<b>WATER MAINS</b>													
W15008	Pepper Avenue @ I-10 Freeway Zone 2 - 24" Trans Main Railway - Design & Construction	1,170,065	23,065	30,432	53,497	1,116,568							1,116,568
W17035	Zone 2 & 3 Transmission Main - 12", 16" and 20" in Santa Ana Avenue	2,172,673	552,998	1,072,439	1,625,437	547,237							547,237
W20024	Zone #4 30" Transmission Line @ El Rancho Verde (Completed waiting on Invoice)	1,900,000	-	-	-	1,900,000							1,900,000
W21007	Zone 7 - 18" Transmission main within future ROW from Citrus Ave to Lytle Creek Rd	52,296	14,441	33,636	48,077	4,219	50,000	1,950,000					2,004,219
W22011	Zone 3A - 10-12" pipeline in Cactus Ave	34,946	6,701	11,400	18,101	16,845		160,000					176,845
New	Bunker Hill Wells Field Transmission - Pipeline					-		260,000	3,400,000	3,400,000			7,060,000
New	Bunker Hill Well Field 18" Transmission from Wells 43, 44, 45, and 46 to BH aeration tank					-		120,000	425,000	425,000			970,000
New	Zone 2 - 12" Waterline in Cactus Ave. north of Santa Ana Ave. (700 lf)					-			60,000	300,000			360,000
New	Zone 6 - 12" Waterline in Summit Ave. east of Linden Ave. (389 lf)					-				260,000			260,000
New	Zone 7 - 18" Transmission main in Seqovia Ln from Sierra Ave to Citrus Ave					-						2,415,000	2,415,000
<b>FACILITIES AND PLANTS</b>													
W15006	Lord Ranch facility - Grading and Site Work - Design & Construction	869,807	-	2	2	869,805							869,805
New	Property acquisition for Bunker Hill Supply - Wells, Pump station, and reservoir					-		650,000					650,000
New	Property acquisition for Reservoir R6-6					-			600,000				600,000
<b>SUBTOTAL FOR NEW SYSTEM ASSETS</b>		<b>51,840,536</b>	<b>5,115,146</b>	<b>23,756,848</b>	<b>28,871,994</b>	<b>22,968,541</b>	<b>23,065,000</b>	<b>26,495,000</b>	<b>26,302,000</b>	<b>20,545,000</b>	<b>2,415,000</b>		<b>121,790,541</b>

### Capital Improvement Plan Proposed Five Year Funding Schedule - Fiscal Year 2023-28

Project Number	CIP Project Description	Current Budget	5/17/2023		5/17/2023		Carryover Balance	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Project Total
			YTD Actuals	Encumb.	YTD Activity & Encumb	Budget Request		Budget Request	Budget Request	Budget Request	Budget Request		
CAPITAL OUTLAY - FLEET/EQUIPMENT													
W22020	Advanced Metering Infrastructure AMI - Data Collection Network	200,000	160,608	23,161	183,768	16,232							16,232
W22021	1 New Truck for Cross-Connection Staff - Super cab with an extended bed, loading ramp	52,800	-	52,587	52,587	213							213
W23011	Cisco ASA and Voice Router Upgrade	30,000	-	-	-	30,000							30,000
W23013	Security Camera System for the District Headquarters Site	202,000	-	-	-	202,000							202,000
W23014	1 New 5-yard Dump Truck	150,000	-	138,436	138,436	11,564							11,564
W23016	Fleet Trucks Fully Equipped	180,000	-	157,681	157,681	22,319	180,000	150,000	150,000	150,000	150,000	150,000	802,319
New	Document Management System					-	75,000						75,000
New	Regrading, resealing, restriping at Headquarters						125,000						125,000
New	Four New Pneumatic Pumps						30,000						30,000
New	Caterpillar Cold Planer Attachment						60,000						60,000
New	Caterpillar Hydraulic jack hammer for backhoe						45,000						45,000
New	Vmware host #2						50,000						50,000
New	Vmware host #3						50,000						50,000
New	Software Implementations/Integrations Work Orders						45,000						45,000
New	Access Control System Expansion						10,000	10,000	10,000	10,000	10,000	10,000	50,000
New	Security Camera System						10,000	10,000	10,000	10,000	10,000	10,000	50,000
New	Tow Behind Message Board							45,000					45,000
New	Two Yard Dump Truck							60,000					60,000
New	30 Foot Equipment Trailer							30,000					30,000
New	1x Administration Large Copier (10 Year Life Cycle)							26,000					26,000
New	Caterpillar Backhoe									100,000			100,000
New	Service Truck									225,000			225,000
New	Tow Behind Arrow Board									40,000			40,000
New	Pool and Administrative Vehicles (10 Years/100K Miles Life Cycle)									50,000	50,000	50,000	150,000
New	Core network switches (3)										90,000		90,000
New	Tow Behind Air Compressor										40,000		40,000
New	1x Engineering Copier (10 Year Life Cycle)										10,000		10,000
New	1x Customer Service Black and White Copier (10 Year Life Cycle)											8,000	8,000
SUBTOTAL FOR CAPITAL OUTLAY - FLEET/EQUIPMENT		814,800	160,608	371,865	532,473	282,327	680,000	331,000	585,000	360,000	228,000	2,466,327	
GRAND TOTAL		60,553,495	5,303,524	24,438,180	29,741,704	29,196,829	27,775,187	32,551,000	28,673,000	27,246,000	12,914,000	158,356,016	
CONT	CONTINGENCY OF 5%			589,399			355,509						

**Capital Improvement Plan  
Proposed Five Year Funding Schedule - Fiscal Year 2023-28**

Project Number	CIP Project Description	Current Budget	5/17/2023		5/17/2023		FY 2023-24 Budget Request	FY 2024-25 Budget Request	FY 2025-26 Budget Request	FY 2026-27 Budget Request	FY 2027-28 Budget Request	Project Total
			YTD Actuals	Encumb.	YTD Activity & Encumb	Carryover Balance						
<b>CIP Budget Summary</b>												
	<b>Subtotal Replacement Assets:</b>	7,898,159	27,770	309,467	337,237	5,945,961	4,030,187	5,725,000	1,786,000	6,341,000	10,271,000	34,099,148
	<b>Subtotal New Assets:</b>	51,840,536	5,115,146	23,756,848	28,871,994	22,968,541	23,065,000	26,495,000	26,302,000	20,545,000	2,415,000	121,790,541
	<b>Subtotal Capital Outlay:</b>	814,800	160,608	371,865	532,473	282,327	680,000	331,000	585,000	360,000	228,000	2,466,327
	<b>Totals:</b>	<b>60,553,495</b>	<b>5,303,524</b>	<b>24,438,180</b>	<b>29,741,704</b>	<b>29,196,829</b>	<b>27,775,187</b>	<b>32,551,000</b>	<b>28,673,000</b>	<b>27,246,000</b>	<b>12,914,000</b>	<b>158,356,016</b>
<b>CIP District Funding Source Summary</b>												
	<b>Contribution from Operating Revenue/Capital Project Fund</b>	4,769,500	195,079	488,268	683,347	4,086,153	4,710,187	6,216,000	2,371,000	6,701,000	8,499,000	32,583,340
	<b>Restricted Capacity Charges Fund</b>	45,164,570	5,108,445	17,745,448	22,853,893	22,310,676	2,400,000	6,335,000	26,302,000	20,545,000	2,415,000	80,307,676
	<b>Reimbursement Agreement (SBCTA)</b>	2,619,425	-	204,464	204,464	800,000	-	-	-	-	-	800,000
	<b>Federal Community Project Funding</b>	2,000,000	-	-	-	2,000,000	-	-	-	-	2,000,000	4,000,000
	<b>SRF Funding</b>	6,000,000	-	6,000,000	6,000,000	-	20,665,000	20,000,000	-	-	-	40,665,000
	<b>Totals:</b>	<b>60,553,495</b>	<b>5,303,524</b>	<b>24,438,180</b>	<b>29,741,704</b>	<b>29,196,829</b>	<b>27,775,187</b>	<b>32,551,000</b>	<b>28,673,000</b>	<b>27,246,000</b>	<b>12,914,000</b>	<b>158,356,016</b>

# Exhibit H

Fiscal Year 2023-24 Capital Improvement Plan - Proposed Funding

CIP Projects	Capital Project Fund	SRF Funding	Capacity Charges	Project Total
<b>REPLACEMENT / REHABILITATION OF SYSTEM ASSETS</b>				
Reservoir 5-2	\$ 1,000,000			\$ 1,000,000
Annual R/R - Meters and MXU's (QTY 714) FY2024	\$ 78,187			\$ 78,187
Annual R/R - Meter Vault Lid Retro Fits (QTY 4) FY2024	\$ 30,000			\$ 30,000
Building "C" Improvements	\$ 600,000			\$ 600,000
Material Yard - South Distict Service Area - South Shop	\$ 65,000			\$ 65,000
Rehabiliate 2 Roemer pumps effluent/influent	\$ 40,000			\$ 40,000
Roemer Filter # 2 rehabilitation & Media Replacement	\$ 511,000			\$ 511,000
Roemer Filter # 5 rehabilitation & Media Replacement	\$ 511,000			\$ 511,000
Wrought iron security fence at Zone 6 reservoir complex	\$ 200,000			\$ 200,000
Alder Ave. Road Improvements	\$ 800,000			\$ 800,000
Booster Station 3A-1	\$ 50,000			\$ 50,000
Booster Station 4-1 (will be replaced by new pump station)	\$ 50,000			\$ 50,000
Booster Station 5-2	\$ 50,000			\$ 50,000
Flocculaters Assembly (QTY 18)	\$ 45,000			\$ 45,000
<b>NEW SYSTEM ASSETS</b>				
OPR WFF - 7.2 mgd Treatment Plant Expansion		\$ 20,665,000		\$ 20,665,000
Property Investigation for Bunker Hill Wells and Pump Station			\$ 50,000	\$ 50,000
Pump Station 7-2 - Design & Construction			\$ 2,300,000	\$ 2,300,000
Zone 7 - 18" Transmission main within future ROW from Citrus Ave to Lytle Creek Rd			\$ 50,000	\$ 50,000
<b>CAPITAL OUTLAY - FLEET/EQUIPMENT</b>				
Fleet Trucks Fully Equipped	\$ 180,000			\$ 180,000
Document Management System	\$ 75,000			\$ 75,000
Regrading, resealing, restriping at Headquarters	\$ 125,000			\$ 125,000
Four New Pneumatic Pumps	\$ 30,000			\$ 30,000
Caterpillar Cold Planer Attachment	\$ 60,000			\$ 60,000
Caterpillar Hydraulic jack hammer for backhoe	\$ 45,000			\$ 45,000
Vmware host #2	\$ 50,000			\$ 50,000
Vmware host #3	\$ 50,000			\$ 50,000
Software Implementations/Integrations Work Orders	\$ 45,000			\$ 45,000
Access Control System Expansion	\$ 10,000			\$ 10,000
Security Camera System	\$ 10,000			\$ 10,000
<b>GRAND TOTAL</b>	<b>\$ 4,710,187</b>	<b>\$ 20,665,000</b>	<b>\$ 2,400,000</b>	<b>\$ 27,775,187</b>





**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** May 24, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** FUNDS TRANSFER REPORT - APRIL 2023

---

**BACKGROUND:**

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

**FISCAL IMPACT:**

Potential interest earnings on funds invested/transferred.

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to approve the April 2023 Funds Transfer Report.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ:jv

**ATTACHMENT(S):**

1. Exhibit A - 2023 April Funds Transfer Report

# EXHIBIT A

**Fund Transfer Detail April 2023**

Date	Beginning Balances	Amount
4/3/2023	US Bank-Chandler	81,152,233.27
4/3/2023	Chase Gen Checking	1,224,652.42
4/3/2023	LAIF	24,749,895.83

Date	Transfers	Amount
4/3/2023	LAIF → Chase Gen Checking	10,000,000.00
4/4/2023	Chase Gen Checking → US Bank-Chandler	10,000,000.00
4/13/2023	LAIF → Chase Gen Checking	1,500,000.00

Date	**Ending Balances (After Transfers)	Amount
4/4/2023	US Bank-Chandler	91,470,174.70
4/13/2023	Chase Gen Checking	1,124,788.74
4/13/2023	LAIF	13,697,493.01

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



**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** May 24, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** TREASURER'S REPORT - APRIL 2023

---

**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 April 2023 (**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:**

Forward a recommendation to the Board of Directors to approve the April 2023 Treasurer's Report.

Respectfully Submitted,

*Van Jew*

---

Van Jew, Acting General Manager

VJ;jv

**ATTACHMENT(S):**

1. Exhibit A - 2023 April Treasurer Report

**West Valley Water District  
Cash, Investment & Reserve Balances - April 30, 2023**

Institution/Investment Type	March 2023 Balance	April 2023 Balance	OPERATING CASH	Minimum Balance	Target Balance	Maximum Balance
<b>Funds Under Control of the District:</b>			Balance Available for Daily Operations	\$ 40,243,680.94	\$ 31,185,408.13	\$ 16,204,635.33
District Cash Drawers	\$ 4,300.00	\$ 4,300.00	<b>Total Operating Cash</b>	<b>\$ 40,243,680.94</b>	<b>\$ 31,185,408.13</b>	<b>\$ 16,204,635.33</b>
	<b>\$ 4,300.00</b>	<b>\$ 4,300.00</b>	<b>UNRESTRICTED RESERVES</b>			
Checking and Savings:			<b>CAPITAL RESERVES</b>			
Chase - General Government Checking	\$ 1,224,652.42	\$ 2,038,398.73	Capital Project Account - 100% FY 22-23	\$ 7,334,500.00	\$ 7,334,500.00	\$ 10,000,000.00
Chase - Special Rebate Checking	\$ -	\$ -	Capital Project Account-80% FY 23-24	\$ 4,868,000.00	\$ 4,868,000.00	\$ 8,000,000.00
Chase - UTC Routine Checking	\$ 5,000.56	\$ 5,000.56	Administrative & General Account	\$ 1,582,998.10	\$ 1,582,998.10	\$ 1,582,998.10
Chase - UTC Non-Routine Checking	\$ 48,636.50	\$ 48,636.50		<b>\$ 13,785,498.10</b>	<b>\$ 13,785,498.10</b>	<b>\$ 19,582,998.10</b>
	<b>\$ 1,278,289.48</b>	<b>\$ 2,092,035.79</b>	<b>LIQUIDITY FUNDS</b>			
State of California, Local Agency Investment Fund*	\$ 24,749,895.83	\$ 13,697,493.01	Rate Stabilization Account	\$ 985,094.40	\$ 2,955,283.20	\$ 4,925,472.00
US Bank - Chandler Asset Mgmt	\$ 31,064,580.70	\$ 31,220,349.53	Operating Reserve Account	\$ 5,276,660.33	\$ 10,553,320.67	\$ 15,829,981.00
US Bank - Chandler Liquidity Fund	\$ 50,087,652.57	\$ 60,249,825.17	Emergency Account	\$ 1,311,423.67	\$ 2,622,847.34	\$ 3,934,271.01
CalTrust Pooled Investment Fund - Short Term	\$ 17,034,277.34	\$ 17,105,277.49	Water Banking Account	\$ 125,000.00	\$ 625,000.00	\$ 1,250,000.00
CalTrust Pooled Investment Fund - Medium Term	\$ -	\$ -		<b>\$ 7,698,178.40</b>	<b>\$ 16,756,451.21</b>	<b>\$ 25,939,724.01</b>
U. S. Treasury Bills			<b>OTHER OPERATING RESERVES</b>			
Government Agencies (Federal Home Loan Bank)	\$ -	\$ -	Self-Insurance Reserve	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00
				<b>\$ 5,000,000.00</b>	<b>\$ 5,000,000.00</b>	<b>\$ 5,000,000.00</b>
<b>Total</b>	<b>\$ 124,218,995.92</b>	<b>\$ 124,369,280.99</b>	<b>Total Unrestricted Reserves</b>	<b>\$ 26,483,676.50</b>	<b>\$ 35,541,949.31</b>	<b>\$ 50,522,722.11</b>
Funds Under Control of Fiscal Agents:			<b>Total OP Cash &amp; UR Reserves</b>	<b>\$ 66,727,357.44</b>	<b>\$ 66,727,357.44</b>	<b>\$ 66,727,357.44</b>
<b>US BANK</b>			<b>RESTRICTED RESERVES</b>			
2016A Bond - Principal & Payment Funds	\$ 428,350.56	\$ 52.13	2016A Bond	\$ 52.13	\$ 52.13	\$ 52.13
2016A Bond - Interest Fund	\$ -	\$ -	Customer Deposit Accounts	\$ 5,599,427.25	\$ 5,599,427.25	\$ 5,599,427.25
<b>Total</b>	<b>\$ 428,350.56</b>	<b>\$ 52.13</b>	Capacity Charge Acct Balance	\$ 49,042,496.30	\$ 49,042,496.30	\$ 49,042,496.30
<b>Grand Total</b>	<b>\$ 124,647,346.48</b>	<b>\$ 124,369,333.12</b>	CIP account in LAIF for capital purposes	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00
			<b>Total Restricted Reserves</b>	<b>\$ 57,641,975.68</b>	<b>\$ 57,641,975.68</b>	<b>\$ 57,641,975.68</b>
			<b>Total Cash &amp; Investments</b>	<b>\$ 124,369,333.12</b>	<b>\$ 124,369,333.12</b>	<b>\$ 124,369,333.12</b>

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

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

*William Fox*  
\_\_\_\_\_  
Chief Financial Officer

\*Quarterly interest posted the month following the quarter end.

## West Valley Water District Investment Memo – April 2023

**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 April (\$124,369,333.12) and March (\$124,647,346.48), CLA found the \$278,013.36 decreased fund balance between April and March.

**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 April 30, 2023, 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 April 30, 2023 is 0.22%. 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."

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 establish that maximum investment maturities for United States Treasury Obligations are limited to five years. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five-year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the

## West Valley Water District Investment Memo – April 2023

five-year maturity limit. These guidelines do not establish a maximum specified percentage of the District's investment portfolio for United States Treasury Obligations.

As of April 30, 2023, 45.74% of the District's total 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 April 30, 2023. 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 6.41% of the District's total investment balance as of April 30, 2023. Therefore, the District is following both the investment policy and the State of California's standards.

## West Valley Water District Investment Memo – April 2023

**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 April 30, 2023.

While the State of California’s Local Agency Investment Guidelines have not established a maximum specified percentage for investments in federal agency obligations, these guidelines establish that maximum investment maturities for Federal Agency Obligations are limited to five years (Government Code Section 53601(f)). However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.

Federal agency obligations represent 20.47% of the District’s total investment balance as of April 30, 2023. 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 April 30, 2023, the District’s Local Agency Investment Fund balance represents 11.01% of the District’s entire portfolio. Therefore, the District is following the investment policy as well as the standards of the Local Agency Investment Guidelines.

Based on the LAIF performance report dated May 10, 2023, LAIF investments had a net-yield of 2.870%. Regarding portfolio composition, LAIF fund investments were split into the following categories (percentages may not total 100% due to rounding):

- Treasuries- 64.15%
- Agencies- 21.72%
- Certificates of Deposit/Bank Notes- 6.48%
- Commercial Paper- 4.47%
- Time Deposits- 2.74%
- Loans- 0.20%

## West Valley Water District Investment Memo – April 2023

- 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 April, the District moved \$10 million from LAIF to the US Bank Chandler custodial account in order to diversify the District’s investment portfolio and enhance interest income.

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

The District maintains investments in the CalTRUST Short-Term Fund. For the month ending April 30, 2023 the Net Asset Value per share was \$10.01 (\$17,105,277.49 book value) for CalTRUST Short-Term Fund investments. Per the CalTRUST Month End Portfolio Statistics dated April 30, 2023, 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 April 30, 2023, the District’s CalTRUST investment balance represents 13.75% 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 April 30, 2023, the District maintained balances within the FDIC limit of \$250,000 for each of its bank accounts, except for the Chase General Governmental Checking account. The Chase General Governmental Checking account maintains funds for operational purposes and normally carries a balance of at least \$1.5 million dollars which represents funding for one payroll, and one accounts payable check run. In CLA’s comparison between the District’s general checking account balances for April 2023 (\$2,038,398.73) and March 2023 (\$1,224,652.42), CLA observed an increase of \$813,746.31 was due to a few factors. The District transferred \$1.5 million from the LAIF account and processed \$1.2 million in various accounts payable,

## West Valley Water District Investment Memo – April 2023

including the \$753k payment for the Roemer expansion. The District also received the \$731k tax payment from the County of San Bernardino. Any remaining difference is due to normal monthly activity.

During our review of the April 2023 Chase General Governmental Checking account bank statement, it was noted that there were 15 fraudulent activities the amount of \$43,036.80. West Valley Water District (“WVWD”) has a procedure where the bank issues a check/ACH exception report for WVWD to review and reject fraudulent checks/ACHs 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 April, 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 April 2023 and March 2023. The relatively low balances in both accounts (in comparison with the historical balances) is due to the 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 drawers for April 2023, therefore CLA was able to agree the cash drawers and petty cash balance to the District Cash Drawers summary schedule.

Section 9.12 of the investment policy asserts that “there is no limit on the percentage of the portfolio that may be invested in bank deposits.” Similarly, the State of California’s Government Code for Allowable Investment Instruments fails to dictate any portfolio standards for general bank deposit accounts. Although no maximum has been established for amounts invested in bank deposits by the investment policy or the State of California, CLA can verify that as of April 30, 2023 the District had 1.69% 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

## West Valley Water District Investment Memo – April 2023

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.

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 April 30, 2023, 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 April 30, 2023, 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.

## West Valley Water District Reserve Memo – April 2023

**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.

**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 April 30, 2023 ending balance of \$52.13 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 April 2023 Treasurer’s Report reconciles with the District’s general ledger. The April 30, 2023 balance of \$5,599,427.25 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 \$49,042,496.30 presented on the April 2023 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 \$12,202,500.00 (\$7,334,500.00 for fiscal year 2022-23 and \$4,868,000.00 for fiscal year 2023-24) in its

## West Valley Water District Reserve Memo – April 2023

capital project account, meeting the minimum target level required for both fiscal years. CLA was able to confirm that the District is in adherence with the minimum target level requirement as of April 30, 2023 by comparing the board-approved Fiscal Year 2022-23 Mid-Year Capital Improvement Budget adjustments which indicates a total CIP (Operating Revenue + Capital Project Fund) for fiscal year 2022-23 of \$7,334,500.00. 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 April 30, 2023, the administrative and general account contains \$1,582,998.10 which satisfies the 5% minimum requirement of the District’s reserve policy.

### Liquidity Funds

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

**Operating Reserve Account** – This fund may be routinely utilized by staff to cover temporary cash flow deficiencies caused by timing differences between revenue and expenses or decreases in revenues and unanticipated increases in expenses. Given the significance of this account, the District strives to maintain a minimum amount equal to 60 days of the District’s budgeted total operating expenses in this account. Per the FY 2022-23 board-approved budget, CLA can confirm the District has an operating expenses budget of \$31,659,962.37. As of April 30, 2023, 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 April 30, 2023 general ledger detail reporting provided by the District’s accounting staff, CLA was able to confirm that the District’s net assets total \$131,142,367.10. As of April 30, 2023, the emergency account represents a balance of \$1,311,423.67 or 1% of total net assets, allowing the District to meet its requirements for the reserve policy.

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

## West Valley Water District Reserve Memo – April 2023

**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 April 30, 2023, the District had a total of \$124,369,333.12 in various institutional accounts. The required reserve balances by type total \$84,125,652.18 and are categorized as follows:

- Restricted Funds- \$57,641,975.68
- Capital Reserve Funds- \$13,785,498.10
- Liquidity Funds- \$7,698,178.40
- Other Reserves- \$5,000,000.00

Based on the District’s Treasurer’s Report, which indicates a total cash balance of \$124,369,333.12 and fund requirements of \$84,125,652.18, the fund balance available for daily operations reconciles to the April 2023 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 April 2023 Treasurer’s Report. The Treasurer’s Report indicates that West Valley Water District’s total cash, investment, and reserve balances as of April 30, 2023 total \$124,369,333.12. 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  
April 30, 2023

U.S. Bank - Chandler Asset Management		
Money Market	269,878.25	A
Commercial Paper	-	A
Federal Agency Obligations	25,458,446.95	A
U.S. Government	56,887,195.15	A
Corporate Bonds	7,972,545.85	A
Supranational	882,108.50	A
Negotiable CD	-	A
<b>Total U.S. Bank - Chandler Asset Management Funds</b>	<b>91,470,174.70</b>	

Checking and Savings		
Bank of Hope	-	B
Chase-1653 (Operating Account)	2,038,398.73	B
Chase-1368	5,000.56	B
Chase-1392	48,636.50	B
Chase-5993 (Rebate Account)	-	B
2016A Bond - Principal & Payment Funds	52.13	B
2016A Bond - Interest Fund	-	B
District Cash Drawers	4,300.00	C
<b>Total Checking and Savings</b>	<b>2,096,387.92</b>	

CalTRUST Short Term Fund	17,105,277.49	A
CalTRUST Medium Term Fund	-	A
LAIF	13,697,493.01	A
<b>Total April 30, 2023 District Funds</b>	<b>124,369,333.12</b>	

The balances indicated above are as of April 30, 2023

- 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 04/30/23, 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%	25,458,446.95
U.S. Government	No Limit	56,887,195.15
LAIF	No Limit	13,697,493.01
CalTRUST	No Limit	17,105,277.49
Negotiable CD	30%	-
Medium Term Notes (Corporate Bonds)	30%	7,972,545.85
Money Market	20%	269,878.25
Bank Deposits	No Limit	2,096,387.92
Supranational	30%	882,108.50
		124,369,333.12
<b>Funds Excluded from Policy</b>	2016A	-
<b>Total April 30, 2023 District Funds</b>		<b>124,369,333.12</b>

Asset Class	April 2023 (% of Total Investments)	Maximum Portfolio (%)
Commercial Paper	0.00%	25%
Federal Agency Obligations	20.47%	30%
U.S. Government	45.74%	No Limit
LAIF	11.01%	No Limit
CalTRUST	13.75%	No Limit
Negotiable CD	0.00%	30%
Medium Term Notes (Corporate Bonds)	6.41%	30%
Money Market	0.22%	20%
Bank Deposits	1.69%	No Limit
Supranational	0.71%	30%

West Valley Water District  
 Bond Analysis  
 April 30, 2023

Liquidity Fund							
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 04/30/23	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)	
Federal Home Loan Bks - 313384G68	10,833,892.50	P-1	Yes	3/21/2023	5/31/2023		0.2
Federal Farm Credit Bks - 313312HD5	4,747,974.00	P-1	Yes	4/5/2023	6/21/2023		0.2
U S Treasury Bill - 912796ZQ5	14,895,450.00	P-1	Yes	3/21/2023	6/22/2023		0.2
U S Treasury Bill - 912797FX0	14,856,000.00	P-1	Yes	3/21/2023	7/11/2023		0.3
U S Treasury Bill - 912797FB8	10,014,967.50	P-1	Yes	4/21/2023	10/19/2023		0.5
U S Treasury Note - 912828R69	4,838,166.00	Aaa	Yes	3/21/2023	5/31/2023		0.2
First American Govt Obligation Fund Class Y - 31846V203	63,375.17	Aaa	Yes	various			
<b>Total Liquidity Fund</b>	<b>60,249,825.17</b>						

Money Market Fund							
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 04/30/23	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)	
First American Govt Obligation Fund Class Y - 31846V203	206,503.08	Aaa	Yes	various			
<b>Total Money Market</b>	<b>206,503.08</b>						

Federal Agency Obligations							
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 04/30/23	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)	
F H L M C - 3137EAEN5	249,222.50	Aaa	Yes	8/7/2018	6/19/2023		4.8
F H L M C - 3137EAES4	178,684.20	Aaa	Yes	6/24/2020	6/26/2023		3.0
FFCB Note 3133EKZK5	247,527.50	Aaa	Yes	8/19/2019	8/14/2023		3.9
Federal Home Loan Bks - 313383YJ4	248,605.00	Aaa	Yes	11/29/2018	9/8/2023		4.7
F N M A - 3135G0U43	233,197.55	Aaa	Yes	9/12/2018	9/12/2023		4.9
FHLMC MTN- 3137EAEZ8	487,630.00	Aaa	Yes	10/7/2020	11/6/2023		3.0
F N M A - 3135G06H1	423,468.15	Aaa	Yes	11/23/2020	11/27/2023		3.0
FHLMC MTN- 3137EAFA2	340,326.00	Aaa	Yes	12/2/2020	12/4/2023		3.0
Federal Home Loan Bks - 3130A0F70	237,892.80	Aaa	Yes	12/13/2018	12/8/2023		4.9
Federal Home Loan Bks - 3130AB3H7	185,915.00	Aaa	Yes	4/8/2019	3/8/2024		4.8
Federal Home Loan Bks - 3130A0XE5	246,597.50	Aaa	Yes	3/19/2019	3/8/2024		4.9
FFCB Note 3133EKNX0	243,590.00	Aaa	Yes	6/25/2019	6/3/2024		4.9
Federal Home Loan Bks - 3130A1XJ2	245,090.00	Aaa	Yes	6/12/2019	6/14/2024		4.9
F N M A - 3135G0V75	241,995.00	Aaa	Yes	7/8/2019	7/2/2024		4.9
FFCB- 3133EKP75	240,552.50	Aaa	Yes	10/15/2019	9/17/2024		4.9
F N M A - 3135G0W66	239,672.50	Aaa	Yes	10/17/2019	10/15/2024		4.9
Federal Farm Credit Bks - 3133ENS43	498,100.00	Aaa	Yes	10/20/2022	10/17/2024		2.0
Federal Farm Credit Bks - 3133ENZ94	500,785.00	Aaa	Yes	11/16/2022	11/18/2027		4.9
Federal Home Loan Bks - 3130ATUR6	601,644.00	Aaa	Yes	2/1/2023	12/13/2024		1.8
F N M A - 3135G0X24	90,807.65	Aaa	Yes	1/8/2020	1/7/2025		4.9
Federal Farm Credit Bks - 3133ENZ37	503,790.00	Aaa	Yes	11/3/2022	1/10/2025		2.2
Federal Home Loan Mortgage Company - 3137EAEP0	271,767.45	Aaa	Yes	2/13/2020	2/12/2025		4.9
F N M A Deb - 3135G03U5	158,601.50	Aaa	Yes	4/22/2020	4/22/2025		4.9
F N M A - 3135G04Z3	264,346.05	Aaa	Yes	6/17/2020	6/17/2025		4.9
F H L M C - 3137EAEU9	322,731.50	Aaa	Yes	7/21/2020	7/21/2025		4.9
F N M A - 3135G05X7	468,939.90	Aaa	Yes	10/6/2020	8/25/2025		4.8
Federal Home Loan Bks - 3130AJXA2	275,706.00	Aaa	Yes	10/7/2020	9/12/2025		4.9
FHLMC MTN - 3137EAEX3	201,720.20	Aaa	Yes	9/23/2020	9/23/2025		4.9
F N M A - 3135G06G3	459,275.00	Aaa	Yes	11/1/2020	11/7/2025		4.9
Federal Home Loan Bks - 3130AKFA9	456,390.00	Aaa	Yes	12/16/2020	12/12/2025		4.9
Federal Home Loan Bks - 3130ATU54	512,010.00	Aaa	Yes	1/31/2023	12/10/2027		4.8
<b>Total Federal Agency Obligations</b>	<b>9,876,580.45</b>						

Negotiable Certificate of Deposit						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 04/30/23	Rated A or Equivalent?	Purchase Date	Maturity	Investment Maturity (Years)
<b>Total Negotiable Certificates of Deposit</b>						

Commercial Paper						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 04/30/23	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 04/30/23	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
International Finance Corp - 45950KCR9	239,532.50	Aaa	Yes	7/12/2021	10/16/2024	3.2
International Bank M T N - 459058JL8	183,926.00	Aaa	Yes	10/22/2020	10/28/2025	4.9
Inter American Devel Bk - 4581X0DV7	458,650.00	Aaa	Yes	4/13/2021	4/20/2026	5.0
<b>Total Supranational</b>	<b>882,108.50</b>					

U.S. Corporate						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 04/30/23	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
Apple Inc. - 037833AK6	149,944.50	Aaa	Yes	4/11/2019	5/3/2023	4.0
Walmart Inc - 931142EK5	149,605.50	Aa2	Yes	6/26/2018	6/26/2023	4.9
Bank of NY Mellon Corp - 06406FAD5	297,135.00	A1	Yes	3/15/2021	8/16/2023	2.4
John Deere Capital Corp - 24422EVN6	324,189.55	A2	Yes	3/1/2021	1/17/2024	2.8
National Rural Util Coop - 637432NL5	196,746.00	A1	Yes	4/6/2022	2/7/2024	1.8
Charles Schwab Corp. - 808513BN4	100,452.45	A2	Yes	3/16/2021	3/18/2024	3.0
Amazon Com Inc. - 023135BW5	286,932.00	A1	Yes	5/10/2021	5/12/2024	3.0
Jpmorgan Chase Co - 46625HJX9	295,917.00	A1	Yes	12/5/2019	5/13/2024	4.4
Caterpillar Fini Service - 14913R2L0	295,953.90	A2	Yes	5/10/2021	5/17/2024	3.0
Salesforce Com Inc - 79466LAG9	47,684.50	A2	Yes	6/29/2021	7/15/2024	3.0
US Bancorp - 91159HHX1	144,831.00	A3	Yes	2/5/2021	7/30/2024	3.4
Paccar Financial Corp - 69371RR40	113,617.20	A1	Yes	8/3/2021	8/9/2024	3.0
Paccar Financial Corp - 69371RR73	227,348.40	A1	Yes	3/31/2022	4/7/2025	3.0
Pepsico Inc - 713448CT3	291,189.00	A1	Yes	10/31/2022	4/30/2025	2.5
Pfizer Inc Sr Glbl Nto - 717081EX7	116,533.75	A1	Yes	6/3/2020	5/28/2025	4.9
Microsoft Corp - 594918BJ2	391,396.00	Aaa	Yes	1/20/2023	11/3/2025	2.7
State Str Corp - 857477BR3	75,318.40	A1	Yes	2/27/2022	2/6/2026	3.9
Apple Inc. - 037833EB2	159,827.50	Aaa	Yes	2/5/2021	2/8/2026	4.9
Unitedhealth Group Inc. - 91324PEC2	54,966.60	A3	Yes	6/16/2021	5/15/2026	4.8
Walmart Inc - 931142ERO	54,349.80	Aa2	Yes	9/8/2021	9/17/2026	5.0
Honeywell International - 438516BL9	285,564.00	A2	Yes	12/13/2022	11/1/2026	3.8
Duke Energy Carolinas - 26442CAS3	285,387.00	Aa3	Yes	10/28/2022	12/1/2026	4.0
Target Corp - 87612EBM7	130,239.20	A2	Yes	1/19/2022	1/15/2027	4.9
Procter Gamble Co The - 742718FV6	279,891.00	Aa3	Yes	2/1/2022	2/1/2027	4.9
Charles Schwab Corp - 808513BY0	86,106.10	A2	Yes	3/1/2022	3/3/2027	4.9
Berkshire Hathaway Fin - 084664CZ2	267,058.40	Aa2	Yes	3/7/2022	3/15/2027	5.0
Blackrock Inc - 09247XAN1	243,157.50	Aa3	Yes	4/27/2022	3/15/2027	4.8
Northern Tr Corp Sr Nt - 665859AW4	294,606.00	A2	Yes	5/5/2022	5/10/2027	4.9
Unitedhealth Group Inc - 91324PEG3	299,305.65	A3	Yes	5/17/2022	5/15/2027	4.9
Walmart Inc - 931142EX7	251,022.50	Aa2	Yes	9/12/2022	9/9/2027	4.9
Apple Inc - 037833DK3	241,162.50	Aaa	Yes	2/1/2023	11/13/2027	4.7
Toyota Mtr Cr Corp - 89236TKQ7	361,208.95	A1	Yes	1/9/2023	1/12/2028	4.9
Mastercard Incorporated - 57636QAW4	414,932.00	Aa3	Yes	3/9/2023	3/9/2028	4.9
Toronto Dominion Bank - 89114QCA4	291,567.00	A1	Yes	4/23/2021	6/12/2024	3.1
Bank of Montreal - 06367WB85	235,417.50	A2	Yes	8/6/2021	5/1/2025	3.7
Royal Bank of Canada - 78015K7H1	231,982.50	A1	Yes	5/20/2021	6/10/2025	4.0
<b>Total U.S. Corporate</b>	<b>7,972,545.85</b>					

U.S. Government						
Security Description	Market Value	Moody's (NRSRO) Long-Term Rating as of 04/30/23	Rated A or Equivalent?	Inception Date	Maturity	Investment Maturity (Years)
U.S. Treasury Note - 912828V80	245,050.00	Aaa	Yes	4/29/2019	1/31/2024	4.7
U.S. Treasury Note - 912828X70	243,095.00	Aaa	Yes	9/5/2019	4/30/2024	4.6
U.S. Treasury Note - 9128282U3	169,086.75	Aaa	Yes	12/30/2019	8/31/2024	4.6
U.S. Treasury Note - 912828YM6	479,220.00	Aaa	Yes	12/9/2020	10/31/2024	3.8
U.S. Treasury Note - 912828YV6	239,365.00	Aaa	Yes	12/11/2019	11/30/2024	4.9
U.S. Treasury Note - 912828Z52	476,465.00	Aaa	Yes	5/9/2021	1/31/2025	3.7
U.S. Treasury Note - 912828ZF0	467,405.00	Aaa	Yes	2/24/2021	3/31/2025	4.0
U.S. Treasury Note - 912828ZL7	465,000.00	Aaa	Yes	1/13/2021	4/30/2025	4.2
U.S. Treasury Note - 912828ZT0	462,635.00	Aaa	Yes	12/16/2020	5/31/2025	4.4
U.S. Treasury Note - 91282CAB7	460,605.00	Aaa	Yes	12/16/2020	7/31/2025	4.6
U.S. Treasury Note - 91282CAJ0	459,475.00	Aaa	Yes	12/1/2020	8/31/2025	4.7
U.S. Treasury Note - 91282CAT8	457,385.00	Aaa	Yes	12/1/2020	10/31/2025	4.8
U.S. Treasury Note - 91282CBC4	457,560.00	Aaa	Yes	1/8/2021	12/31/2025	4.9
U.S. Treasury Note - 91282CBH3	455,760.00	Aaa	Yes	2/16/2021	1/31/2026	4.9
U.S. Treasury Note - 91282CBQ3	456,445.00	Aaa	Yes	3/4/2021	2/28/2026	4.9
U.S. Treasury Note - 91282CCF6	228,505.00	Aaa	Yes	6/28/2021	5/31/2026	4.9
U.S. Treasury Note - 91282CCP4	453,475.00	Aaa	Yes	9/17/2021	7/31/2026	4.8
U.S. Treasury Note - 91282CCW9	454,395.00	Aaa	Yes	11/29/2021	8/31/2026	4.7
U.S. Treasury Note - 91282CCZ2	455,725.00	Aaa	Yes	12/15/2021	9/30/2026	4.7
U S Treasury Note - 91282CDK4	460,040.00	Aaa	Yes	10/20/2022	11/30/2026	4.1
U S Treasury Note - 91282CEF4	479,805.00	Aaa	Yes	11/2/2022	3/31/2027	4.4
U.S. Treasury Note - 91282CEN7	484,100.00	Aaa	Yes	6/6/2022	4/30/2027	4.8
U S Treasury Note - 91282CET4	433,476.00	Aaa	Yes	7/8/2022	5/31/2027	4.8
U S Treasury Note - 91282CEW7	493,420.00	Aaa	Yes	10/20/2022	6/30/2027	4.6
U S Treasury Note - 91282CFH9	240,692.90	Aaa	Yes	10/6/2022	8/31/2027	4.8
U S Treasury Note - 91282CFM8	511,310.00	Aaa	Yes	10/24/2022	9/30/2027	4.9
U S Treasury Note - 91282CFU0	511,600.00	Aaa	Yes	11/18/2022	10/31/2027	4.9
U S Treasury Note - 9128283F5	472,870.00	Aaa	Yes	11/28/2022	11/15/2027	4.9
U S Treasury Note - 91282CGC9	608,646.00	Aaa	Yes	1/26/2023	12/31/2027	4.9
<b>Total U.S. Government</b>	<b>12,282,611.65</b>					

**US Bank - Chandler Asset Mgmt**

April 2023 Bond Total per Treasurer's Report	31,220,349.53
Total Per April 2023 Chandler Statement	31,220,349.53
Variance	-

**US Bank - Chandler Liquidity Fund**

April 2023 Bond Total per Treasurer's Report	60,249,825.17
Total Per April 2023 Chandler Statement	60,249,825.17
Variance	-



**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** May 24, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** MONTHLY REVENUE & EXPENDITURES REPORT - APRIL 2023

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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 April 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).

**FISCAL IMPACT:**

There is no fiscal impact for producing the April 2023 Monthly Revenue & Expenditure Report.

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to approve the April 2023 Monthly Revenue & Expenditure Report.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ;jv

**ATTACHMENT(S):**

1. Exhibit A - 2023 April Monthly Revenue & Expenditure Report

# EXHIBIT A



West Valley Water District, CA

## Budget Report Group Summary

For Fiscal: 2022-2023 Period Ending: 04/30/2023

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	962,697.65	14,297,960.05	0.00	-5,403,927.95	72.57 %
4010 - Water service charges	8,168,023.00	8,168,023.00	699,698.45	6,896,083.36	0.00	-1,271,939.64	84.43 %
4020 - Other operating revenue	3,967,920.00	3,967,920.00	83,358.40	2,603,337.74	0.00	-1,364,582.26	65.61 %
4030 - Property Taxes	3,069,566.00	3,069,566.00	732,007.95	3,046,748.23	0.00	-22,817.77	99.26 %
4040 - Interest & Investment Earnings	350,000.00	350,000.00	837,098.04	2,867,672.01	0.00	2,517,672.01	819.33 %
4050 - Rental Revenue	36,303.00	36,303.00	0.00	31,905.05	0.00	-4,397.95	87.89 %
4060 - Grants and Reimbursements	127,892.00	127,892.00	0.00	265,573.19	0.00	137,681.19	207.65 %
4070 - Gain on Sale of Capital Assets	0.00	0.00	0.00	735,493.68	0.00	735,493.68	0.00 %
4080 - Other Non-Operating Revenue	15,783.00	15,783.00	9,324.03	10,419,618.71	0.00	10,403,835.71	66,017.99 %
<b>Revenue Total:</b>	<b>35,437,375.00</b>	<b>35,437,375.00</b>	<b>3,324,184.52</b>	<b>41,164,392.02</b>	<b>0.00</b>	<b>5,727,017.02</b>	<b>116.16 %</b>

## Budget Report

For Fiscal: 2022-2023 Period Ending: 04/30/2023

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	2,475,485.00	66,414.32	1,405,488.08	31,700.00	1,038,296.92	58.06 %
5210 - Production	4,403,550.00	4,975,550.00	293,716.48	3,344,174.51	106,982.44	1,524,393.05	69.36 %
5310 - Water Quality	772,375.00	702,375.00	41,039.80	438,789.49	13,450.00	250,135.51	64.39 %
5320 - Water Treatment - Perchlorate	550,000.00	320,000.00	7,491.60	182,030.28	17,512.16	120,457.56	62.36 %
5350 - Water Treatment - FBR/FXB	2,204,600.00	2,091,600.00	131,863.44	1,526,825.30	292,004.48	272,770.22	86.96 %
5390 - Water Treatment - Roemer/Arsenic	1,944,210.00	1,993,210.00	136,614.25	1,380,669.71	230,476.48	382,063.81	80.83 %
5410 - Maintenance - T & D	2,545,250.00	2,695,250.00	149,301.77	1,911,669.56	229,839.36	553,741.08	79.45 %
5510 - Customer Service	1,323,600.00	1,371,600.00	86,599.05	962,215.28	0.00	409,384.72	70.15 %
5520 - Meter Reading	1,154,500.00	1,154,500.00	46,840.05	761,294.39	44,620.35	348,585.26	69.81 %
5530 - Billing	537,700.00	551,200.00	44,858.60	419,081.49	31,234.65	100,883.86	81.70 %
5610 - Administration	2,512,301.00	2,375,291.00	134,261.13	1,251,342.84	76,629.26	1,047,318.90	55.91 %
5615 - General Operations	3,378,372.00	3,375,372.00	113,493.06	2,448,673.19	144,619.33	782,079.48	76.83 %
5620 - Accounting	974,443.00	960,943.00	93,620.90	701,819.97	3,500.00	255,623.03	73.40 %
5630 - Engineering	1,793,120.00	1,785,120.00	120,682.63	1,322,286.12	14,955.49	447,878.39	74.91 %
5640 - Business Systems	1,369,630.00	1,396,630.00	127,757.58	964,386.71	78,396.36	353,846.93	74.66 %
5645 - GIS	285,830.00	259,050.00	12,012.04	173,790.44	25,260.00	59,999.56	76.84 %
5650 - Board Of Directors	304,900.00	304,900.00	20,718.24	208,367.47	8,174.99	88,357.54	71.02 %
5660 - Human Resources/Risk Management	964,580.00	937,950.00	60,340.86	529,995.18	119,330.00	288,624.82	69.23 %
5680 - Purchasing	667,300.00	667,300.00	50,961.57	440,941.84	0.00	226,358.16	66.08 %
5710 - Public Affairs	1,362,912.00	1,236,636.00	48,444.71	602,258.24	196,465.47	437,912.29	64.59 %
5720 - Grants & Rebates	80,000.00	30,000.00	1,846.00	22,605.46	0.00	7,394.54	75.35 %
6200 - Interest Expense	888,300.00	888,300.00	0.00	640,577.04	0.00	247,722.96	72.11 %
6300 - Debt Administration Service	6,615.00	6,615.00	0.00	0.00	0.00	6,615.00	0.00 %
6800 - Other Non-Operating Expense	0.00	0.00	0.00	712,500.00	0.00	-712,500.00	0.00 %
<b>Expense Total:</b>	<b>32,554,877.00</b>	<b>32,554,877.00</b>	<b>1,788,878.08</b>	<b>22,351,782.59</b>	<b>1,665,150.82</b>	<b>8,537,943.59</b>	<b>73.77 %</b>
<b>Report Surplus (Deficit):</b>	<b>2,882,498.00</b>	<b>2,882,498.00</b>	<b>1,535,306.44</b>	<b>18,812,609.43</b>	<b>-1,665,150.82</b>	<b>14,264,960.61</b>	<b>594.88 %</b>

Budget Report

For Fiscal: 2022-2023 Period Ending: 04/30/2023

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	1,535,306.44	18,812,609.43	-1,665,150.82	14,264,960.61
Report Surplus (Deficit):	2,882,498.00	2,882,498.00	1,535,306.44	18,812,609.43	-1,665,150.82	14,264,960.61



**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** May 24, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** CASH DISBURSEMENTS REPORTS - APRIL 2023

---

**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 are 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 April 2023 Cash Disbursement Reports.

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to approve the April 2023 Cash Disbursement Reports.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ:jv

**ATTACHMENT(S):**

1. Exhibit A - 2023 April Cash Disbursements Board Report
2. Exhibit B - 2023 April Cash Disbursements Payroll Board Report

# EXHIBIT A

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
April 2023

<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
6877	ABF PRINTS INC	OFFICE SUPPLIES	160.55	
6877	ABF PRINTS INC	OFFICE SUPPLIES	378.20	
6878	ACWA /JPIA	COBRA - Mesa & Farooqi (March)	2,698.21	
6878	ACWA /JPIA	DELTACARE DENTAL HMO	686.52	
6878	ACWA /JPIA	DELTACARE DENTAL PPO	7,605.48	
6878	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	183.52	
6878	ACWA /JPIA	HEALTH INSURANCE	118,212.61	
6878	ACWA /JPIA	VISION	1,567.32	
6878	ACWA /JPIA	DELTACARE DENTAL PPO	725.06	
6878	ACWA /JPIA	HEALTH INSURANCE	8,668.41	
6878	ACWA /JPIA	VISION	105.90	
6878	ACWA /JPIA	DELTACARE DENTAL HMO	58.08	
6878	ACWA /JPIA	DELTACARE DENTAL PPO	359.98	
6878	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	7.44	
6878	ACWA /JPIA	HEALTH INSURANCE	9,883.69	
6878	ACWA /JPIA	VISION	63.54	
6878	ACWA /JPIA	EE Adjustments	2,567.16	
6878	ACWA /JPIA	Retiree - Health Benefits for March 2023	15,803.77	
6878	ACWA /JPIA	Retiree - Health Benefits for March 2023	1,882.16	
6878	ACWA /JPIA	Retiree - Health Benefits for March 2023	571.86	
6879	BOOT BARN INC	SAFETY BOOTS-AARON HILLMAN	225.00	
6879	BOOT BARN INC	SAFETY BOOTS-JESSE BECERRA	176.16	
6879	BOOT BARN INC	SAFETY BOOTS-TONY LOPEZ	171.00	
6879	BOOT BARN INC	SAFETY BOOTS-ROBERT MACKAMUL	219.80	
6879	BOOT BARN INC	SAFETY BOOTS-ALLAN HIDALGO	196.11	
6879	BOOT BARN INC	SAFETY BOOTS-ROBERT SOLIS VARGAS	147.89	
6879	BOOT BARN INC	SAFETY BOOTS-CHRISTOPHER GIBBS	206.06	
6880	CDW GOVERNMENT INC	COMPUTER SUPPLIES CREDIT	(1,032.06)	
6880	CDW GOVERNMENT INC	License Renewal for MS Office 365 G3	545.30	
6880	CDW GOVERNMENT INC	License Renewal for MS Office 365 G3	545.28	
6880	CDW GOVERNMENT INC	License Renewal for MS Office 365 G3	17,641.50	
6880	CDW GOVERNMENT INC	License Renewal for MS Office 365 G3	1,691.40	
6880	CDW GOVERNMENT INC	License Renewal for MS Office 365 G3	5,066.40	
6881	CHANDLER ASSET MANAGEMENT	SERVICES FOR MARCH 2023	3,575.46	
6882	FASTENAL COMPANY	MAINTENANCE SUPPLIES	482.39	
6882	FASTENAL COMPANY	MAINTENANCE SUPPLIES	240.94	
6882	FASTENAL COMPANY	MAINTENANCE SHOP SUPPLIES	78.85	
6883	HACH COMPANY	HACH PM Contract for the FBR	3,110.83	
6884	HANNA, DIANA G	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
6885	HANNA, DONALD R	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
6886	HERCULES INDUSTRIES	Padlocks for District	3,354.84	
6886	HERCULES INDUSTRIES	Padlocks for District	2,770.00	
6886	HERCULES INDUSTRIES	Padlocks for District	1,770.00	
6886	HERCULES INDUSTRIES	Padlocks for District	1,038.00	
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007 & W23008		452.25
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007 & W23008		452.25
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007 & W23008		134.57
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007 & W23008		134.56
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007 & W23008		497.47
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007 & W23008		497.46
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007		843.47
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007		579.70
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007		990.98
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007		920.04
6887	MCMMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007		262.76

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
 April 2023

<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
6887	MCMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007		94.34
6887	MCMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007		589.54
6887	MCMASTER-CARR SUPPLY COMPANY	CIP SUPPLIES W23007		645.27
6887	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	495.55	
6887	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	508.89	
6887	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	171.38	
6888	MOORE, KELVIN	ACWA CONFERENCE 2/26/23-3/2/23	1,151.22	
6889	PANTALEON, SOCORRO	ACWA LEGISLATIVE SYMPOSIUM-TRANSP.	31.61	
6890	RECYCLED AGGREGATE MATERIALS CO INC	MAINTENANCE SHOP SUPPLIES	106.65	
6890	RECYCLED AGGREGATE MATERIALS CO INC	MAINTENANCE SHOP SUPPLIES	121.84	
6891	SB VALLEY MUNICIPAL	BASELINE FEEDER- JAN 2023	2,200.00	
6891	SB VALLEY MUNICIPAL	BASELINE FEEDER- JAN 2023	26,794.07	
6891	SB VALLEY MUNICIPAL	BASELINE FEEDER- JAN 2023	10,663.38	
6891	SB VALLEY MUNICIPAL	BASELINE FEEDER- JAN 2023	6,979.68	
6892	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.61	
6892	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.93	
6892	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	7.86	
6892	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.49	
6892	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	8.46	
6892	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	9.75	
6892	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	5.83	
6892	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	7.70	
6892	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	5.93	
6892	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	9.75	
6892	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	5.95	
6892	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	6.86	
6892	UNIFIRST CORPORATION	UNIFORMS-SUPPLIES	7.04	
6892	UNIFIRST CORPORATION	UNIFORMS-SUPPLIES	6.82	
6892	UNIFIRST CORPORATION	UNIFORMS-SUPPLIES	6.71	
6892	UNIFIRST CORPORATION	UNIFORMS-SUPPLIES	9.75	
6892	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	157.42	
6892	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.55	
6892	UNIFIRST CORPORATION	UNIFORMS-ROEMER	7.04	
6892	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.94	
6892	UNIFIRST CORPORATION	UNIFORMS-ROEMER	9.75	
6892	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.05	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.94	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.84	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.98	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.59	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.49	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.47	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.30	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.02	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.95	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	64.78	
6892	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	9.75	
6892	UNIFIRST CORPORATION	UNIFORMS-METERS	6.56	
6892	UNIFIRST CORPORATION	UNIFORMS-METERS	6.59	
6892	UNIFIRST CORPORATION	UNIFORMS-METERS	9.75	
6892	UNIFIRST CORPORATION	UNIFORMS-METERS	6.96	
6892	UNIFIRST CORPORATION	UNIFORMS-METERS	7.32	
6892	UNIFIRST CORPORATION	UNIFORMS-METERS	6.94	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
April 2023

<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
6892	UNIFIRST CORPORATION	JANITORIAL SERVICES	246.46	
6892	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	5.87	
6892	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	6.05	
6892	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	9.75	
6892	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	9.75	
6892	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	8.38	
6892	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	6.72	
6892	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	6.61	
6894	WESTBROOK, LAURA	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
6895	ARAIZA, ANTHONY W	MEDICARE PART B REIMB JAN-MAR 2023	989.10	
6896	ARAIZA, DIANA	MEDICARE PART B REIMB JAN-MAR 2023	989.10	
6897	BOOT BARN INC	SAFETY BOOTS-JAIME VALENCIA	224.38	
6897	BOOT BARN INC	SAFETY BOOTS-RUDY OLGUIN	175.85	
6897	BOOT BARN INC	SAFETY BOOTS-EDGAR HIDALGO	200.00	
6897	BOOT BARN INC	SAFETY BOOTS-CODY LUDWIG	183.16	
6897	BOOT BARN INC	SAFETY BOOTS-CLIFFORD RAY	219.76	
6897	BOOT BARN INC	SAFETY BOOTS-TRACI BROWN	169.43	
6898	CDW GOVERNMENT INC	cdwg Vmware renewal 2023	1,150.00	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	13.50	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	13.50	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	33.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	128.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	182.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	258.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	182.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	128.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	15.00	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	15.75	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	13.50	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	211.50	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	6.75	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	147.75	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	40.75	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	169.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	169.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	35.00	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	169.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	113.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	88.50	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	15.00	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	15.00	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	80.00	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	113.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	15.00	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	15.00	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	15.00	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	80.00	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	113.25	
6899	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	15.00	
6901	COMPUTERIZED EMBROIDERY COMPANY INC	JACKET-YOLANDA	53.70	
6902	DOMINGUEZ, ELVIA	BOARD MEETING MEALS	225.06	
6903	ERS INDUSTRIAL SERVICES INC.	Filter #1 & #6 Media Replace & Recoating Proj		363,775.37
6903	ERS INDUSTRIAL SERVICES INC.	RETENTION		(18,188.77)
6904	FASTENAL COMPANY	SHOP SUPPLIES	313.65	
6904	FASTENAL COMPANY	SHOP SUPPLIES	298.52	

**WEST VALLEY WATER DISTRICT**

CASH DISBURSEMENT REPORT  
April 2023

<b>EFT/Check #</b>	<b>Vendor Name</b>	<b>Description</b>	<b>O &amp; M Amount</b>	<b>CIP Amount</b>
6904	FASTENAL COMPANY	SHOP SUPPLIES	391.32	
6905	HACH COMPANY	HACH DR 3900 Repair	1,588.78	
6905	HACH COMPANY	ROEMER SUPPLIES	425.11	
6905	HACH COMPANY	ROEMER SUPPLIES	558.10	
6905	HACH COMPANY	ROEMER SUPPLIES	181.24	
6906	JENKINS, DANIEL	MILEAGE REIMB-SBCSDA MEMBER MTG	32.38	
6907	LANE, JAN	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
6908	MARTINEZ, ISABEL M	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
6909	MARTINEZ, RAYMOND	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
6910	MCMASTER-CARR SUPPLY COMPANY	FBR SUPPLIES	479.01	
6910	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	539.79	
6910	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	369.64	
6910	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	362.88	
6910	MCMASTER-CARR SUPPLY COMPANY	ROEMER SUPPLIES	813.05	
6911	PCL CONSTRUCTION INC	Design and Construction of Roemer Upgrade		793,250.00
6911	PCL CONSTRUCTION INC	RETENTION		(39,663.00)
6912	PRUITT, BARBARA J	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
6913	RECYCLED AGGREGATE MATERIALS CO INC	MAINTENANCE SHOP SUPPLIES	105.34	
6913	RECYCLED AGGREGATE MATERIALS CO INC	MAINTENANCE SHOP SUPPLIES	220.17	
6914	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MEETING 3/14/23	225.00	
6914	SAFETY COMPLIANCE COMPANY	OFFICE SAFETY MEETING 3/14/23	200.00	
6915	SALCEDO, JUAN CARLOS	SAFETY BOOTS REIMB	201.47	
6916	SAMBA HOLDINGS INC	HR SERVICES	149.96	
6917	SANDER, REBECCA	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
6918	SB VALLEY MUNICIPAL	BASELINE FEEDER-FEB 2023	2,200.00	
6918	SB VALLEY MUNICIPAL	BASELINE FEEDER-FEB 2023	26,794.07	
6918	SB VALLEY MUNICIPAL	BASELINE FEEDER ADJ OCT22-NOV22-DEC22-JAN23	1,554.84	
6918	SB VALLEY MUNICIPAL	BASELINE FEEDER-FEB 2023	12,323.80	
6918	SB VALLEY MUNICIPAL	BASELINE FEEDER-FEB 2023	6,979.68	
6918	SB VALLEY MUNICIPAL	PIPELINE CATHODIC PROTECTION	1,892.75	
6918	SB VALLEY MUNICIPAL	BLF ELECTRIC BILL-FEB 2023	55,037.68	
6919	SHARP EXTERMINATOR INC	DISTRICT MAINTENANCE	185.00	
6920	SPIK, LINDA M	MEDICARE PART B REIMB JAN-MAR 2023	1,285.80	
6921	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.61	
6921	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	7.70	
6921	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	7.86	
6921	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	8.46	
6921	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	9.75	
6921	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	5.83	
6921	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.49	
6921	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.93	
6921	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	5.93	
6921	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	9.75	
6921	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	6.86	
6921	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	5.95	
6921	UNIFIRST CORPORATION	UNIFORMS-FBR	7.04	
6921	UNIFIRST CORPORATION	UNIFORMS-FBR	6.82	
6921	UNIFIRST CORPORATION	UNIFORMS-FBR	6.71	
6921	UNIFIRST CORPORATION	UNIFORMS-FBR	9.75	
6921	UNIFIRST CORPORATION	JANITORIAL SERVICES-ROEMER	157.42	
6921	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.94	
6921	UNIFIRST CORPORATION	UNIFORMS-ROEMER	9.75	
6921	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.55	
6921	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.05	
6921	UNIFIRST CORPORATION	UNIFORMS-ROEMER	7.04	

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6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	12.56	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	9.75	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.47	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.94	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.59	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.49	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.95	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.30	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.84	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.02	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.98	
6921	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6921	UNIFIRST CORPORATION	UNIFORMS-METERS	6.56	
6921	UNIFIRST CORPORATION	UNIFORMS-METERS	6.59	
6921	UNIFIRST CORPORATION	UNIFORMS-METERS	9.75	
6921	UNIFIRST CORPORATION	UNIFORMS-METERS	6.94	
6921	UNIFIRST CORPORATION	UNIFORMS-METERS	7.32	
6921	UNIFIRST CORPORATION	UNIFORMS-METERS	6.96	
6921	UNIFIRST CORPORATION	JANITORIAL SERVICES	246.46	
6921	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	5.87	
6921	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	6.05	
6921	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	9.75	
6921	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	9.75	
6921	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	8.38	
6921	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	6.61	
6921	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	6.72	
6923	ABF PRINTS INC	BUSINESS CARDS (CHRIS GIBBS)	59.26	
6924	ALBERT A WEBB ASSOCIATES	18" Trans Main Crossing I15_Citrus to Lytle Creek		281.00
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	13.50	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	31.50	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	182.25	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	128.25	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	56.25	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	218.25	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	28.25	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL#6	258.25	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL#11	258.25	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	35.00	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	337.75	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	113.25	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	80.00	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	457.75	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	197.50	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	15.00	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	80.00	
6925	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	15.00	
6926	CRB SECURITY SOLUTIONS	Security Alarms Monitoring & Repair	813.35	
6927	CURTIS, DEVI A	MEDICARE PART B JAN-MAR 2023	1,285.80	
6928	CURTIS, MITCHELL A	MEDICARE PART B JAN-MAR 2023	1,285.80	
6929	DIAMOND ENVIRONMENTAL SERVICES LLC	PORTABLE RESTROOM RENTAL-10272 CEDAR	129.95	
6929	DIAMOND ENVIRONMENTAL SERVICES LLC	PORTABLE RESTROOM RENTAL-18451 VINEYARD	129.95	
6930	ENGINEERING RESOURCES INC	CMIS Santa Ana Transmission Main Phase II		3,610.00
6930	ENGINEERING RESOURCES INC	CMIS Santa Ana Transmission Main Phase II		19,640.00
6931	FASTENAL COMPANY	MAINTENANCE SUPPLIES	235.57	

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6931	FASTENAL COMPANY	SHOP SUPPLIES	206.80	
6932	GARCIA, ANGELA	ACWA LEGISLATIVE SYMPOSIUM	466.37	
6933	INFOSEND INC	Postage/Printing for Customer Bills	3,977.11	
6933	INFOSEND INC	Postage/Printing for Customer Bills	12,840.18	
6934	LONGEVITY INC	PREVENTIVE SCREENING PACKAGES	6,500.00	
6935	MCMASTER-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	19.25	
6935	MCMASTER-CARR SUPPLY COMPANY	SHOP SUPPLIES	880.90	
6936	POUND, ROGER A	MEDICARE PART B JAN-MAR 2023	494.70	
6937	POUND,PHYLLIS A	MEDICARE PART B JAN-MAR 2023	494.70	
6938	RAMIREZ, YOLANDA	CUT OUT PLATE LAMP-BILLS RETIREMENT	50.00	
6939	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MEETING 3/28/23	225.00	
6940	SALLENDER, PAULETTE	MEDICARE PART B JAN-MAR 2023	494.70	
6941	TOM DODSON & ASSOCIATES	24in Transmis Main on Pepper Ave & I-10Fwy		300.00
6941	TOM DODSON & ASSOCIATES	Reservoir Zone 8-3 Modifications		367.50
6942	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.93	
6942	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	7.86	
6942	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.61	
6942	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	8.46	
6942	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.49	
6942	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	5.83	
6942	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	7.70	
6942	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	9.75	
6942	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	6.86	
6942	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	5.95	
6942	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	5.93	
6942	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	9.75	
6942	UNIFIRST CORPORATION	UNIFORMS-FBR	6.71	
6942	UNIFIRST CORPORATION	UNIFORMS-FBR	6.82	
6942	UNIFIRST CORPORATION	UNIFORMS-FBR	7.04	
6942	UNIFIRST CORPORATION	UNIFORMS-FBR	9.75	
6942	UNIFIRST CORPORATION	JANITORIAL SERVICES	157.42	
6942	UNIFIRST CORPORATION	UNIFORMS-ROEMER	9.75	
6942	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.05	
6942	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.55	
6942	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.94	
6942	UNIFIRST CORPORATION	UNIFORMS-ROEMER	7.04	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.49	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.30	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	9.75	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	12.56	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.94	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.98	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.02	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.95	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.47	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.84	
6942	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.59	
6942	UNIFIRST CORPORATION	UNIFORMS-METERS	6.59	
6942	UNIFIRST CORPORATION	UNIFORMS-METERS	7.32	
6942	UNIFIRST CORPORATION	UNIFORMS-METERS	9.75	
6942	UNIFIRST CORPORATION	UNIFORMS-METERS	6.96	
6942	UNIFIRST CORPORATION	UNIFORMS-METERS	6.94	
6942	UNIFIRST CORPORATION	UNIFORMS-METERS	6.56	

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6942	UNIFIRST CORPORATION	JANITORIAL SERVICES	246.46	
6942	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	9.75	
6942	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	6.05	
6942	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	5.87	
6942	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	8.38	
6942	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	9.75	
6942	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	6.72	
6942	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	6.61	
6944	CASEY, MATTHEW P	MEDICARE PART B REIMB JAN-MAR 2023	692.40	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	13.50	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	22.50	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	182.25	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	128.25	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	13.50	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	37.50	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	15.00	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	211.50	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PERCHLORATE	211.50	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	167.50	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	249.50	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	167.50	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	113.25	
6945	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	80.00	
6946	GETZ, BETTY	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
6947	JENKINS, DANIEL	DUE TO WVWD-DRY CLEANINIG	(57.00)	
6947	JENKINS, DANIEL	ACWA LEGISLATIVE SYMPOSIUM SACRAMENTO	57.13	
6947	JENKINS, DANIEL	ACWA CONFERENCE	101.50	
6947	JENKINS, DANIEL	ACWA CONFERENCE	123.50	
6948	LIEBERT CASSIDY WHITMORE	LEGAL FEES	3,767.00	
6948	LIEBERT CASSIDY WHITMORE	LEGAL FEES	4,066.00	
6949	MERLIN JOHNSON CONST INC.	RETENTION PMT		5,934.43
6950	MURPHY, RONALD	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
6951	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	5.83	
6951	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.49	
6951	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.61	
6951	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	7.86	
6951	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	8.46	
6951	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	9.75	
6951	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	6.93	
6951	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION	7.70	
6951	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	5.93	
6951	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	5.95	
6951	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	6.86	
6951	UNIFIRST CORPORATION	UNIFORMS-WATER QUALITY	9.75	
6951	UNIFIRST CORPORATION	UNIFORMS-FBR	6.71	
6951	UNIFIRST CORPORATION	UNIFORMS-FBR	7.04	
6951	UNIFIRST CORPORATION	UNIFORMS-FBR	6.82	
6951	UNIFIRST CORPORATION	UNIFORMS-FBR	9.75	
6951	UNIFIRST CORPORATION	JANITORIAL SERVICES	157.42	
6951	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.94	
6951	UNIFIRST CORPORATION	UNIFORMS-ROEMER	7.04	
6951	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.55	
6951	UNIFIRST CORPORATION	UNIFORMS-ROEMER	6.05	
6951	UNIFIRST CORPORATION	UNIFORMS-ROEMER	9.75	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.95	

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6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.59	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.47	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.49	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	64.78	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.84	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.02	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	9.75	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.30	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.98	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.94	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.47	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.59	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	12.56	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	9.75	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.30	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.84	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.95	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.94	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.02	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.49	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.98	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.49	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.47	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	5.95	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.02	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.98	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.94	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.84	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.04	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	7.30	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	12.56	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	6.59	
6951	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE	9.75	
6951	UNIFIRST CORPORATION	UNIFORMS-METERS	6.56	
6951	UNIFIRST CORPORATION	UNIFORMS-METERS	6.96	
6951	UNIFIRST CORPORATION	UNIFORMS-METERS	6.94	
6951	UNIFIRST CORPORATION	UNIFORMS-METERS	9.75	
6951	UNIFIRST CORPORATION	UNIFORMS-METERS	6.59	
6951	UNIFIRST CORPORATION	UNIFORMS-METERS	7.32	
6951	UNIFIRST CORPORATION	JANITORIAL SERVICES	246.46	
6951	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	6.05	
6951	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	9.75	
6951	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING	5.87	
6951	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	6.61	
6951	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	6.72	
6951	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	8.38	
6951	UNIFIRST CORPORATION	UNIFORMS-PURCHASING	9.75	
83886	Montero, Matthew	CUSTOMER REFUND	976.00	
83887	Guerra Gutierrez, Teresa	CUSTOMER REFUND	69.18	
83888	ORTEGA, BLANCA	CUSTOMER REFUND	726.57	

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83889	JOYA, ILDEFONSA	CUSTOMER REFUND	41.47	
83890	CARRION, RICHARD	CUSTOMER REFUND	212.25	
83891	HINOJOSA, CLARISSA	CUSTOMER REFUND	77.21	
83892	DALLIN LLC	CUSTOMER REFUND	46.13	
83893	REALTY, GOLDEN RULE	CUSTOMER REFUND	63.82	
83894	LENNAR HOMES	CUSTOMER REFUND	0.72	
83895	HERNANDEZ, DANIEL	CUSTOMER REFUND	8.19	
83896	BELLING, THERESA	CUSTOMER REFUND	64.55	
83897	RENAISSANCE COMMERCE CENTER LLC	CUSTOMER REFUND	280.61	
83898	HERRICK, DINAH R.	CUSTOMER REFUND	743.13	
83899	D.R. HORTON	CUSTOMER REFUND	132.86	
83900	BALLESTEROS, MILES	CUSTOMER REFUND	20.12	
83901	JIMENEZ, EFRAIN	CUSTOMER REFUND	55.54	
83902	ALVARADO, MARIANO	MILEAGE REIMBURSEMENT-2023 LCW	158.51	
83903	AMAZON.COM SALES INC	WATER QLTY SUPPLIES	52.74	
83903	AMAZON.COM SALES INC	ROEMER SUPPLIES	209.26	
83903	AMAZON.COM SALES INC	OFFICE SUPPLIES	29.56	
83903	AMAZON.COM SALES INC	DISTRICT MAINTENANCE	424.72	
83903	AMAZON.COM SALES INC	VEHICLE MAINTENANCE SUPPLIES	849.70	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	80.76	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	14.78	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	17.88	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	25.57	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	52.51	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	312.46	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	85.11	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	2,280.69	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	747.63	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	197.83	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	128.49	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	56.99	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	70.03	
83903	AMAZON.COM SALES INC	Computer Supplies March 2023	430.99	
83903	AMAZON.COM SALES INC	COMPUTER SUPPLIES	98.55	
83903	AMAZON.COM SALES INC	COMPUTER SUPPLIES-CREDIT	(448.70)	
83904	AQUATIC INFORMATICS INC	SOFTWARE MAINTENANCE	11,452.92	
83905	AT&T	ROEMER FIRE SVC	1,092.12	
83906	AT&T LONG DISTANCE	LONG DISTANCE-ROEMER	5.89	
83907	BLUE - WHITE INDUSTRIES LTD	PRODUCTION SUPPLIES	466.00	
83908	BURRTEC WASTE INDUSTRIES INC	ROEMER DISPOSAL FEE	262.86	
83908	BURRTEC WASTE INDUSTRIES INC	HQ DISPOSAL FEES	911.94	
83909	CHARTER COMMUNICATIONS	INTERNET/TELEPHONE	934.30	
83909	CHARTER COMMUNICATIONS	CABLE/INTERNET	239.94	
83909	CHARTER COMMUNICATIONS	INTERNET/TELEPHONE	1,149.00	
83909	CHARTER COMMUNICATIONS	CABLE/INTERNET	160.38	
83910	CINTAS CORPORATION	JANITORIAL SERVICES	183.67	
83910	CINTAS CORPORATION	JANITORIAL SERVICES	183.67	
83910	CINTAS CORPORATION	JANITORIAL SERVICES	183.67	
83910	CINTAS CORPORATION	JANITORIAL SERVICES	143.92	
83911	CITY ELECTRIC SUPPLY	ROEMER SUPPLIES-TAX ONLY	9.80	
83912	CORE & MAIN LP	Clamps for Inv 03/24/23	462.11	
83912	CORE & MAIN LP	Clamps for Inv 03/24/23	167.84	
83913	DLT SOLUTIONS LLC	DLT autocad renwal 2023	550.00	
83913	DLT SOLUTIONS LLC	DLT autocad renwal 2023	1,234.80	
83914	DWAYNE THOMPSON	TURF REBATE	563.00	

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83915	E & M ELECTRIC AND MACHINERY INC.	SCADA user interface annual factory support		21,895.00
83916	EDWARD J CARRILLO	TURF REBATE	2,087.00	
83917	FEDEX	SHIPPING FEES-PRODUCTION	67.77	
83918	FRANCHISE TAX BOARD	GARNISHMENT	110.00	
83918	FRANCHISE TAX BOARD	GARNISHMENT	796.66	
83919	GRAINGER INC	PRODUCTION SUPPLIES	79.78	
83919	GRAINGER INC	PRODUCTION SUPPLIES	177.80	
83919	GRAINGER INC	ROEMER SUPPLIES	297.56	
83919	GRAINGER INC	ROEMER SUPPLIES	136.50	
83919	GRAINGER INC	MAINTENANCE SUPPLIES	181.50	
83919	GRAINGER INC	MAINTENANCE SUPPLIES	181.50	
83920	HOME DEPOT	MAINTENANCE SUPPLIES	353.02	
83920	HOME DEPOT	DISTRICT MAINTENANCE	14.47	
83921	I.U.O.E., LOCAL UNION NO. 12	I.U.O.E LOCAL 12 UNION DUES	352.00	
83921	I.U.O.E., LOCAL UNION NO. 12	I.U.O.E LOCAL 12 UNION DUES	352.00	
83922	INLAND EMPIRE COMMUNITY NEWSPAPERS	OUTREACH PROGRAM-EARTH DAY AD	580.00	
83923	INLAND EMPIRE UTILITIES AGENCY	FEES	1,236.64	
83924	JEWISH VOCATIONAL AND CAREER COUNSELING	UTILITIES INTERNSHIP REIMBURSEMENT	1,287.82	
83925	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	26.92	
83925	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	240.16	
83925	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	108.72	
83925	JOHNSON'S HARDWARE INC	MAINTENANCE SHOP SUPPLIES	22.15	
83925	JOHNSON'S HARDWARE INC	PARTS FOR SEMI TROPIC FLAME	54.81	
83926	LEGAL SHIELD	LEGALSHIELD	214.29	
83926	LEGAL SHIELD	LEGALSHIELD	214.26	
83927	LOWES	MAINTENANCE SUPPLIES	253.75	
83928	MAQPOWER COMPRESSORS CORP	Major PM service on air compressors	4,872.69	
83928	MAQPOWER COMPRESSORS CORP	Air compressor maintenance	547.49	
83929	MARITZA E ALVAREZ	TURF REBATE	1,276.00	
83930	NED'S OIL SALES INC	PRODUCTION SUPPLIES	18.49	
83931	PG MECHANICAL	UNIT#137 MAINTENANCE	280.00	
83931	PG MECHANICAL	UNIT#104 MAINTENANCE	412.50	
83931	PG MECHANICAL	UNIT 105 MAINTENANCE	250.50	
83932	RIALTO PRINT COMPANY	SHOP SUPPLIES	711.15	
83933	RIALTO WATER SERVICES	FBR SEWER SERVICE	1,550.06	
83933	RIALTO WATER SERVICES	HQ WATER SERVICE	120.58	
83934	ROBERT W KASCH	PRODUCTION SUPPLIES	377.13	
83935	SB COUNTY FIRE PROTECTION DISTRICT	SAFETY SUPPLIES HR	273.52	
83936	SC COMMERCIAL LLC	Gasoline for Fleet	14,927.77	
83937	SO CALIFORNIA EDISON	ROEMER ELECTRICITY	42,299.33	
83938	SOURCE GRAPHICS	ENGINEERING SUPPLIES	582.75	
83939	STATE WATER RESOURCES CONTROL BOARD	D5 CERTIFICATION-JOANNE W CHAN	105.00	
83940	STETSON ENGINEERS INC	Rialto Basin Groundwater Mngmt Plan	7,152.31	
83940	STETSON ENGINEERS INC	Rialto Basin Groundwater Mngmt Plan	7,152.31	
83940	STETSON ENGINEERS INC	Rialto Basin Groundwater Mngmt Plan	7,152.31	
83940	STETSON ENGINEERS INC	Rialto Basin Groundwater Mngmt Plan	7,152.32	
83941	THE PUN GROUP LLP	Financial Audit Consultant Services	27,500.00	
83942	THE STANDARD	LIFE INSURANCE	(65.88)	
83942	THE STANDARD	AD&D	301.16	
83942	THE STANDARD	DEPENDENT LIFE	91.02	
83942	THE STANDARD	LIFE INSURANCE	2,240.08	
83942	THE STANDARD	LIFE INSURANCE	57.36	
83942	THE STANDARD	LONG TERM DISABILITY	2,066.03	
83942	THE STANDARD	AD&D	31.50	
83942	THE STANDARD	DEPENDENT LIFE	6.15	

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83942	THE STANDARD	LIFE INSURANCE	232.50	
83942	THE STANDARD	LONG TERM DISABILITY	22.73	
83942	THE STANDARD	AD&D	8.83	
83942	THE STANDARD	DEPENDENT LIFE	2.46	
83942	THE STANDARD	LIFE INSURANCE	27.13	
83942	THE STANDARD	LONG TERM DISABILITY	60.89	
83942	THE STANDARD	EE Adjustment and Pending	(76.81)	
83942	THE STANDARD	EMPLOYEE AFTER-TAX	559.09	
83942	THE STANDARD	EMPLOYEE AFTER-TAX	630.99	
83942	THE STANDARD	EE Adjustments PR #7	53.98	
83943	THERMO ELECTRON NORTH AMERICA LLC	Dionex consumables	6,854.41	
83944	TROJAN TECHNOLOGIES INC.	UV lamp replacements for all UV units.	7,820.05	
83945	TYLER TECHNOLOGIES INC	Meter Data Sync with Scheduler - AMI	250.00	
83945	TYLER TECHNOLOGIES INC	Meter Data Sync with Scheduler - AMI	72.50	
83945	TYLER TECHNOLOGIES INC	UTILITY BILLING NOTIFICATION CALLS	479.00	
83945	TYLER TECHNOLOGIES INC	Meter Data Sync with Scheduler - AMI	130.78	
83945	TYLER TECHNOLOGIES INC	Meter-Reader Interface Incode-Sensus Analytics	43.59	
83945	TYLER TECHNOLOGIES INC	INCODE CREDIT	(62.50)	
83946	ULINE	ADA SIGNS	483.15	
83946	ULINE	SAFETY SUPPLIES HR	105.17	
83947	USA BLUEBOOK	WATER QLTY SUPPLIES	721.14	
83947	USA BLUEBOOK	Table top PH analyzer	2,121.40	
83948	VERIZON WIRELESS PHONES	CELL PHONES/IPADS	4,915.75	
83948	VERIZON WIRELESS PHONES	CELL PHONES/IPADS	108.80	
83948	VERIZON WIRELESS PHONES	CELL PHONES/IPADS	1,458.93	
83949	WESTECH ENGINEERING INC	Anthracite for Filter # 3	5,209.15	
83950	WILLIAMS-HARMON, JANET	AWWA SEMINAR MILEAGE REIMB	18.47	
83951	YO FIRE	WATER QUALITY SUPPLIES	581.85	
83951	YO FIRE	SHOP SUPPLIES	465.48	
83952	DAVID T QUARSHIE	Printing of Tote Bags	1,258.95	
83953	ACWA	2023 ACWA SPRING CONF-KELVIN MOORE	690.00	
83953	ACWA	2023 ACWA SPRING CONF-CHANNING HAWKINS	690.00	
83953	ACWA	2023 ACWA SPRING CONF-GREGORY YOUNG	690.00	
83954	AMAZON.COM SALES INC	SHOP SUPPLIES	370.53	
83954	AMAZON.COM SALES INC	DIST REP/MAINT	107.33	
83955	ASBCSD	MEETING 3/20/23 CENTRO BASCO CHINO-	36.00	
83955	ASBCSD	MEETING 3/20/23 CENTRO BASCO CHINO-	36.00	
83955	ASBCSD	MEETING-GARCIA & JENKINS	33.00	
83955	ASBCSD	MEETING-GARCIA & JENKINS	33.00	
83956	CITY OF RIALTO	ENCROACHMENT PERMIT	969.50	
83956	CITY OF RIALTO	ENCROACHMENT PERMIT	969.50	
83956	CITY OF RIALTO	ENCROACHMENT PERMIT	969.50	
83956	CITY OF RIALTO	ENCROACHMENT PERMIT	969.50	
83957	CITY OF RIALTO	UTILITY USER TAX-MARCH 2023	49,319.13	
83957	CITY OF RIALTO	UTILITY USER TAX-MARCH 2023	(179.81)	
83958	CITY OF SAN BERNARDINO	LYTLE CREEK STREAMFLOW	13,856.87	
83959	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	1,467.94	
83959	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	784.03	
83959	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	57.59	
83959	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	88.97	
83959	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	1,483.71	
83959	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	681.65	
83959	COLONIAL SUPPLEMENTAL INSURANCE	EE Adjustments	73.69	
83960	COLTON PUBLIC UTILITIES	WELL 18A ELECTRIC	478.29	
83961	CONTROL TEMP INC	DISTRICT MAINTENANCE	925.77	

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83962	ERICK STEVEN KRUGGEL	TURF REBATE	734.00	
83963	EVOQUA WATER TECHNOLOGIES LLC	GAC Filter's	5,529.62	
83963	EVOQUA WATER TECHNOLOGIES LLC	GAC Filter's	1,280.00	
83964	FAST SERVICE	CUSTOMER SERVICES-MARCH 2023	243.00	
83965	FEDEX	MAILING FEES-FBR	22.89	
83966	FERGUSON ENTERPRISES INC # 677	Plug Vales for Roemer	4,040.63	
83967	GEYSER	FBR SUPPLIES	392.63	
83968	GIBBS, CHRIS	DISTRICT REP/MAINT	22.26	
83969	GRAINGER INC	FBR SUPPLIES	336.43	
83969	GRAINGER INC	FBR SUPPLIES	119.91	
83969	GRAINGER INC	FBR SUPPLIES	933.93	
83969	GRAINGER INC	ROEMER SUPPLIES	34.61	
83969	GRAINGER INC	ROEMER SUPPLIES	277.13	
83970	GRANICUS LLC	IQM2-AGENDA & MINUTES	13,867.20	
83971	HOME DEPOT	MAINTENANCE SUPPLIES	107.72	
83971	HOME DEPOT	MAINTENANCE SUPPLIES	468.50	
83971	HOME DEPOT	DISTRICT MAINTENANCE SUPPLIES	299.45	
83971	HOME DEPOT	DISTRICT MAINTENANCE SUPPLIES	437.41	
83971	HOME DEPOT	DISTRICT MAINTENANCE SUPPLIES	147.89	
83972	INDUSTRIAL METAL SUPPLY CO	MAINTENANCE SUPPLIES	166.15	
83973	JCL TRAFFIC SERVICES	MAINTENANCE SUPPLIES	989.15	
83973	JCL TRAFFIC SERVICES	MAINTENANCE SUPPLIES	990.44	
83973	JCL TRAFFIC SERVICES	MAINTENANCE SUPPLIES	936.56	
83974	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	42.82	
83974	JOHNSON'S HARDWARE INC	DIST REPAIR/MAINTENANCE	3.22	
83975	MAQPOWER COMPRESSORS CORP	Major service for 2 air compressors at Roemer	4,869.32	
83976	MCCALLS METERS INC	Meter Testing	1,225.00	
83976	MCCALLS METERS INC	Replacement Meter	3,877.93	
83977	MIKE ROQUET CONSTRUCTION, INC.	Street Paving Patching and Repairs	6,813.20	
83977	MIKE ROQUET CONSTRUCTION, INC.	Street Paving Patching and Repairs	7,134.40	
83977	MIKE ROQUET CONSTRUCTION, INC.	Street Paving Patching and Repairs	5,488.40	
83978	MONTELONGO, ERNEST	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
83979	MONTELONGO, TERESA E	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
83980	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	51.14	
83980	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	67.85	
83980	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	32.70	
83981	PACK N MAIL	CUSTOMER SERVICES-MARCH 2023	168.00	
83982	RAMIREZ, ROBERTO	EAL REIMBURSEMENT	4,590.00	
83983	ROBERT W KASCH	MAINTENANCE SUPPLIES	301.70	
83983	ROBERT W KASCH	MAINTENANCE SUPPLIES	161.63	
83984	SCOTT EQUIPMENT INC.	EQUIPMENT MAINTENANCE	704.08	
83985	SHAW HR CONSULTING, INC.	HR SERVICES	20.00	
83985	SHAW HR CONSULTING, INC.	HR SERVICES	50.00	
83985	SHAW HR CONSULTING, INC.	HR SERVICES	100.00	
83986	SIKORSKI, PATRICIA	MEDICARE PART B REIMB JAN-MAR 2023	494.70	
83987	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	4,622.40	
83987	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	31,415.66	
83987	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	63,816.53	
83987	SO CALIFORNIA EDISON	S END SHOP	97.59	
83987	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	5,194.14	
83987	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	19,771.93	
83987	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	2,296.92	
83987	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	421.94	
83987	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	205.79	
83987	SO CALIFORNIA EDISON	ELECTRICITY VARIOUS LOCATIONS	3,337.97	

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83988	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	2,352.00	
83988	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	2,352.00	
83988	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	2,352.00	
83988	STETSON ENGINEERS INC	Stetson -Rialto Basin Groundwater Mngmt Plan	2,352.00	
83989	THE GAS COMPANY	ROEMER GAS CO	115.75	
83990	TROJAN TECHNOLOGIES INC.	ROEMER SUPPLIES	156.16	
83991	ULINE	MAINTENANCE SUPPLIES	430.35	
83992	UNDERGROUND SERVICE ALERT	USA FEES	169.42	
83992	UNDERGROUND SERVICE ALERT	USA FEES	524.50	
83993	USA BLUEBOOK	Leak Detection Equipment	6,817.33	
83994	VERIZON CONNECT NWF INC	CONTRACTS/LICENSES	679.98	
83995	PENA, NITZA	CUSTOMER REFUND	39.91	
83996	SO AND SO CAPITAL LLC	CUSTOMER REFUND	50.91	
83997	TRUST, OPENDOOR PROPERTY I	CUSTOMER REFUND	28.98	
83998	GARCIA, MARGARET W	CUSTOMER REFUND	414.21	
83999	AIRGAS USA LLC	PRODUCTION SUPPLIES	53.18	
83999	AIRGAS USA LLC	PRODUCTION SUPPLIES	56.93	
83999	AIRGAS USA LLC	MAINTENANCE SUPPLIES	101.21	
83999	AIRGAS USA LLC	MAINTENANCE SUPPLIES	369.73	
84000	AMAZON.COM SALES INC	WATER QUALITY SUPPLIES	524.60	
84000	AMAZON.COM SALES INC	FBR SUPPLIES	38.76	
84000	AMAZON.COM SALES INC	FBR SUPPLIES	646.00	
84000	AMAZON.COM SALES INC	FBR SUPPLIES	646.00	
84000	AMAZON.COM SALES INC	ROEMER SUPPLIES	134.68	
84000	AMAZON.COM SALES INC	SHOP SUPPLIES	56.00	
84000	AMAZON.COM SALES INC	SHOP SUPPLIES	689.10	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	64.64	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	118.07	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	65.55	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	876.91	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	(42.02)	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	862.04	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	126.53	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	51.70	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	(43.09)	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	14.83	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	(14.83)	
84000	AMAZON.COM SALES INC	OFFICE SUPPLIES	60.16	
84000	AMAZON.COM SALES INC	ENGINEERING SUPPLIES	42.01	
84001	AT&T	TELEMETRY LINE	63.82	
84002	AT&T INTERNET	INTERNET SERVICES	101.65	
84003	BABCOCK LABORATORIES, INC.	LAB FEES-PERCHLORATE	250.00	
84003	BABCOCK LABORATORIES, INC.	LAB FEES-PERCHLORATE	500.00	
84003	BABCOCK LABORATORIES, INC.	LAB FEES WELL 11	500.00	
84003	BABCOCK LABORATORIES, INC.	LAB FEES-WELL#6	500.00	
84004	BLOUNT, MELISSA	SAFETY BOOTS	146.55	
84005	CHINO BASIN WATERMASTER	APPROPRIATIVE POOL SPECIAL ASSESSMENT	587.50	
84006	CINTAS CORPORATION	JANITORIAL SERVICES	143.92	
84006	CINTAS CORPORATION	JANITORIAL SERVICES	183.67	
84006	CINTAS CORPORATION	JANITORIAL SERVICES	183.67	
84006	CINTAS CORPORATION	JANITORIAL SERVICES	183.67	
84007	CITY OF SAN BERNARDINO	BLF WATER	46.13	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	115.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	175.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	180.00	

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84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	2,400.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	200.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	315.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	325.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	380.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	40.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	1,916.52	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	33.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	30.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	540.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	1,350.00	
84008	CLASS'E PARTY RENTALS	Party rentals - Earth Day	1,120.00	
84009	CORE & MAIN LP	Large Meter Order 11/01/22	12,386.14	
84010	DAVID A PAYNE	SHOP SUPPLIES	829.10	
84011	FEDEX	PRODUCTION SUPPLIES	42.99	
84011	FEDEX	ROEMER MAILING FEES	294.62	
84012	FISH WINDOW CLEANING	JANITORIAL SERVICES-WINDOWS	275.00	
84013	GEOSCIENCE SUPPORT SVCS INC	Bunker Hill Well Sitting Phase II		13,019.00
84014	HOME DEPOT	DISTRICT MAINTENANCE	161.54	
84014	HOME DEPOT	DISTRICT MAINTENANCE	107.98	
84015	INLAND WATER WORKS SUPPLY CO	1" Air vac 04/10/23	925.41	
84015	INLAND WATER WORKS SUPPLY CO	2" Apco Air Vac 04/11/23 C	724.81	
84015	INLAND WATER WORKS SUPPLY CO	2" Apco Airvac 04/11/23 B	724.81	
84015	INLAND WATER WORKS SUPPLY CO	2" Apco Air Vac 04/11/23 A	724.81	
84015	INLAND WATER WORKS SUPPLY CO	6" Repair Clamp 04/11/23	451.31	
84016	ISABEL L WASSINK	EARTH DAY BALLOONS	770.41	
84017	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	128.21	
84017	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	43.07	
84018	JUMP N JUMP	EARTH DAY-DUNK TANK	269.38	
84019	KAREN GIBSON	TURF REPLACEMENT	1,112.00	
84020	LOWES	FBR SUPPLIES	213.35	
84021	NED'S OIL SALES INC	PRODUCTION SUPPLIES	22.48	
84021	NED'S OIL SALES INC	PRODUCTION SUPPLIES	10.75	
84021	NED'S OIL SALES INC	FBR SUPPLIES	24.76	
84022	OLDCASTLE INFRASTRUCTURE INC	Meter Box Order 04/05/23	22,254.15	
84023	OLIVAREZ, GILBERT	AWWA SPRING CONFERENCE SD	505.00	
84024	ORANGE COAST PETROLEUM EQUIPMENT INC	Gasoline Pump Repair	75.00	
84024	ORANGE COAST PETROLEUM EQUIPMENT INC	Gasoline Pump Repair	68.96	
84024	ORANGE COAST PETROLEUM EQUIPMENT INC	Gasoline Pump Repair	48.36	
84024	ORANGE COAST PETROLEUM EQUIPMENT INC	Gasoline Pump Repair	145.46	
84024	ORANGE COAST PETROLEUM EQUIPMENT INC	Gasoline Pump Repair	183.18	
84024	ORANGE COAST PETROLEUM EQUIPMENT INC	Gasoline Pump Repair	777.95	
84024	ORANGE COAST PETROLEUM EQUIPMENT INC	Gasoline Pump Repair	860.00	
84024	ORANGE COAST PETROLEUM EQUIPMENT INC	GAS PUMP REPAIR	285.00	
84025	PR PRINTING	RECEIPT BOOKS	511.60	
84026	RIALTO WATER SERVICES	WELL #16 WATER	30.42	
84027	ROYAL INDUSTRIAL SOLUTIONS	ROEMER SUPPLIES	213.65	
84028	SC FONTANA DEVELOPMENT COMPANY LLC	DEPOSIT REFUNDS-CONT/METER/VALVE		35,700.00
84028	SC FONTANA DEVELOPMENT COMPANY LLC	DEPOSIT REFUNDS-CONT/METER/VALVE		8,520.00
84028	SC FONTANA DEVELOPMENT COMPANY LLC	DEPOSIT REFUNDS-CONT/METER/VALVE		69,095.45
84029	SO CALIFORNIA EDISON	ELECTRICITY-WELL#17/19920 COUNTRY CLUB	3,823.44	
84029	SO CALIFORNIA EDISON	ELECTRICITY-WELL#17/19920 COUNTRY CLUB	441.96	
84029	SO CALIFORNIA EDISON	ELECTRICITY WELL #6	22,926.73	
84029	SO CALIFORNIA EDISON	ELECTRICITY WELL# 11X	15.18	
84030	SOLINST CANADA LTD	PRODUCTION SUPPLIES	657.17	

**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>
84031	SUPER BIRTHDAY INC	Kona Ice Truck _ Earth Day	2,500.00	
84032	TESCO CONTROLS INC	Afterbay NTU/meter diagnostics	1,750.00	
84033	THE GAS COMPANY	HQ GAS BILL	356.43	
84034	THE HILLTOP COLLECTION	DEPOSIT FOR HOLIDAY SEMINAR VENUE-12/02/23	4,400.00	
84035	THERMO ELECTRON NORTH AMERICA LLC	DIONEX EGC III KOH Cartridge	3,578.11	
84036	TROJAN TECHNOLOGIES INC.	PM Contract for Trojan UV Swift system	3,500.00	
84036	TROJAN TECHNOLOGIES INC.	PM contract for UV disinfection system	5,893.00	
84037	YO FIRE	6" Ring Gaskets 04/17/23	646.50	
84037	YO FIRE	SHOP SUPPLIES	827.52	
84040	SANCHEZ, YONG YU & CAIN	CUSTOMER REFUND	82.63	
84041	OPENDOOR PROPERTY TRUST I	CUSTOMER REFUND	42.76	
84042	LLC, KFT INVESTMENT,	CUSTOMER REFUND	49.80	
84043	LLC, KFT INVESTMENT,	CUSTOMER REFUND	76.98	
84044	LLC, KFT INVESTMENT,	CUSTOMER REFUND	59.53	
84045	LLC, KFT INVESTMENT,	CUSTOMER REFUND	107.68	
84046	LENNAR HOMES	CUSTOMER REFUND	11.50	
84047	CONTOIS, JEFFREY	CUSTOMER REFUND	75.93	
84048	RAMIREZ, SUSANA	CUSTOMER REFUND	17.16	
84049	HAITBRINK ASPHALT	CUSTOMER REFUND	2,681.99	
84050	FITNESS 19	2 FITNESS CLASSES FOR DISTRICT STAFF	200.00	
84051	THIESS, APRIL/ANTHONY	CUSTOMER REFUND	24.59	
84052	SANCHEZ, JOSE JAVIER CARRILLO	CUSTOMER REFUND	61.04	
84053	Parveen, Irene	CUSTOMER REFUND	88.61	
84054	TORRES, MARY	CUSTOMER REFUND	311.89	
84055	INC, OPENDOOR LABS	CUSTOMER REFUND	57.62	
84056	LENNAR HOMES	CUSTOMER REFUND	25.47	
84057	LENNAR HOMES	CUSTOMER REFUND	6.83	
84058	LENNAR HOMES	CUSTOMER REFUND	18.57	
84059	LENNAR HOMES	CUSTOMER REFUND	13.97	
84060	LENNAR HOMES	CUSTOMER REFUND	11.34	
84061	LENNAR HOMES	CUSTOMER REFUND	25.47	
84062	LENNAR HOMES	CUSTOMER REFUND	16.27	
84063	LENNAR HOMES	CUSTOMER REFUND	23.17	
84064	LENNAR HOMES	CUSTOMER REFUND	20.87	
84065	NASH, GAMILLE	CUSTOMER REFUND	46.26	
84066	DEFOE, ANGELA D.	CUSTOMER REFUND	23.31	
84067	MY MONTECITO III	CUSTOMER REFUND	10,832.14	
84068	ALBRIGHT, YEE & SCHMIT, APC	LEGAL FEES	325.00	
84069	AMAZON.COM SALES INC	BOARD SUPPLIES	148.96	
84070	CARPENTER ROTHANS & DUMONT LLP	LEGAL FEES	4,287.50	
84070	CARPENTER ROTHANS & DUMONT LLP	LEGAL FEES	1,347.50	
84070	CARPENTER ROTHANS & DUMONT LLP	LEGAL FEES	4,195.10	
84071	CHINO BASIN WATERMASTER	APPROPRIATIVE POOL SPECIAL ASSESSMENT	546.42	
84072	CINTAS CORPORATION	JANITORIAL SERVICES	183.67	
84073	CLAUDIA LARISSA MUNOZ	EARTH DAY FACE PAINTING	880.00	
84074	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	593.43	
84074	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	456.77	
84074	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	276.77	
84074	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE	9.78	
84075	FONTANA CHAMBER OF COMMERCE	POLICE & FIRE EVENT SPONSORSHIP	2,000.00	
84076	FONTANA HERALD NEWS	ADVERTISEMENT-EARTH DAY	155.00	
84077	GARDA CL WEST INC	ARMORED TRANSPORT-MARCH 2023	333.37	
84077	GARDA CL WEST INC	ARMORED TRANSPORT-APRIL 2023	330.96	
84077	GARDA CL WEST INC	ARMORED TRANSPORT-MARCH 2023	51.02	
84078	HAAKER EQUIPMENT COMPANY	2023 New Hydro Excavating Vacuum Truck		412,148.06

**WEST VALLEY WATER DISTRICT**

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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>
84079	HOME DEPOT	MAINTENANCE SUPPLIES	238.86	
84079	HOME DEPOT	MAINTENANCE SUPPLIES	443.11	
84079	HOME DEPOT	METERS SUPPLIES	484.86	
84079	HOME DEPOT	DISTRICT MAINTENANCE	85.18	
84079	HOME DEPOT	DISTRICT MAINTENANCE	13.94	
84080	INLAND EMPIRE UTILITIES AGENCY	MARCH 2023 SERVICES	6,085.51	
84081	JOHNSON'S HARDWARE INC	EARTH DAY SUPPLIES	41.98	
84082	LAW OFFICES OF JULIA SYLVA - A LAW	LEGAL FEES	15,025.00	
84082	LAW OFFICES OF JULIA SYLVA - A LAW	LEGAL FEES	4,255.00	
84082	LAW OFFICES OF JULIA SYLVA - A LAW	LEGAL FEES	3,225.00	
84083	LEAL TREJO ATTORNEYS AT LAW	LEGAL FEES	8,977.50	
84084	LENNAR HOMES	DEPOSITS REFUNDS-CONTINGENCY/METER/VALVE		33,200.00
84084	LENNAR HOMES	DEPOSITS REFUNDS-CONTINGENCY/METER/VALVE		3,480.00
84084	LENNAR HOMES	DEPOSITS REFUNDS-CONTINGENCY/METER/VALVE		44,532.25
84085	MARTIN, JOHN	T2 CERTIFICATION	60.00	
84086	OCCUPATIONAL HEALTH CENTERS OF	HR SERVICES	94.00	
84086	OCCUPATIONAL HEALTH CENTERS OF	HR SERVICES	505.00	
84087	OLGUIN, RUDY	D5 CERTIFICATION TRAINING	181.35	
84087	OLGUIN, RUDY	D5 CERTIFICATION	105.00	
84087	OLGUIN, RUDY	EARTH DAY PRIZES/CANDY	223.25	
84088	PALENCIA CONSULTING ENGINEERS	2023 Watershed Lytle Creek Sanitary Survey	5,600.00	
84089	QUADIENT FINANCE USA INC	POSTAGE METER RENTAL	680.05	
84089	QUADIENT FINANCE USA INC	POSTAGE	1,517.64	
84090	RIALTO WATER SERVICES	ROEMER SEWER SERVICE	67.17	
84091	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	20.00	
84091	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	20.00	
84092	SB COUNTY FIRE PROTECTION DISTRICT	PERMIT FEES WELL#54	455.00	
84093	SO CALIFORNIA EDISON	BLF ELECTRICITY	32.19	
84094	STATE WATER RESOURCES CONTROL BOARD	T4 CERTIFICATION-CARLOS SALCEDO	105.00	
84095	WILLIE W WILLIAMS	LEGAL FEES	5,510.00	
94038	FLOWERS, MARLENE	CUSTOMER REFUND	45.47	
94039	LLC, BLUSV I CA 2650 SOUTH WILLOW AVE	CUSTOMER REFUND	108.62	
DFT0002891	US BANK-CAL CARD (AL)	PUMP EQUIPMENT	3,667.17	
DFT0002891	US BANK-CAL CARD (AL)	GASOLINE-PUMP NOT WORKING	321.80	
DFT0002891	US BANK-CAL CARD (AL)	OFFICE SUPPLIES-COSTCO	115.96	
DFT0002891	US BANK-CAL CARD (AL)	OFFICE SUPPLIES-OFFICE MAX	454.96	
DFT0002891	US BANK-CAL CARD (AL)	DIST REP & MAINTENANCE	75.00	
DFT0002891	US BANK-CAL CARD (AL)	VEHICLE MAINTENANCE	373.60	
DFT0002891	US BANK-CAL CARD (AL)	INTERVIEW PANEL LUNCH	97.89	
DFT0002891	US BANK-CAL CARD (AL)	SUBSCRIPTIONS-NIGP/CAPPO	900.00	
DFT0002891	US BANK-CAL CARD (AL)	CAPPO CONFERENCE-AL ROBLES	929.49	
DFT0002892	US BANK-CAL CARD (HAYDEE)	OFFICE SUPPLIES	72.72	
DFT0002892	US BANK-CAL CARD (HAYDEE)	TRAINING-HR GROUP/IEPMA/ALUMNI/SCPMHR	320.00	
DFT0002892	US BANK-CAL CARD (HAYDEE)	HR MEMBERSHIPS-ACCESS/SCPMA/PAYPAL	220.00	
DFT0002893	US BANK-CAL CARD (JON)	CONTRACTS/LICENSES-ZOOM	531.78	
DFT0002893	US BANK-CAL CARD (JON)	CONTRACTS/LICENSES-GO DADDY	79.99	
DFT0002893	US BANK-CAL CARD (JON)	CONTRACTS/LICENSES-AMAZON WEB	1,269.25	
DFT0002893	US BANK-CAL CARD (JON)	CONTRACTS/LICENSES-LOGMEINPRO	349.99	
DFT0002893	US BANK-CAL CARD (JON)	CONTRACTS/LICENSES-CISCO DUO	300.00	
DFT0002894	US BANK-CAL CARD (SOCORRO)	ACWA REGISTRATION-SOCORRO	799.00	
DFT0002894	US BANK-CAL CARD (SOCORRO)	MEMBERSHIPS-CONSTANT/SO CAL NEWS/ADOBE	568.99	
DFT0002894	US BANK-CAL CARD (SOCORRO)	ACWA AIRFARE-SOCORRO	666.40	
DFT0002894	US BANK-CAL CARD (SOCORRO)	OUTREACH PROGRAM	225.00	
DFT0002895	US BANK-CAL CARD (VAN)	ACWA CONFERENCE-VAN JEW	799.00	
DFT0002895	US BANK-CAL CARD (VAN)	BOARD MEETING MEALS	301.30	

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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>
DFT0002895	US BANK-CAL CARD (VAN)	VEHICLE MAINTENANCE-CAR WASH	44.99	
DFT0002896	US BANK-CAL CARD (YOLANDA)	OFFICE SUPPLIES	39.76	
DFT0002896	US BANK-CAL CARD (YOLANDA)	HR GROUP TRAINING-YOLANDA	40.00	
DFT0002896	US BANK-CAL CARD (YOLANDA)	IEPMA HR TRAINING-HAYDEE	30.00	
DFT0002896	US BANK-CAL CARD (YOLANDA)	WELLNESS PROGRAM	60.00	
DFT0002896	US BANK-CAL CARD (YOLANDA)	RECRUITMENT MEALS	46.16	
DFT0002904	US BANK-CAL CARD (ELVIA)	BOARD MEETING MEALS	878.97	
DFT0002904	US BANK-CAL CARD (ELVIA)	COMMITTEE MEETINGS MEALS	63.94	
DFT0002904	US BANK-CAL CARD (ELVIA)	ACWA AIRFARE-JENKINS	569.17	
DFT0002904	US BANK-CAL CARD (ELVIA)	ACWA AIRFAIRE-GREG YOUNG	796.95	
DFT0002904	US BANK-CAL CARD (ELVIA)	ACWA AIRFARE-CHANNING HAWKINS	539.90	
DFT0002904	US BANK-CAL CARD (ELVIA)	ACWA AIRFARE-KELVIN MOORE	888.88	
DFT0002904	US BANK-CAL CARD (ELVIA)	OFFICE SUPPLIES-OFFICE DEPOT/AMAZON	131.86	
DFT0002905	US BANK-CAL CARD (AL)	DISTRICT REPAIRS/MAINTENANCE	2,485.37	
DFT0002905	US BANK-CAL CARD (AL)	CWWA TRAINING-GILBERT OLIVAREZ	649.00	
DFT0002905	US BANK-CAL CARD (AL)	SCWUA TRAINING-JANET WILLIAMS HARMON	30.00	
DFT0002905	US BANK-CAL CARD (AL)	CROSS CONN SEMINAR LODGING-GILBERT	247.03	
DFT0002905	US BANK-CAL CARD (AL)	ROEMER SUPPLIES	160.29	
DFT0002905	US BANK-CAL CARD (AL)	MAINTENANCE EQUIPMENT	1,701.44	
DFT0002905	US BANK-CAL CARD (AL)	TYLER TRAINING-ALBERTO YULO	1,099.00	
DFT0002905	US BANK-CAL CARD (AL)	TYLER TRAINING-HEIDI HARPER	1,099.00	
DFT0002905	US BANK-CAL CARD (AL)	SHOP SUPPLIES	1,787.50	
DFT0002905	US BANK-CAL CARD (AL)	OFFICE SUPPLIES	863.66	
DFT0002905	US BANK-CAL CARD (AL)	VEHICLES REPAIRS/MAINT	452.07	
DFT0002905	US BANK-CAL CARD (AL)	ENG OPERATING SUPPLIES	463.28	
DFT0002905	US BANK-CAL CARD (AL)	MEMBERSHIPS/SUBSCRIPTIONS-PURCHASING	190.00	
DFT0002905	US BANK-CAL CARD (AL)	PRINTING/ENGRAVING AWARDS & GIFTS	2,990.60	
DFT0002905	US BANK-CAL CARD (AL)	OUTREACH PROGRAM SUPPLIES	642.94	
DFT0002906	US BANK-CAL CARD (ELVIA)	CSDA REGISTRATION-ELVIA DOMINGUEZ	675.00	
DFT0002906	US BANK-CAL CARD (ELVIA)	CSDA REGISTRATION-CHANNING HAWKINS	675.00	
DFT0002906	US BANK-CAL CARD (ELVIA)	BOARD MEETING MEALS	856.28	
DFT0002906	US BANK-CAL CARD (ELVIA)	CSDA LODGING ELVIA DOMINGUEZ	1,324.26	
DFT0002906	US BANK-CAL CARD (ELVIA)	ACWA AIRFARE-GREG YOUNG	153.45	
DFT0002906	US BANK-CAL CARD (ELVIA)	ACWA AIRFARE-CHANNING HAWKINS	441.96	
DFT0002906	US BANK-CAL CARD (ELVIA)	ACWA AIRFARE-DAN JENKINS	451.95	
DFT0002906	US BANK-CAL CARD (ELVIA)	OFFICE SUPPLIES-AMAZON	54.89	
DFT0002907	US BANK-CAL CARD (HAYDEE)	SHIPPING FEES	29.38	
DFT0002907	US BANK-CAL CARD (HAYDEE)	IPHONE MEMORY CHARGE	1.99	
DFT0002907	US BANK-CAL CARD (HAYDEE)	REGISTRATION FEES-HAYDEE SAINZ	20.00	
DFT0002907	US BANK-CAL CARD (HAYDEE)	HR MEMBERSHIPS	369.00	
DFT0002907	US BANK-CAL CARD (HAYDEE)	TRAV EXP-HAYDEE SAINZ	8.00	
DFT0002908	US BANK-CAL CARD (JON)	SRFAX SERVICE	196.80	
DFT0002908	US BANK-CAL CARD (JON)	CONTRACTS LICENSES-ZOOM	531.78	
DFT0002908	US BANK-CAL CARD (JON)	CONTRACTS LICENSES-GO DADDY	79.99	
DFT0002908	US BANK-CAL CARD (JON)	CONTRACTS LICENSES-AMAZON WEB	1,246.99	
DFT0002908	US BANK-CAL CARD (JON)	CONTRACTS LICENSES-CISCO DUO	300.00	
DFT0002909	US BANK-CAL CARD (SOCORRO)	FONTANA CHAMBER-ANGELA GARCIA	35.00	
DFT0002909	US BANK-CAL CARD (SOCORRO)	TRAINING-FONTANA CHAMBER	70.00	
DFT0002909	US BANK-CAL CARD (SOCORRO)	ACWA REGISTRATION SOCORRO	325.00	
DFT0002909	US BANK-CAL CARD (SOCORRO)	SUBSCRIPTIONS-SB SUN/CONSTANT/CAPIO/ADOBE	543.99	
DFT0002909	US BANK-CAL CARD (SOCORRO)	ACWA-MEALS SOCORRO	98.85	
DFT0002909	US BANK-CAL CARD (SOCORRO)	BLOOMINGTON RECREATION REGISTRATION-	50.00	
DFT0002909	US BANK-CAL CARD (SOCORRO)	CAMPAIGNS	7.00	
DFT0002909	US BANK-CAL CARD (SOCORRO)	OUTREACH-EARTH DAY	593.54	
DFT0002910	US BANK-CAL CARD (VAN)	DUE TO WVWD-DANIEL JENKINS	57.00	

**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>
DFT0002910	US BANK-CAL CARD (VAN)	MEETING WITH SBVMWDJOANNE CHAN	23.21	
DFT0002910	US BANK-CAL CARD (VAN)	MEETING WITH SBVMWD	46.39	
DFT0002910	US BANK-CAL CARD (VAN)	ACWA MEALS-KELVIN MOORE	344.97	
DFT0002910	US BANK-CAL CARD (VAN)	MEETING WITH SBVMWD-VAN JEW	23.21	
DFT0002910	US BANK-CAL CARD (VAN)	ACWA-TRANSPORTATION	59.42	
DFT0002910	US BANK-CAL CARD (VAN)	ACWA MEALS VAN JEW	405.92	
DFT0002910	US BANK-CAL CARD (VAN)	ACWA MEALS IEUA	344.98	
DFT0002910	US BANK-CAL CARD (VAN)	ACWA MEALS-GREG YOUNG	390.51	
DFT0002910	US BANK-CAL CARD (VAN)	ACWA MEALS/LODGING-DAN JENKINS	1,726.54	
DFT0002910	US BANK-CAL CARD (VAN)	MEETING WITH SBVMWD-LINDA JADESKI	23.21	
DFT0002910	US BANK-CAL CARD (VAN)	ACWA MEALS-SOCORRO PANTALEON	390.51	
DFT0002911	US BANK-CAL CARD (YOLANDA)	OFFICE SUPPLIES	185.33	
DFT0002911	US BANK-CAL CARD (YOLANDA)	SAFETY LUNCHEON	83.92	
DFT0002911	US BANK-CAL CARD (YOLANDA)	RETIREMENT EXPENSES-BILL KRUEGER	825.00	
DFT0002911	US BANK-CAL CARD (YOLANDA)	WELLNESS PROGRAM	45.00	
SUBTOTALS \$			1,184,023.92	\$ 1,777,990.95
<b>GRAND TOTAL</b>				<b>\$ 2,962,014.87</b>

# Exhibit B

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

<b>Report Month</b>	<b>Description</b>	<b>From</b>	<b>To</b>	<b>Gross Wages Paid</b>
July 2022	Monthly Pay Period #7	06/01/22	06/30/22	7,113.22
July 2022	Pay Period #14	06/24/22	07/08/22	322,603.34
July 2022	Pay Period #15	07/08/22	07/22/22	295,540.63
Total for July 2022				625,257.19
August 2022	Monthly Pay Period #8	07/01/22	07/31/22	7,113.22
August 2022	Pay Period #16	07/22/22	08/05/22	302,888.25
August 2022	Pay Period #17	08/05/22	08/19/22	291,827.03
Total for August 2022				601,828.50
September 2022	Monthly Pay Period #9	08/01/22	08/30/22	7,487.60
September 2022	Pay Period #18	08/19/22	09/02/22	295,994.15
September 2022	Pay Period #19	09/02/22	09/16/22	281,560.23
Total for September 2022				585,041.98
October 2022	Monthly Pay Period #10	09/01/22	09/30/22	8,236.36
October 2022	Pay Period #20	09/16/22	09/30/22	290,932.18
October 2022	Pay Period #21	09/30/22	10/14/22	283,102.95
Total for October 2022				582,271.49
November 2022	Monthly Pay Period #11	10/01/22	10/31/22	9,621.58
November 2022	Pay Period #22	10/14/22	10/28/22	274,535.56
November 2022	Manual Checks			
November 2022	Pay Period #23	10/28/22	11/11/22	359,504.87
Total for November 2022				643,662.01
December 2022	Monthly Pay Period #12	11/01/22	11/30/22	9,630.95
December 2022	Pay Period #24	11/11/22	11/25/22	297,401.31
December 2022	Pay Period #25	11/25/22	12/09/22	316,141.81
December 2022	Pay Period #26	12/09/22	12/23/22	292,536.16
Total for December 2022				915,710.23

**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>
January 2023	Pay Period #1	12/23/22	01/06/23	324,181.41
January 2023	Monthly Pay Period #1	12/01/22	12/31/22	7,075.80
January 2023	Manual Check (Settlement)			75,000.00
January 2023	Pay Period #2	01/06/23	01/20/23	313,404.24
Total for January 2023				719,661.45
February 2023	Monthly Pay Period #2	01/01/23	01/31/23	7,665.45
February 2023	Pay Period #3	01/20/23	02/03/23	323,462.81
February 2023	Pay Period #4	02/03/23	02/17/23	303,763.96
Total for February 2023				634,892.22
March 2023	Monthly Pay Period #3	02/01/23	02/28/23	9,827.50
March 2023	Pay Period #5	02/17/23	03/03/23	314,055.41
March 2023	Pay Period #6	03/03/23	03/17/23	343,837.94
Total for March 2023				667,720.85
April 2023	Monthly Pay Period #4	03/01/23	03/31/23	9,630.95
April 2023	Pay Period #7	03/17/23	03/31/23	301,225.32
April 2023	Pay Period #8	03/31/23	04/14/23	296,744.45
Total for April 2023				607,600.72

**WEST VALLEY WATER DISTRICT  
EFT AND PAYROLL ITEMS  
APRIL 2023**

Date	Item	Check No. or EFT	Amount
04/06/23	Monthly Pay Period #4	none	
04/06/23	Pay Period #7	8901	137.99
04/20/23	Pay Period #8	8902	137.99
	<b>Total Checks</b>		<b><u>275.98</u></b>
04/06/23	Monthly Pay Period #4 Direct Deposits	EFT	7,927.99
04/06/23	Federal Tax Withheld Social Security & Medicare	EFT	1,784.93
04/06/23	State Tax Withheld and State Disability Insurance	EFT	95.36
04/06/23	Pay Period #7 Direct Deposits	EFT	199,224.14
04/06/23	Federal Tax Withheld Social Security & Medicare	EFT	77,596.78
04/06/23	State Tax Withheld and State Disability Insurance	EFT	15,082.14
04/06/23	Lincoln Deferred Compensation Withheld	EFT	14,769.32
04/06/23	Lincoln - Employer Match Benefit	EFT	3,625.00
04/06/23	Nationwide Deferred Compensation Withheld	EFT	4,052.30
04/06/23	Nationwide - Employer Match Benefit	EFT	700.00
04/06/23	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	27,432.78
04/06/23	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	18,285.35
04/06/23	California State Disbursement	EFT	984.46
04/20/23	Pay Period #8 Direct Deposits	EFT	195,871.48
04/20/23	Federal Tax Withheld Social Security & Medicare	EFT	76,136.51
04/20/23	State Tax Withheld and State Disability Insurance	EFT	14,931.26
04/20/23	Lincoln Deferred Compensation Withheld	EFT	14,711.14
04/20/23	Lincoln - Employer Match Benefit	EFT	3,625.00
04/20/23	Nationwide Deferred Compensation Withheld	EFT	4,052.30
04/20/23	Nationwide - Employer Match Benefit	EFT	700.00
04/20/23	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	27,432.75
04/20/23	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	18,398.79
04/20/23	California State Disbursement	EFT	984.46
04/06/23	Sterling Administration (Pay Day 3/23/23)	EFT	639.59
04/20/23	Sterling Administration (Pay Day 4/06/23)	EFT	830.60
04/24/23	Sterling Administration COBRA Setup Fee 2023	EFT	1,200.00
04/25/23	PERS - Replacement Benefit Contribution, RBP	EFT	1,006.45
	<b>Total EFT</b>		<b><u>732,080.88</u></b>
	<b>Grand Total Payroll Cash</b>		<b><u>732,356.86</u></b>





**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** May 24, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** PURCHASE ORDER REPORT - APRIL 2023

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**BACKGROUND:**

The West Valley Water District (“District”) generated thirty-eight (38) Purchase Orders (“PO”) in the month of April 2023 to various vendors that provide supplies and services to the District. The total amount issued to PO’s for the month of April 2023 was **\$495,621.20**. A table listing all PO’s for April 2023 is shown in **Exhibit A**.

There were no Change Orders (“CO”) approved at the General Manager’s approval level during the month of April 2023.

**FISCAL IMPACT:**

There is no fiscal impact for producing the April 2023 Purchase Order Report.

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to approve the April 2023 Purchase Order Report.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ;ar

**ATTACHMENT(S):**

1. Exhibit A - April 2023 Purchase Order Report

# Exhibit A



West Valley Water District, CA

# Purchase Order Summary Report

## Purchase Order Detail

Issued Date Range 04/01/2023 - 04/30/2023

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0341	Clamps for Inv 03/24/23 01657 - CORE & MAIN LP	Completed West Valley Water District	4/3/2023 4/3/2023	0.00	584.64
23-0343	FC Clamps 04/05/23 00160 - FERGUSON ENTERPRISES INC # 677	Outstanding West Valley Water District	4/5/2023 4/5/2023	0.00	3,043.64
23-0344	Meter Box Order 04/05/23 00941 - OLDCASTLE INFRASTRUCTURE INC	Completed West Valley Water District	4/5/2023 4/5/2023	0.00	20,653.50
23-0345	New Office for Board Secretary 01420 - GERALD FABIO	Outstanding West Valley Water District	4/5/2023 4/19/2023	0.00	3,000.00
23-0346	Cisco Umbrella Security Subscription 2023 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	4/5/2023 4/19/2023	0.00	4,402.46
23-0347	1" Meter Order 04/06/23 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	4/6/2023 4/6/2023	0.00	22,906.00
23-0348	Weld Pipe Order 04/06/23 00748 - YO FIRE	Outstanding West Valley Water District	4/6/2023 4/6/2023	0.00	4,569.00
23-0349	EarthDay Ads - 3/30, 4/6, 4/13, 4/20 00880 - INLAND EMPIRE COMMUNITY NEWSPAPERS	Outstanding West Valley Water District	4/3/2023 4/17/2023	0.00	580.00
23-0350	1" Air vac 04/10/23 00029 - INLAND WATER WORKS SUPPLY CO	Completed West Valley Water District	4/10/2023 4/10/2023	0.00	850.95
23-0351	Metrotech Pipeline locator for service truck 202 01469 - WEST COAST TELCOM PRODUCTS	Received West Valley Water District	4/10/2023 4/24/2023	0.00	3,753.25
23-0352	Retrofit vault lid at 855 W Baseline 00206 - MERLIN JOHNSON CONST INC.	Outstanding West Valley Water District	4/10/2023 4/24/2023	0.00	5,600.00
23-0353	Retrofit Vault Lid at 561 W Slover Ave 00206 - MERLIN JOHNSON CONST INC.	Outstanding West Valley Water District	4/10/2023 4/24/2023	0.00	6,000.00
23-0354	Retrofit Vault Lid at 18870 Jurupa Ave 00206 - MERLIN JOHNSON CONST INC.	Outstanding West Valley Water District	4/10/2023 4/24/2023	0.00	5,500.00
23-0355	EZ Street Asphalt mix-special blend 02582 - GRANITE CONSTRUCTION COMPANY	Outstanding West Valley Water District	4/10/2023 4/24/2023	0.00	1,508.50
23-0357	6" Repair Clamp 04/11/23 00029 - INLAND WATER WORKS SUPPLY CO	Completed West Valley Water District	4/11/2023 4/11/2023	0.00	415.00
23-0358	Printing of Tote Bags 02599 - DAVID T QUARSHIE	Partially Received West Valley Water District	4/11/2023 4/25/2023	0.00	2,098.25
23-0359	2" Apco Air Vac 04/11/23 C 00029 - INLAND WATER WORKS SUPPLY CO	Completed West Valley Water District	4/11/2023 4/11/2023	0.00	666.49
23-0360	2" Apco Airvac 04/11/23 B 00029 - INLAND WATER WORKS SUPPLY CO	Completed West Valley Water District	4/11/2023 4/11/2023	0.00	666.49

## Purchase Order Summary Report

Issued Date Range 04/01/2023 - 04/30/2023

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
23-0361	2" Apco Air Vac 04/11/23 A 00029 - INLAND WATER WORKS SUPPLY CO	Completed West Valley Water District	4/11/2023 4/11/2023	0.00	666.49
23-0362	FortiVoice Cloud 02585 - AIRGAP LABS LLC	Outstanding West Valley Water District	4/11/2023 4/25/2023	0.00	49,276.00
23-0363	Booster Station 6-2 #3 14" Replacement Meter 00318 - MCCROMETER INC	Outstanding West Valley Water District	4/11/2023 4/25/2023	0.00	3,919.95
23-0364	Booster Station 3A #4 Replacement Meter 00318 - MCCROMETER INC	Outstanding West Valley Water District	4/10/2023 4/24/2023	0.00	4,381.12
23-0365	Well 18 Replacement Meter 00318 - MCCROMETER INC	Outstanding West Valley Water District	4/10/2023 4/24/2023	0.00	3,919.95
23-0366	New Door for bldg c 01635 - JUST DOORS	Outstanding West Valley Water District	4/12/2023 4/26/2023	0.00	1,861.11
23-0367	6" Ring Gaskets 04/17/23 00748 - YO FIRE	Completed West Valley Water District	4/17/2023 4/17/2023	0.00	600.00
23-0368	Stock Order 04/18/23 00055 - WESTERN WATER WORKS SUPPLY CO INC	Outstanding West Valley Water District	4/18/2023 4/18/2023	0.00	24,577.80
23-0369	Wrought Iron Fencing for Material Yard and Well 42 01745 - WESTBROOK FENCE INC	Outstanding West Valley Water District	4/18/2023 5/2/2023	0.00	158,473.00
23-0370	Rubrik R6404S Enterprise Appliance Backup System 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	4/18/2023 5/2/2023	0.00	106,357.02
23-0371	Tokay - Navigator to TokaySQL Upgrade 01088 - TOKAY SOFTWARE INC	Outstanding West Valley Water District	4/18/2023 5/2/2023	0.00	11,585.00
23-0372	Booster Station 7-1 #2 Replacement Meter 00318 - MCCROMETER INC	Outstanding West Valley Water District	4/18/2023 5/2/2023	0.00	3,687.21
23-0373	Police and Fire Event 01479 - FONTANA CHAMBER OF COMMERCE	Outstanding West Valley Water District	4/18/2023 5/2/2023	0.00	2,000.00
23-0374	Party rentals - Earth Day 01742 - CLASS'E PARTY RENTALS	Completed West Valley Water District	4/18/2023 5/2/2023	0.00	9,119.52
23-0375	Kona Ice Truck _ Earth Day 02591 - SUPER BIRTHDAY INC	Completed West Valley Water District	4/3/2023 4/17/2023	0.00	2,500.00
23-0376	Computer Supplies April 2023 02325 - AMAZON.COM SALES INC	Outstanding West Valley Water District	4/26/2023 5/10/2023	0.00	1,816.30
23-0377	Capacitor for Roemer 02605 - CANYON INDUSTRIES INC	Outstanding West Valley Water District	4/27/2023 5/11/2023	0.00	4,278.00
23-0378	Optiview Assembly for UV system 00743 - TROJAN TECHNOLOGIES INC.	Outstanding West Valley Water District	4/27/2023 5/11/2023	0.00	16,490.00
23-0379	Filter Surveillance 01249 - WESTECH ENGINEERING INC	Outstanding West Valley Water District	4/27/2023 5/11/2023	0.00	2,160.00

**Purchase Order Summary Report**

**Issued Date Range 04/01/2023 - 04/30/2023**

<b>PO Number</b>	<b>Description</b>	<b>Status</b>	<b>Issue Date</b>	<b>Trade Discount</b>	<b>Total</b>
23-0380	<b>Vendor</b> Printable Proximity Cards	<b>Ship To</b> Outstanding	<b>Delivery Date</b> 4/27/2023	0.00	1,154.56
	01470 - CRB SECURITY SOLUTIONS	West Valley Water District	5/11/2023		

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**Purchase Order Count: (38)      Total Trade Discount: 0.00      Total: 495,621.20**



**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** May 24, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** 3-YEAR AGREEMENT FOR UNIFORMS, MATS AND CLEANING CLOTHS WITH UNIFIRST

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**BACKGROUND:**

The West Valley Water District (“District”) has a 3-year contract with UniFirst for uniform and laundering services that will be expiring July 14, 2023. The Purchasing Department solicited three companies to provide proposals for a new 3-year contract for the uniform services as well as in person meetings to discuss the contract, uniform samples and references for each company. Below is a table showing the approximate weekly charge of each company for uniform services.

<b>Company</b>	<b>Approximate Weekly Charge for Uniform Service</b>
UniFirst	\$ 166.30
Aramark	\$ 191.73
Prudential Overall Supply	\$ 213.44

UniFirst was the lowest cost to provide the uniform service and offers the best overall value due to a cooperative purchasing agreement they have with Sourcwell. This price includes new uniforms for all field staff. The District has been satisfied overall with UniFirst in their responsiveness to requests and customer service friendly staff assigned to our account.

With a new 3-year contract UniFirst, is also able to continue providing mats, microfiber towels, and terry cloths used by Operations at a deeply discounted cost through the cooperative purchasing agreement with Sourcwell shown in the table below.

<b>Company</b>	<b>Approximate Weekly Charge for Mats, Microfiber Towels and Terry Cloths</b>
UniFirst	\$ 93.98

Attached in **Exhibit A** are listed the 3 proposals along with UniFirst’s agreement.

**FISCAL IMPACT:**

The total 3-year agreement cost for uniform services, mats, microfiber towels and terry cloths are approximately \$42,667.70. Uniforms, mats, microfiber towels and terry cloths will be budgeted in FY 2023-24 and foreseen as a cost that will be budgeted in future Fiscal Years.

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to authorize entering into a contract with UniFirst in the amount of \$42,667.70 for uniform services, mats, microfiber towels and terry cloths.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

VJ;ar

**ATTACHMENT(S):**

1. Exhibit A - Proposals and UniFirst Agreement



Cost Comparison for:  
WEST VALLEY WATER

**VIP Cost Analysis Program**

Date: 4/12/23

#	Uniform Rental Item Descriptions	Qty.	Current \$ .ea	Current Total	UniFirst \$ .ea	UniFirst Total
*Reduction in Total Cost of Ownership:						<b>20%</b>
*Your Potential Total Annual Savings:						<b>\$2,746.12</b>
*Your Potential 60-Month Savings:						<b>\$13,730.60</b>
3	0102 LSSHT-65/35	205	\$0.19	\$38.95	\$0.16	\$32.80
4	0202 SSSHT-65/35	176	\$0.17	\$29.92	\$0.14	\$24.64
6	10AI PNT-65/35 W/CARGO PKT	195	\$0.36	\$70.20	\$0.28	\$54.60
7	1002 PNT-65/35 PLAIN	88	\$0.33	\$29.04	\$0.22	\$19.36
8	1271 SHORT-MENS 65/35 CARGO 11	12	\$0.30	\$3.60	\$0.25	\$3.00
9	0101 LSSHT-CHINO 100% COTTON	15	\$0.28	\$4.20	\$0.23	\$3.45
10	0201 SSSHT-CHINO 100% COTTON	6	\$0.28	\$1.68	\$0.20	\$1.20
11	10A4 PNT-WOS 65/35 CARGO FLAT	11	\$0.28	\$3.08	\$0.33	\$3.63
12	1001 PNT- 100% COTTON PLAIN FRONT	11	\$0.31	\$3.41	\$0.28	\$3.08
13	1060 PNT WESTERN JEAN PANT	71	\$0.28	\$19.88	\$0.24	\$17.04
14						
15						
16						
★	<b>Total weekly savings:</b>	<b>\$41.16</b>		<b>\$203.96</b>		<b>\$162.80</b>
#		Qty.	Current \$ .ea	Current Total	UniFirst \$ .ea	UniFirst Total
1						
2						
3						
4						
5						
6	DEFE (WEEKLY DELIVERY FEE)	1	\$15.15	\$15.15	\$3.50	\$3.50
7						
8						
9						
10						
11						
13						
14						
15						
16						
★	<b>Total weekly savings:</b>	<b>\$11.65</b>		<b>\$15.15</b>		<b>\$3.50</b>
★	<b>Combined weekly savings:</b>	<b>\$52.81</b>				

\*\*Pricing valid for 30 days from date listed. Our calculated cost is a good faith estimate and may vary if any products have been overlooked or quantities miscounted. Please allow a 5% +/- variance in your review.

**Key Account Manager**

Nicolas Beltran  
700 S Etiwanda Ave #C Ontario CA 91761  
909.900.9180



Cost Comparison for:  
WEST VALLEY WATER-855 W. BASELINE RD

**VIP Cost Analysis Program**

Date: 4/17/23

★	<b>*Reduction in Total Cost of Ownership:</b>					<b>#DIV/0!</b>
★	<b>*Your Potential Total Annual Savings:</b>					<b>\$8,872.76</b>
★	<b>*Your Potential 60-Month Savings:</b>					<b>\$44,363.80</b>
#	Uniform Rental Item Descriptions	Qty.	Current \$ .ea	Current Total	UniFirst \$ .ea	UniFirst Total
3						
4						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
★	<b>Total weekly savings:</b>					
#		Qty.	Current \$ .ea	Current Total	UniFirst \$ .ea	UniFirst Total
1	UL38 LOGO MAT 6X6H	1	\$7.82	\$7.82	\$5.85	\$5.85
2	76GA MAT 3X5 GREAT IMP 2.0	10	\$4.48	\$44.80	\$1.20	\$12.00
3						
4	76GC MAT 3X10 GREAT IMP 2.2	4	\$7.98	\$31.92	\$2.40	\$9.60
5	77F1 MAT-CF ANTIFATIGUE 3X5	1	\$4.38	\$4.38	\$1.20	\$1.20
6	8023 18X18 RED WIPER	100	\$0.25	\$25.00	\$0.05	\$5.00
7	8023 RED WIPER RELACEMENT	8	\$2.00	\$16.00	\$0.26	\$2.08
8	8438 MICROFIBER TOWEL	80	\$0.42	\$33.60	\$0.07	\$5.60
9	8438 MICROFIBER TOWEL REPLACEMENT	6	\$1.95	\$11.70	\$1.08	\$6.48
10	8581 TERRY CLOTH-U1ST BAGGED	50	\$0.34	\$17.00	\$0.09	\$4.50
11	8581 TERRY CLOTH-U1ST BAGGED REPLAC	4	\$2.05	\$8.20	\$0.77	\$3.08
13	DEFE	1	\$27.85	\$27.85	\$2.25	\$2.25
14						
15						
16						
★	<b>Total weekly savings:</b>		<b>\$170.63</b>	<b>\$228.27</b>		<b>\$57.64</b>
★	<b>Combined weekly savings:</b>		<b>\$170.63</b>			

\*\*Pricing valid for 30 days from date listed. Our calculated cost is a good faith estimate and may vary if any products have been overlooked or quantities miscounted. Please allow a 5% +/- variance in your review.

**Key Account Manager**

Nicolas Beltran  
700 S Etiwanda Ave #C Ontario CA 91761  
909.900.9180



Cost Comparison for:  
WEST VALLEY WATER-3010 W. CEDAR RIALTO, CA

**VIP Cost Analysis Program**

Date: 4/17/23

#	Uniform Rental Item Descriptions	Qty.	Current \$.ea	Current Total	UniFirst \$.ea	UniFirst Total
3						
4						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
★	<b>Total weekly savings:</b>					
#		Qty.	Current \$.ea	Current Total	UniFirst \$.ea	UniFirst Total
1						
2						
3	76GB MAT 4X6 GREAT IMP 2.1	6	\$6.53	\$39.18	\$1.92	\$11.52
4	76GC MAT 3X10 GREAT IMP 2.2	3	\$7.98	\$23.94	\$2.40	\$7.20
5	8336 36" MOP	2	\$2.80	\$5.60	\$0.54	\$1.08
6	8023 18X18 RED WIPER	50	\$0.25	\$12.50	\$0.05	\$2.50
7	8023 RED WIPER RELACEMENT	4	\$2.00	\$8.00	\$0.26	\$1.04
8	8438 MICROFIBER TOWEL	20	\$0.42	\$8.40	\$0.07	\$1.40
9	8438 MICROFIBER TOWEL REPLACEMENT	2	\$1.95	\$3.90	\$1.08	\$2.16
10	8581 TERRY CLOTH-U1ST BAGGED	25	\$0.34	\$8.50	\$0.09	\$2.25
11	8581 TERRY CLOTH-U1ST BAGGED REPLAC	2	\$2.05	\$4.10	\$0.77	\$1.54
13	DEFE	1	\$27.85	\$27.85	\$2.25	\$2.25
14	8800 FRESHENER ITEM-TCELL AIR FRESH	2	\$2.93	\$5.86	\$1.70	\$3.40
15						
16						
★	<b>Total weekly savings:</b>			<b>\$147.83</b>		<b>\$36.34</b>
★	<b>Combined weekly savings:</b>					<b>\$111.49</b>

\*\*Pricing valid for 30 days from date listed. Our calculated cost is a good faith estimate and may vary if any products have been overlooked or quantities miscounted. Please allow a 5% +/- variance in your review.

**Key Account Manager**

Nicolas Beltran  
700 S Etiwanda Ave #C Ontario CA 91761  
909.900.9180



**CUSTOMER SERVICE AGREEMENT TERMS**

**REQUIREMENTS SUPPLIED.** Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified in this Agreement ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the prices and upon the terms and conditions set forth herein. Additional Services requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

**PERFORMANCE GUARANTEE.** UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired, and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 60 days. In the event Customer complies with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

**TERM AND RENEWAL.** This Agreement is effective when signed by both the Customer and UniFirst Location Manager and continues in effect for 60 months after installation of Merchandise (for new customers) or any renewal date. This Agreement will be renewed automatically and continuously for multiple successive 60-month periods unless Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date.

**PRICES AND PAYMENTS.** Prices are based on 52 weeks of service per year. Any increase(s) to Service Frequency could result in additional charges. On an annual basis, the prices then in effect will be increased by the greater of the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID: CUUROOOSAG, other goods and services, or by 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within 10 days after receipt of such notice or notation. If Customer declines said additional price increases, UniFirst may terminate this Agreement. Customer also agrees to pay the other charges and minimum weekly charge herein specified. Charges relating to a wearer leaving Customer's employ can be terminated by (1) giving notice thereof to UniFirst and (2) returning or paying for any missing Merchandise issued to that individual. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices.

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments. Customer agrees to pay, and will pay, all applicable sales, use, personal property, and other taxes and assessments arising out of this Agreement.

**DEFE CHARGE.** Customer's invoices may also include a DEFE charge to cover all or portions of certain expenses including:

D = DELIVERY, or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.

E = ENVIRONMENTAL, or expenses (past, present, and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation, and overall regulatory compliance.

F = FUEL, or the gas, diesel fuel, oil, and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.

E = ENERGY, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

**MERCHANDISE.** Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty, or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise. Customer agrees to indemnify and hold harmless UniFirst and its employees and agents from and against all claims, injuries, or damages to any person or property resulting from Customer's or Customer's employee use of the Merchandise, whether or not such claims, injuries or damages arise from any alleged defects in the Merchandise.

*Flame Resistant ("FR") Merchandise* supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

*Visibility Merchandise* is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied satisfied particular ANSI/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

*Healthcare/Food-Related* Customer acknowledges that: (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate for individual Customer's needs; and (2) optional poly-bagging\* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process.

(\* Poly-bag services incur additional charges.)

If any Merchandise supplied hereunder is Merchandise that: (1) UniFirst does not stock for whatever reason (including due to style, color, size or brand); (2) consists of non-UniFirst manufactured or customized FR Merchandise; or (3) consists of Merchandise that has been permanently personalized (in all cases known as "Non-Standard Merchandise"), then, upon the discontinuance of any Service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's Service Program, or due to employee reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-service, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks, or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair. As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect.

**OBLIGATIONS AND REMEDIES.** If Customer breaches or terminates this Agreement before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above), Customer will pay UniFirst, as liquidated damages and not as a penalty (the parties acknowledging that actual damages would be difficult to calculate with reasonable certainty) an amount equal to 50 percent of the average weekly amounts invoiced in the preceding 26 weeks, multiplied by the number of weeks remaining in the current term. These damages will be in addition to all other obligations or amounts owed by Customer to UniFirst, including the return of Standard Merchandise or payment of replacement charges, and the purchase of any Non-Standard Merchandise items as set forth herein.

This Agreement shall be governed by Massachusetts law (exclusive of choice of law). If a dispute arises from or relates in any way to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations. Any matter not resolved through direct negotiations within 30 days shall be resolved exclusively by final and binding arbitration, conducted in the capital city of the state where Customer has its principal place of business (or some other location mutually agreed), pursuant to the Expedited Rules of the Commercial Arbitration Rules of the American Arbitration Association, and governed by the Federal Arbitration Act, to the exclusion of state law inconsistent therewith. The parties will agree upon one (1) Arbitrator to settle the controversy or claim. The successful or substantially prevailing party in any proceeding, including any appeals thereof (as determined by the Arbitrator/court) shall recover all of its costs and expenses including, without limitation, reasonable attorney fees, witness fees, and discovery costs, all of which shall be included in and as a part of the judgment or award rendered hereunder. This provision for Arbitration is specifically enforceable by the parties; the Arbitrator shall have no power to vary or ignore the provisions hereof; and, the decision of the Arbitrator in accordance herewith, may be entered in any court having jurisdiction thereof. Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding.

**MISCELLANEOUS.** The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement or any transactions occurring pursuant hereto or thereto. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement, provided that such assumption shall not relieve Customer of its liabilities hereunder and provided further that any failure by a purchaser or transferee to assume this Agreement shall constitute a breach and early termination of this Agreement resulting in the obligation to pay all amounts on account thereof as set forth in this Agreement. Neither party will be liable for any incidental, consequential, special, or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein means, UniFirst Holdings, Inc. d.b.a. UniFirst.



### SERVICE AGREEMENT

Customer #: \_\_\_\_\_ Use only for current customers

Customer's Service Location (for multiple locations, see attached list)

Customer's Billing Address (if different)

<b>CUSTOMER NAME:</b> West Valley Water District	<b>CUSTOMER NAME:</b> West Valley Water District
<b>ADDRESS:</b> 855 W. Baseline Rd.	<b>ADDRESS:</b> P.O. BOX 920
<b>CITY / STATE / ZIP:</b> Rialto, CA 92376-3103	<b>CITY / STATE / ZIP:</b> Rialto, CA 923770920

#### GARMENTS AND SERVICES ORDERED:

No. of Wearers	MERCHANDISE	NUMBER OF ITEMS PER WEARER*	RATE (per item)**	EASYCARE® RATE (per item)	FREQUENCY	REPLACEMENT CHARGE (per item)
0	Pant, Women's, Cargo-Navy	0	\$0.250	\$0.10	Weekly	\$23.00
5	Pant, Cargo Shorts-Navy	11	\$0.260	\$0.10	Weekly	\$20.00
15	Pant, Cargo-Navy	11	\$0.260	\$0.10	Weekly	\$23.00
2	Pant, Women's, Flat Front-Navy	11	\$0.250	\$0.10	Weekly	\$18.50
0	Shirt, Work, Solid, 65/35 Blend-Light Blue	0	\$0.230	\$0.10	Weekly	\$14.50
35	Shirt, Work, Solid, 65/35 Blend-Light Blue	11	\$0.230	\$0.10	Weekly	\$14.50
20	Pant, Work, 65/35 Blend-Navy	11	\$0.250	\$0.10	Weekly	\$18.50
2	Shirt, Women's Work, 65/35 Blend-Light Blue	11	\$0.230	\$0.10	Weekly	\$14.50

#### ALLIED MERCHANDISE AND SERVICES ORDERED:

MERCHANDISE	QUANTITY*	RATE (per item)	FREQUENCY	MINIMUM BILLED PERCENTAGE	INVENTORY MAINTENANCE	REPLACEMENT CHARGE (per item)
Locker, Soil-Silver Vein	2	\$3.000	Weekly	100%	Not Incl.	\$402.50
Locker, Big 8, Bank-Silver Vein	5	\$3.000	Weekly	100%	Not Incl.	\$632.50

\*Represents total allocated units, including items at Customer's location(s) and items in the process of being laundered.

\*\*There will be an extra charge reflected on your invoice for any non-standard sized garments.

#### ADDITIONAL CHARGES:

DESCRIPTION	RATE	DESCRIPTION	RATE
Service Charge	11% per Week	Company Emblem	\$4.00 per Emblem
Preparation Charge	\$2.00 per Garment	Other Emblem	\$10.00 per Emblem
Bill Assure	0% per Week	Name Emblem	\$2.00 per Emblem
Multi-day Stop Charge	\$20.00 per Additional Stop	Other Charges/Services: _____	_____

Additional Terms/Charges:

Aramark Uniform Services (AUS) will provide Customer with a uniform, apparel and/or allied product (Merchandise) rental, lease and/or processing of customer-owned-goods program. Customer agrees to pay for all of Customer's requirements for rented and/or leased Merchandise according to the terms and conditions of this Agreement and any addendums (which constitute our entire agreement), including increases in inventories or additions in Merchandise. A rental program will be provided unless otherwise specified. AUS will provide regularly scheduled deliveries of rented Merchandise, freshly processed, repaired and finished, and will replace rented and leased Merchandise that is worn out through normal wear at no additional charge. Customer may reduce standard Merchandise and services to accommodate normal turnover of employees. Customer must notify AUS of an employee's termination and will promptly return Merchandise issued to that employee. All other Merchandise reductions may be made with the approval of AUS. Customer agrees that AUS is its exclusive provider of rented and/or leased Merchandise and related services.

This Agreement is effective on the date of the last signature to this Agreement, and will continue for 60 consecutive months following the later of such date or the date Merchandise is first installed. This Agreement will automatically renew for consecutive like terms unless either party gives the other party written notice of termination at least 60 days before the end of the then current term by certified mail, return receipt requested. All rented or leased Merchandise is the property of AUS. Rented and leased Merchandise that is lost or ruined will be promptly paid for by Customer at the then current replacement charge; except for Merchandise ruined through normal wear, ruined Merchandise covered by EasyCare® and Merchandise covered by Inventory Maintenance or Bill Assure.

Terms and Conditions Continued on Next Page

If an "EasyCare®" charge is included, AUS will replace the corresponding Merchandise that is ruined without any additional ruin charge. Merchandise that is ruined as a result of intentional abuse is not covered by EasyCare® and Customer is still responsible for preparation, name and emblem charges. Either party may discontinue EasyCare® by providing written notice to the other party, in which case standard ruin charges will apply.

Merchandise that is not part of Company's standard product is embroidered, silkscreened, logoed or otherwise customized.

If an "Inventory Maintenance" charge is included, AUS will replace the corresponding Merchandise that is lost or ruined by Customer without any additional loss or ruin charges. Merchandise that is lost or ruined as a result of willful misconduct or intentional abuse is not covered by Inventory Maintenance.

Unless specified in writing in this Agreement, the Merchandise supplied is not flame resistant or resistant to hazardous substances and is not designed for use in areas where it may catch fire or where contact with hazardous substances is possible. Customer agrees to indemnify, defend and hold AUS harmless from and against any loss, claim, expense, including attorney's fees, or liability incurred by AUS as a result of the use of the Merchandise in areas where contact with flames or hazardous substances is possible or where it is alleged that the Merchandise was not appropriate for the actual use. Customer will immediately notify AUS of any toxic or hazardous substance introduced onto the Merchandise and agrees to be responsible for any loss, damage or injury experienced by AUS or its employees as a result of the existence of such substances. AUS reserves the right not to handle or process any Merchandise soiled with toxic or hazardous substances. For reflective Merchandise, any garments supplied satisfy specific ANSI/ISEA standards only if so labeled. Customer acknowledges that AUS makes no representation, warranty or covenant regarding the visibility performance of any reflective Merchandise and that reflective properties may be reduced or ultimately lost through laundering. Customer is responsible for determining if additional safety measures are needed under specific conditions.

If a "Bill Assure" charge is included, AUS will replace rented or leased Merchandise that is lost or ruined without any additional loss or ruin charges. Merchandise that is lost or ruined as a result of willful misconduct or intentional abuse is not covered by Bill Assure and Customer is still responsible for preparation, name and emblem charges. Either party may discontinue Bill Assure at any time by providing written notice to the other party, in which case standard loss and ruin charges will apply.

Customer agrees that Customer has selected the Merchandise and is responsible for determining its appropriateness and for the safe and proper use, placement and securing of the Merchandise. **Except as set forth herein, the Merchandise and related services are provided "as is" without warranty of any kind, whether express or implied or statutory, and AUS disclaims any and all implied warranties, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, good and workmanlike manner and non-infringement of third party rights.** In no event will AUS, its affiliates and their respective officers, directors or employees be liable to Customer for any indirect, special, incidental, consequential (including lost revenue or profits), punitive or extraordinary damages.

Each year, on or after the beginning of the month in which the anniversary date of this Agreement occurs, AUS may increase the charges then in effect by the greater of the percentage change in the Consumer Price Index over the previous 12 months or 5%. In addition, charges may be further increased upon written notice (which may be by invoice or monthly statement). Customer may reject any such additional increase by notifying AUS in writing within 15 days of receiving notice of such increase. If Customer rejects an additional increase, AUS reserves the right to terminate this Agreement in whole or in part. In consideration of the sizeable investment AUS is making in Merchandise, Customer agrees that AUS may impose minimum per invoice recurring Merchandise charges equal to the greater of (a) \$25 or (b) 75% of the initial amount of such charges. AUS will charge customer for every week during this Agreement even if Customer requests reduced or no service for a particular week or weeks.

Any controversy or claim arising out of or relating to this Agreement will be settled by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on an arbitration award may be entered in any court having jurisdiction. The parties agree to utilize a single arbitrator and the most expedited process available in the forum where the arbitration is held. In this business-to-business Agreement, the terms are tailored to your specific requirements. Based on the foregoing, you agree to waive any right to bring any class and/or representative action based on any business dispute(s) between us. In the event any action, lawsuit or arbitration is required to be brought for collection of any amount due under this Agreement, Customer agrees to pay all AUS's fees and costs involved in collection, including reasonable attorney's fees.

For customers extended credit, payment terms are net 10 days after the end of the month of delivery. A late payment charge equal to the lesser of 1.5% per month (18% per year) or the maximum permitted by law will be charged by AUS on all past due amounts. AUS may elect at any time to revoke credit privileges. Customer acknowledges that a signed invoice is not required for payment. Customer may be assessed a returned check fee of \$25.00. Customer is responsible for all sales and use taxes.

The performance of AUS's duties under this Agreement may be subject to circumstances beyond AUS's control, including strikes, lockouts, product availability, government acts, wars, and acts of God. AUS's failure to perform under this Agreement because of such events will not be considered a breach.

Service Guaranty: Customer may terminate this Agreement at a location for material deficiencies in service at such location by informing AUS in writing (by certified mail, return receipt requested) of the precise nature of the service deficiencies and allowing AUS at least 30 days to correct or begin to correct the deficiencies. If AUS has not corrected or begun to correct the deficiencies at the location, Customer may then terminate this Agreement at the location by giving AUS 30 days written notice (by certified mail, return receipt requested) containing an explanation of the material deficiencies that AUS has not begun to correct. While AUS will work in good faith to resolve orally communicated issues, Customer agrees that the above writings-based procedure must be followed to terminate this Agreement.

If Customer sells or transfers its business (whether by asset sale, stock sale or otherwise), Customer agrees to require the new owner or operator to assume and become bound by this Agreement.

Customer agrees to pay all loss or ruin charges and all unpaid statements upon any termination or expiration of this Agreement. EasyCare®, Inventory Maintenance and Bill Assure do not cover lost or ruined Merchandise identified in connection with any reduction or elimination of Merchandise or any termination or expiration of this Agreement. If Customer breaches this Agreement or terminates this Agreement early (except in accordance with the above Service Guaranty), in whole or in part, Customer agrees to pay AUS liquidated damages (intended as a good faith pre-estimate of the actual damages AUS would incur and not as a penalty), equal to the greater of (a) 50% of the average weekly charges during the three months prior to termination multiplied by the number of weeks remaining in the current term, or (b) a buyback of all Merchandise in inventory at the then current replacement charge. Upon any expiration or termination of this Agreement, or any reduction or elimination of "Special Merchandise" under this Agreement, Customer will purchase, at the then current replacement charge, all Special Merchandise. "Special Merchandise" is

Customer confirms that, by signing this Agreement, Customer will not breach any existing contract and the person signing this Agreement is duly authorized to do so. This Agreement, the pricing contained in this Agreement and all invoices and other related information provided by AUS shall be considered confidential information of AUS and Customer agrees to hold such information in confidence and not share it with any third party, without the prior written consent of AUS. The parties agree that this Agreement may be signed electronically and in counterparts and that a signed copy of this Agreement delivered by e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement. This Agreement is not binding on AUS until executed by the General Manager of the AUS facility that will provide service to Customer. This Agreement can only be amended in writing signed by an AUS General Manager.

By signing below, Customer agrees to order the merchandise and services referenced herein and further agrees to the terms and conditions contained in this Agreement.

Aramark Uniform Services, a division of ARAMARK Uniform & Career Apparel, LLC

West Valley Water District (909) 644-0837  
Name of Customer Customer Phone #

Rene Alvarado, Account Executive  
AUS Representative Name & Title

\_\_\_\_\_  
Name & Title of Customer Contact

\_\_\_\_\_  
Signature – AUS Representative Date

\_\_\_\_\_  
Signature of Authorized Customer Representative Date

\_\_\_\_\_  
Signature – AUS General Manager Date



**Addendum "A"  
Price Structure  
For  
West Valley Water District**

**GARMENTS**

ITEM	POS CODE	UNIT PRICE	REPLACEMENT VALUE
Industrial Shirt - Professionally Finished	78-42-49	\$0.196	\$22.15
Women's Industrial Shirt - Professionally Finished	19-42-79	\$0.196	\$22.83
Navy Industrial Cargo Pocket Pants	73-44-44-02	\$0.343	\$32.68
Dickies Cargo Pocket Pants	73-48-44-7Q	\$0.35	\$29.85
Budget Protection Program	BPP-CL1	\$0.136	N/A
Industrial Shirt - Professionally Finished	78-42-79	\$0.196	\$22.15

**FACILITY SERVICES\TOWELING\FLATGOODS**

ITEM	POS CODE	UNIT PRICE	REPLACEMENT VALUE
Big8 Eight Bank Locker	2700SV	\$0.00	\$750.00
Maxi Soiled Laundry Lock Up Unit	2703SV	\$0.00	\$562.50

- **Minimum Invoice Amount: \$50.00**
- **Additional Information: Delivery Charge \$10.00**
- **Free Lockers**

**Prudential Overall Supply**

**West Valley Water District**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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





**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** May 24, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** THREE-YEAR AGREEMENT FOR GASOLINE AND DIESEL

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**BACKGROUND:**

The West Valley Water District (“District”) has two above ground 5,200 gallon fuel tanks for gasoline and diesel used by field staff for the fleet. Throughout the year, the Purchasing Division routinely monitors the fuel levels in the tanks and orders fuel as needed through a Blanket Purchase Order.

**DISCUSSION:**

Staff researched and found a contract awarded by the State of California that would be in the best interest of the District to “piggyback” from. Piggybacking is a term used when an agency uses an existing procurement contract from another agency as the justification and documentation to form their own contract directly with the vendor to purchase the same or similar items or services. Under Section 10 Example 10 of the District’s Purchasing/Procurement Policy, piggybacking is permitted as an exception to competitive sourcing thus not requiring the District to conduct a formal solicitation (RFP or RFB). The State of California’s formal solicitation process is substantially similar to that of the District’s process and participation by the District is also allowed per the State of California’s solicitation documents.

The State of California issued their Invitation for Bids (IFB) for Bulk Fuel – Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur on November 1, 2022 and final bids were due on December 13, 2022. A three (3) year contract with the option to extend for two (2) additional one (1) year period(s) was requested. Four companies submitted bids for fuel delivery to San Bernardino County. In evaluating the bids, the State of California used the Oil Price Information Service (OPIS) index and fuel fees for companies to use as a baseline. A differential price was provided by each company as their bid. The composite price was the sum of the OPIS price, fuel fees and differential price provided by each company. This composite price was multiplied by the estimated gallons for each of the fuels requested and a total net price for each fuel was calculated. The sum of all fuels for each company was compared against each other and the lowest bidder for the sum of all the fuels was Pinnacle Petroleum. The State of California ended up awarding the three (3) year contract for fuel to Pinnacle Petroleum which began on March 2, 2023.

The State of California's solicitation and bid evaluation documents are attached as **Exhibit A**.

**FISCAL IMPACT:**

The total 3-year agreement cost for gasoline and diesel is approximately \$450,000.00. Gasoline and diesel will be budgeted in FY-2023-24 and foreseen as a cost that will be budgeted in future fiscal years.

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to authorize participating into the State of California contract with Pinnacle Petroleum in the amount of approximately \$450,000.00 for gasoline and diesel delivery.

Respectfully Submitted,

*Van Jew*

---

Van Jew, Acting General Manager

VJ;ar

**ATTACHMENT(S):**

1. Exhibit A - State of California Solicitation and Bid Evaluation Documents



STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES – PROCUREMENT DIVISION  
INVITATION FOR BID

**Bulk Fuel – Regular Unleaded Gasoline, Ethanol (E85),  
Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra  
Low Sulfur**

EVENT ID 0000023602  
11/1/2022

**BIDS ARE DUE BY: November 22, 2022 at 2:00 PM PT**

**RETURN BID TO:**  
[CMU@dgs.ca.gov](mailto:CMU@dgs.ca.gov)

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(Contract Reference Number 91-02) PD Reference Only  
Business Unit (BU): 77601

**1. SCOPE**

The State of California, Department of General Services, Procurement Division (DGS-PD) is issuing this Invitation for Bid (IFB) to cover the requirements of the State of California for Bulk Fuel – Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur. The contract(s) resulting from this solicitation will be mandatory for all State of California Departments and available for use by participating local agencies.

The term of any contract resulting from this solicitation will be for three (3) years. The contract will contain two (2) extension options for one (1) year or portion thereof. If a mutual agreement for a contract extension cannot be met, the contract will expire at the end of the current contract term.

**2. LOCAL GOVERNMENT PARTICIPATION**

Local government agencies are defined as “any city, county, city and county, district or other local governmental body or corporation empowered to expend public funds for the acquisition of goods, information technology, or services,” reference Public Contract Code (PCC) Section 10298 (a) (b) and 10299 (b). Local governmental agencies shall have the same rights and privileges as the State under the terms of these contracts.

Any local governmental agencies desiring to participate shall be required to submit to the same responsibilities as do State departments and will have no authority to amend, modify or change any condition of these contracts.

**3. CURRENT CONTRACT**

The historical value based on expenditures from the current mandatory statewide contract numbers 1-18-91-02A and 1-18-91-02B for Bulk Fuel – Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur for a 3 year period are as follows:

Unleaded Gasoline - \$124,000,000.00  
Diesel and Red Dyed Diesel - \$41,000,000.00  
Ethanol E85 - \$350,000.00

Anticipated spend broken down by Super District is not available, however, Attachment 1 – Pricing Worksheet, contains the anticipated volume per Super District. This anticipated volume is based on historical purchasing by Super District.

**4. METHOD OF AWARD**

Award will be made by individual Super District to the lowest, responsive and responsible Bidder, including all applicable preference and incentive calculations. In order to be considered for award, all line items within the Super District on Attachment 1 – Pricing Worksheet, and all corresponding line items in Attachment 1a – Non-Award Pricing Worksheet must be bid. Pricing in Attachment 1a – Non-Award Pricing Worksheet will not be included in the Bidder’s total price for evaluation purposes.

There are a total of six (6) Super Districts representing State delivery areas derived from a combination of the twelve (12) Caltrans Districts. See Attachment 5 for defined districts.

## 5. NEGOTIATIONS

The State may elect to enter into negotiations pursuant to Public Contract Code §6611 if conditions exist. Should the State elect to negotiate, the process shall be described in writing and provided to the parties involved prior to commencement of negotiations.

## 6. ALTERNATIVE PROTEST PROCESS

This solicitation/acquisition is being conducted under the provisions of the Alternative Protest Process (Public Contract Code Section 12125, et seq.). By submitting a bid or proposal to this solicitation, the bidder consents to participation in the Alternative Protest Process and agrees that all protests of the proposed award shall be resolved by binding arbitration pursuant to the California Code of Regulations, Title 1, Division 2, Chapter 5. [Link to the Alternative Protest Process regulations:](#)

(<https://www.dgs.ca.gov/OAH/Case-Types/General-Jurisdiction/Resources/Page-Content/General-Jurisdiction-Resources-List-Folder/Laws-and-Regulations/Bid-Protest-Regulations>).

A Notice of Intent to Award for this solicitation will be publicly posted on the Department of General Services Procurement Division webpage and sent via facsimile to any bidder who submits a written request for notice and provided a facsimile number. [DGS/PD webpage link:](#)

(<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/Award-Notifications?search=Award%20Notice>).

During the protest period, any participating bidder may protest the proposed award on the following grounds:

1. For major information technology acquisitions – that there was a violation of the solicitation procedure(s) and that the protesting bidder's bid should have been selected; or
2. For any other acquisition – that the protesting bidder's bid or proposal should have been selected in accordance with the selection criteria in the solicitation document.

A written Notice of Intent to Protest the proposed award of this solicitation must be received (facsimile acceptable) by the Coordinator before the close of business 5 p.m. PST/PDT on the 2<sup>nd</sup> working day after issuing the notice of intent, as specified in the solicitation. Failure to submit a timely, written Notice of Intent to Protest waives bidder's right to protest.

Bidder is to send the notice of protest to:

Alternative Protest Process Coordinator/Dispute Resolution  
Department of General Services  
Procurement Division  
Purchasing Authority Management Section  
707 Third Street, 2nd Floor South  
West Sacramento, CA 95605  
Fax: 916 / 376-6226

Within seven (7) working days after the last day to submit a Notice of Intent to Protest, the Coordinator must receive from the protesting bidder the complete protest filing including the signed, written detailed statement of protest including exhibits, filing fee and deposit or small business certification as applicable. Untimely submission of the complete protest filing waives the bidder's right to protest.

Protest bond requirement: bond amount for this Alternative Protest Process shall be 10 percent of the contract amount as specified in the solicitation. See California Code of Regulations, Title 1, Section 1418.

## 7. RESPONSIBLE BIDDER

DGS-PD may require Bidders to submit evidence of their qualifications. This includes, but is not limited to, personnel in the numbers and with the skills required, equipment of appropriate type and sufficient quantity, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If such information is required, the Bidder will be notified to submit the required information. If the State determines the Bidder is not responsible, the bid will be rejected.

## 8. BIDDER INSTRUCTIONS

The Bidder Instructions include the Bidder's and the State's rights and responsibilities for the bidding process, unless otherwise specified in this solicitation. Bidder Instructions are located at the following link: [Bidder Instructions \(rev 11/09/2011\)](http://www.documents.dgs.ca.gov/dgs/fmc/gsp/dgspd/451.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/gsp/dgspd/451.pdf>).

## 9. ADDENDA

In the event that the solicitation is revised by an addendum, Bidder is required to meet all requirements of the most current addendum, including using any updated forms.

The IFB document is not required to be submitted with the bid. This language supersedes DGSPD-451, Bidder Instructions (rev 11/09/2011) Section 3.b., Solicitation Addendum (Addenda).

## 10. PROCUREMENT OFFICIAL

The Procurement Official contact information for this IFB is listed below:

Amanda Lewis  
Procurement Division  
Department of General Services  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605  
Telephone: (279) 946-7876  
E-mail: [Amanda.Lewis@dgs.ca.gov](mailto:Amanda.Lewis@dgs.ca.gov)  
**Bid Submittal E-mail:** [CMU@dgs.ca.gov](mailto:CMU@dgs.ca.gov)

The Procurement Official shall be the single point of contact. All inquiries and questions must be directed to only this person. Oral communications are discouraged and shall not be binding to the State. Bidders should only rely on written statements issued by the Procurement Official.

Bid submittals shall be sent to the Bid Submittal E-mail address identified above.

## 11. BIDDER QUESTIONS

This IFB addresses all requirements that Bidders must meet to be eligible for consideration. Bidders must carefully read the entire IFB, ask appropriate questions in a timely manner, and make sure all procedures and requirements of the IFB are accurately followed and addressed.

If a Bidder discovers any ambiguity, conflict, discrepancy, omission, or other errors in the IFB, the Bidder shall immediately notify the Procurement Official of such error, in writing, and request clarification or modification of the document.

All questions, comments, and concerns should be immediately directed to the Procurement Official, in writing, no later than four (4) working days prior to bid due date. All questions and/or concerns shall be directed to [Amanda.Lewis@dgs.ca.gov](mailto:Amanda.Lewis@dgs.ca.gov).

## 12. CLARIFYING INFORMATION

During the evaluation and selection process the State may ask the Bidder to clarify their submitted response if the bid contains conflicting information regarding a requirement for which compliance cannot be determined. Clarification will not be requested if the Bidder has been deemed non-compliant to other requirements.

Except for clerical errors, the State will not ask clarifying questions for bids where the response to the requirement is non-compliant as this would result in a change to the bid.

## 13. AGREEMENT COVER LETTER AND CONTRACT PROVISIONS

All Bidders must complete the [Agreement Cover Letter](https://www.dgs.ca.gov/-/media/1DCB49CFFD9642C4ADD9FCEDAB5C1D95.ashx) (<https://www.dgs.ca.gov/-/media/1DCB49CFFD9642C4ADD9FCEDAB5C1D95.ashx>) and include it with the bid. The Agreement Cover Letter (which shall be considered an integral part of the bid) shall be signed by an individual who is authorized to bind the bidding firm contractually. An unsigned Agreement Cover Letter shall cause the bid to be rejected.

By signing the Agreement Cover Letter and submitting a bid, Bidder is agreeing to accept all of the terms and conditions of the [Non-IT General Provisions \(rev 6/21/2022\)](https://www.dgs.ca.gov/-/media/A6E6D65690284867BCEBF3288AC31C5B.ashx) (<https://www.dgs.ca.gov/-/media/A6E6D65690284867BCEBF3288AC31C5B.ashx>) without addition or modification.

Bidder also agrees to comply with all applicable statutes, rules, regulations, and orders of the United States and the State of California.

## 14. SPECIFICATIONS

All products offered must meet or exceed the following specification attachments, entitled:

- Attachment 2a – State of California Bid Specification Number 9130-6166A for Gasoline, Unleaded Regular, dated 7/18/2022.
- Attachment 2b – State of California Bid Specification Number 9130-6166B for Diesel Fuel, Type 2-D, dated 7/18/2022.
- Attachment 2c – State of California Bid Specification Number 9130-6166C for Ethanol E-85, dated 7/18/2022.

## 15. CARB Memorandum of Exemption

Bidder must indicate on Attachment 3 – Narrative Response whether or not they plan to use a CARB memorandum of exemption (MOE) for any of the fuel types required in this IFB. If Bidder's answer is "Yes," Bidder shall be required to submit a copy of the MOE, signed by CARB, with their bid or within five (5) working days after notification from the State. Bidder shall update the MOE as necessary to reflect the contract requirements.

**16. STATE OF CALIFORNIA ENVIRONMENTALLY PREFERABLE PURCHASING (EPP)**

The State of California, DGS-PD is responsible for the implementation of Environmentally Preferable Purchasing (EPP) as mandated by PCC Chapter 6, Sections 12400-12404. By signing the Agreement Cover Letter, the Bidder is certifying that the products offered under this solicitation are in compliance with the Federal Trade Commission’s Guidelines for the Use of Environmental Marketing Terms, per PCC Section 12404.

**17. POSTCONSUMER-CONTENT CERTIFICATION**

State departments are required to report purchases made within eleven (11) product categories in the California Department of Resources Recycling and Recovery’s (CalRecycle), State Agency Buy Recycled Campaign (SABRC) in accordance with PCC Sections 12200-12217.

The products offered as part of this solicitation do not fall within the 11 product categories identified by CalRecycle under PCC Sections 12200-12217, therefore there are no reporting requirements under the SABRC program.

**18. PRICING STRUCTURE**

Contract line items are Bulk Fuel – Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur, that are commonly purchased by the State. These items will be available for purchase by ordering agencies at a fixed contract differential price (offered on Attachment 1 – Pricing Worksheet and Attachment 1a – Non-Award Pricing Worksheet). The State reserves the right to eliminate any specific line item from the final award.

Bidders are required to provide two (2) differentials for each fuel type for every Super District bid. One (1) differential will be for fuel deliveries of 4,000 gallons or fewer. The second differential will be for fuel deliveries of 4,001 gallons or more.

The State will use the Oil Price Information Service (OPIS) to determine Region Base Market Price (RBMP), the CAR Cost Fee (Cap-At-The-Rack), and the LCFS Cost Fee (Low Carbon Fuel Standard). There are a total of six (6) Super Districts represented by the RBMP, CAR Cost Fee, and LCFS Cost Fee for Unleaded Regular Gasoline, Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur. The six (6) Super Districts are identified as Eureka, Sacramento, Fresno, Los Angeles, Barstow, and San Diego. (See Attachment 5 – Caltrans Six (6) Super Districts (A-F) Defined).

For the base price of Ethanol (E85) Fuel, the State will use the weekly price quoted in the OPIS Ethanol & Biodiesel Information Services Publication under the Key Renewable Fuels Regional Averages section for product description E-85 Racks, West Coast.

If an OPIS publication is modified, the State reserves the right to re-establish the base price calculation method or cancel all or part of the contract without prejudice against any party to the contract.

RBMP, CAR Cost Fee, and LCFS Cost Fee will be based on OPIS data and will be posted daily by DGS-PD. For purposes of this IFB, the pricing for the RBMP, CAR Cost Fee and LCFS Cost fee on Attachment 1 – Pricing Worksheet will be from the DGS Daily Fuel Post dated October 27, 2022.

Contract Composite Price for each fuel type shall be calculated according to the following table:

FUEL TYPE	OPIS INDEX	CONTRACT COMPOSITE PRICE
Unleaded Regular Gasoline	“Time of Delivery” “Rack Average” OPIS GROSS CARFG ETHANOL (10.0%).	RBMP + CAR Cost fee + LCFS Cost fee + Differential = Composite Price
Diesel #2 Ultra Low Sulfur	Daily OPIS Closing Benchmark File OPIS GROSS CARB ULTRA LOW SULFUR DISTILLATE PRICES** RACK AVERAGE.	RBMP + CAR Cost fee + LCFS Cost fee + Differential = Composite Price
Red Dyed Diesel Ultra Low Sulfur	OPIS Closing Benchmark File OPIS GROSS CARB ULTRA LOW SULFUR DISTILLATE PRICES** Rack AVERAGE plus (\$0.01/gal).	RBMP + CAR Cost fee + LCFS Cost fee + Differential + .01 per gallon = Composite Price
Ethanol (E85)	OPIS Ethanol & BioDiesel Information Services Publication under the Key Renewable Fuels Regional Averages section for product description E-85 Racks, West Coast.	RMBP + Differential = Composite Price

**Differentials:**

All Differential prices quoted shall be:

- Exempt from: Federal Excise Tax
- Exclusive of: State Sales Tax, Local Sales Tax, California Motor Vehicle Fuel Tax, Leaking Underground Storage Tank Tax, Oil Spill Liability Trust Fund Tax, CAR cost fee, LCFS cost fee, AB 32 Fees.

These taxes and fees shall be listed separately on invoices and shall not be a component of the differential price. Any and all charges, levies, and/or fees not listed above shall be a component of the differential price.

**19. PRICING WORKSHEETS**

Attachment 1 – Pricing Worksheet and Attachment 1a – Non-Award Pricing Worksheet contain the price sheets that the Bidders shall use to enter pricing for the super districts they are proposing. In order to be considered for award, all line items for the Super District bid in Attachment 1 – Pricing Worksheet, and all corresponding line items in Attachment 1a – Non-Award Pricing Worksheet must be bid. Bidders do not need to bid on all super districts. All dollar figures entered in Attachment 1 – Pricing Worksheet must be entered to no more than four (4) decimal places (e.g., \$0.1250). All dollar figures entered in Attachment 1a – Non-Award Pricing Worksheet must be entered to no more than two (2) decimal places (e.g., \$150.00). Upon award, the Bidder’s proposed products listed on Attachment 1 – Pricing Worksheet and Attachment 1a – Non-Award Pricing Worksheet will be the Contract Line Items (CLINs) under the resultant contract.

Bidders are required to provide the following proposed product information for each line item on Attachment 1 – Pricing Worksheet:

- Manufacturer Part Number (OEM #)
- Manufacturer (OEM)
- Bidder's product Stock Keeping Unit Number (SKU#)
- Item Description
- Differential (Attachment 1 – Pricing Worksheet only)

Bidders are required to provide the following proposed product information for each line item on the Attachment 1a – Non-Award Pricing Worksheet:

- UNSPSC Code
- Item Description
- Contract Unit Price

Prices quoted shall be all inclusive. Only the prices submitted in the bid response shall be included in the awarded contract. No other fees can be charged to the customer.

Attachment 1 – Pricing Worksheet, and Attachment 1a – Non-Award Pricing Worksheet must be filled out completely for each Super District bidder is proposing or the bid may be rejected. Yellow cells are mandatory and must be completed. Modifying any other cell in any worksheet may disqualify the Bidder.

**Bidders shall submit one (1) electronic copy in Microsoft Excel format of each of the completed Attachment 1 – Pricing Worksheet, and Attachment 1a – Non-Award Pricing Worksheet with the emailed bid response.**

Failure to submit the Attachment 1 – Pricing Worksheet, and Attachment 1a – Non-Award Pricing Worksheet with the bid response shall result in the bid being considered non-responsive. Please refer to each Worksheet Key tab for field definitions and additional completion instructions.

## **20. QUANTITIES**

The quantities shown in Attachment 1 – Pricing Worksheet, are representative and used for evaluation purposes only. Actual purchases may vary. The State will not guarantee that these quantities will be purchased. Consequently, there is no guaranteed dollar value for this contract. The State will not be obligated to purchase Contractor's excess inventory. The State reserves the right to purchase any quantity of any line item from the resulting contract.

## **21. SALES TAX**

Sales tax is not to be included in the bid response or on Attachment 1 – Pricing Worksheet and Attachment 1a – Non-Award Pricing Worksheet. If awarded the contract, sales tax should be added at time of invoicing. The sales tax rate applied should be based on the rate of the area where the product is to be delivered.

## **22. ADDITIONAL CHARGES (NON – AWARD FACTORS)**

Additional charges may apply under the contract terms. The maximum cost a contractor may charge for additional charges have been determined by the State. Bidders are required to input their cost for

these charges on Attachment 1a – Non-Award Pricing Worksheet. All additional charges are described below:

1. **Emergency Deliveries:** Deliveries requested outside the regular working hours of 8:00 a.m. to 5:00 p.m. and State observed holidays shall be considered an emergency. Orders may be placed by telephone, followed by a purchase order sent to the Contractor by facsimile or US mail. Emergency delivery invoice must accompany the fuel invoice for payment of the emergency delivery fee. The emergency delivery charge shall not exceed \$120.00 per delivery. Emergency Delivery fees are not applicable to late deliveries that occur outside of regular working hours or holidays.
2. **Demurrage Charge:** During normal delivery hours of 8:00 a.m. to 5:00 p.m. the Contractor's truck shall be admitted to the delivery site within five (5) minutes of arrival (excluding security requirements). If the Contractor attempts to deliver fuel to a delivery site and the Contractor's truck is detained beyond the five (5) minute grace period at the delivery site for reasons such as locked gates, unavailable receiving personnel, etc. caused by the ordering agency, the Contractor shall be entitled to Demurrage fee. Demurrage time shall be invoiced separately and supported by appropriate documentation (delivery logs, contact names, etc.). The demurrage time invoice must accompany the fuel invoice for payment of the demurrage fee. The demurrage fee shall not exceed \$2.50 per minute and not exceed \$150.00 per delivery. Charges, if applicable, will be applied to the amount of time the Contractor's truck was detained minus the five (5) minute grace period and not including time for security requirements.
3. **Trip Charge:** During normal delivery hours of 8:00 a.m. to 5:00 p.m., the Contractor's truck, upon arrival, shall be admitted to the delivery site without delay. If the Contractor attempts to deliver fuel to a delivery site and is not admitted to the delivery site for reasons caused by the ordering agency the Contractor shall be paid a trip charge fee. Trip charge time shall be invoiced separately and supported by appropriate documentation (agreed upon delivery time, delivery logs, contact names, etc.). A trip charge fee invoice must accompany the fuel invoice for payment of trip charge fee. The trip charge shall not exceed \$250.00 per delivery.
4. **Standing Time:** The State shall be entitled to standing time for up to one (1) hour at no charge for the purposes of unloading. A maximum charge of \$1.00 per minute shall be assessed for standing time in which the carrier's equipment is detained through no fault of the carrier, in excess of the one free hour. Charged time shall be supported with the appropriate documents. For payment to be processed, the standing time billing must accompany, on a separate invoice, the fuel billing. Start time shall begin when the carrier is ready to hook-up to the fuel tank. Each time shall conclude when carrier disconnects or is finished loading fuel into the tank.
5. **Premium for Less Than Minimum Delivery:** Minimum delivery quantity shall be 70 percent of tank capacity for below ground tanks and 60 percent of tank capacity for above ground tanks. Resultant contract(s) will allow for a 2 percent variance before the fee applies. Deliveries for less than the minimum order quantity shall be delivered at the contract price plus a "PREMIUM" of not more than ten cents (\$0.10) per gallon delivered. For payment to be processed, the Less Than Minimum Delivery Fee billing must accompany, on a separate invoice, the fuel billing. Deliveries for less than the minimum order quantity required for "TANK TESTING" will not be purchased against any contract resulting from this solicitation. If ordered amount meets the minimum

delivery requirement, but upon delivery, the tank will not hold the minimum delivery quantity, the contractor may charge the Premium for Less Than Minimum Delivery on the amount delivered.

- 6. Late Delivery (Charged to the Contractor):** The parties to this agreement acknowledge that the ordering agency shall incur actual damages should the supplier fail to deliver the fuel as specified in the contract delivery requirements. Late Delivery charges must be supported by appropriate documentation (delivery logs, contact names, etc.). It is agreed that the Contractor will pay the ordering agency twenty-five (\$0.25) cents per gallon per order for late delivery of fuel, and the ordering agency will make an adjustment to be reflected on the invoice. Normal delivery working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except State observed holidays. (The Late Delivery Fee is fixed at \$0.25 per gallon).
- 7. Winterization:** Winterization shall be available for purchase from the Contractor during the winter months which typically start the month of October through the month of April each contract year (may vary depending on location). The purchase is available for life of the contract, including any contract extensions. The purchase of winterization shall be added to fuel authorized only by State of California Departments and participating local agencies at a maximum cost of five cents (\$0.05) per gallon.

## **23. NARRATIVE RESPONSE**

The IFB includes some items that require a narrative response. Those items have been listed on Attachment 3 – Narrative Response. Bidders shall input narrative responses on the attachment only, and only for the items requested. If necessary, Bidders may add pages to the attachment to further explain their response.

Bidders shall not input narrative responses within the IFB document, nor should narrative responses be included for items the State did not list on Attachment 3 – Narrative Response.

## **24. SELLER PERMIT AND SECRETARY OF STATE**

Bidders are required to provide their Seller's Permit number and, if a corporation or limited liability company, their Secretary of State (SOS) certification number on Attachment 3 – Narrative Response.

A copy of the Seller's Permit or certification of registration, and, if applicable, the permit or certification of all participating affiliates issued by the California Department of Tax and Fee Administration (CDTFA) must be provided within five (5) working days after request from the State or bid may be deemed non-responsive.

SOS certification must be approved and in "Active" status prior to award of any contract. If a Bidder's SOS certification is not in "Active" status on the bid submission due date, the Bidder will have five (5) working days after notification from the State to provide an "Active" SOS certification.

## **25. CUSTOMER REFERENCES**

Prior to award, at the State's sole discretion, Bidder may be required to submit customer references in order to demonstrate to the State that the Bidder can provide Bulk Fuel – Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur, and can handle the anticipated spend for this solicitation.

Customers are defined as end-users of the product. References from a contractor for which the Bidder did sub-contract work is not acceptable.

Customer references shall:

- Be for work performed within the last five (5) years prior to bid submission due date
- Be for similar product (i.e., sale and distribution of Bulk Fuel – Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur to that requested in this IFB
- In total, must be valued at or above \$9,000,000.00. An accumulation of orders from a single customer or multiple references from different customers totaling the applicable minimum value is acceptable
- Confirm that the Bidder's overall performance of contract requirements was, at minimum, satisfactory

References from the DGS-PD are not acceptable. References for transactions against California Statewide Contracts or other Leveraged Procurement Agreements must be from an ordering department.

If requested, the State will provide the Bidder with the Customer Reference Form. Customer references must be provided on this form only. References submitted in any other format will not be considered. Bidder shall submit Customer Reference Forms within ten (10) working days after notification from the State.

The State may contact customer references to verify the information on the submitted forms. Failure to submit compliant references may result in rejection of the bid.

## 26. DECLARATION FORMS

All Bidders must complete the [Bidder Declaration Form \(GSPD-05-105\)](https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf) (<https://www.documents.dgs.ca.gov/dgs/fmc/gspd/gspd05-105.pdf>) and include it with the bid response. When completing the declaration, Bidders must identify all subcontractors proposed for participation in the contract. Bidders awarded a contract are contractually obligated to use the subcontractors for the corresponding work identified unless the State agrees to a substitution, and it is incorporated by amendment to the contract.

If a Bidder proposes the use of a subcontractor for a portion of the contract, the Bidder agrees that all requirements will be adhered to and that requirements will apply to subcontractors. All subcontractors must comply fully with the administrative and technical requirements that are applicable with the portion of the work being delegated to the subcontractor.

Bidders and any subcontractors who have been certified by California as a DVBE (or who are bidding rental equipment and have obtained the participation of subcontractors certified by California as a DVBE) must also submit a completed [Disabled Veteran Business Enterprise Declaration Form DGS PD 843](http://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd_843.pdf) ([http://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd\\_843.pdf](http://www.documents.dgs.ca.gov/dgs/fmc/gspd/pd_843.pdf)). All disabled veteran owners and disabled veteran managers of the DVBE(s) must sign the form. The completed form should be included with the bid response.

## 27. SOCIOECONOMIC PROGRAMS

This solicitation may include the following socioeconomic programs:

- A. Disabled Veteran Business Enterprise (DVBE) Program Requirements and DVBE Incentive
- B. Small Business Preference
- C. Small Business Nonprofit Veteran Services Agencies (SB/NVSA)
- D. Non-Small Business Subcontractor Preference
- E. Target Area Contract Preference Act (TACPA) Preference

All certified firms must perform a “commercially useful function” in the performance of the contract as defined in Government Code (GC) Section 14837(d)(4).

The Contractor must notify the State Contract Administrator by written notification of any proposed changes in the SB and/or DVBE subcontractors made during the term of the contract. Changes cannot be made without State Contract Administrator approval.

A. Disabled Veteran Business Enterprise (DVBE) Program Requirements and DVBE Incentive:  
This solicitation does not require a minimum DVBE participation percentage. The DVBE participation requirement and DVBE Incentive have been waived.

B. Small Business Preference

A 5 percent bid preference is available to Bidders certified as a small business in accordance with GC 14835 *et seq.* If applicable, Bidders must claim this preference on Attachment 3 – Narrative Response.

Bidders claiming the small business preference must be certified by California as a small business. Completed certification applications and required support documents must be submitted to the Office of Small Business and DVBE Services (OSDS) no later than 5:00 p.m. PT on the bid due date, and the OSDS must be able to approve the application as submitted. The Small Business regulations concerning the application and calculation of the small business preference, small business certification, responsibilities of small business, department certification, and appeals can be viewed in the [California Code of Regulations \(Title 2, Division 2, Chapter 3, Subchapter 8, Section 1896 et seq.\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ABE101D0D49111DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))) ([https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ABE101D0D49111DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=ABE101D0D49111DEBC02831C6D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)))).

C. Small Business Nonprofit Veteran Services Agencies (SB/NVSA)

SB/NVSA prime Bidders meeting requirements specified in the Military and Veterans Code (MVC) Section 999.50 *et seq.* and obtaining a California certification as a small business are eligible for the 5 percent small business preference. If applicable, claim the preference on Attachment 3 – Narrative Response. SB/NVSAAs claiming the small business preference must possess certification by California prior to the day and time bids are due. Questions regarding certification should be directed to the OSDS at (916)375-4940.

D. Non-Small Business Subcontractor Preference

A 5 percent bid preference is available to a non-small business claiming 25 percent (25%) California Certified small business subcontractor participation. If applicable, claim the preference on Attachment 3 – Narrative Response.

**E. Target Area Contract Preference Act (TACPA) Preference**

This solicitation provides for the optional TACPA preference. Bidders are not required to apply for this preference. Denial of the TACPA preference request is not a basis for rejection of the bid.

Bidders desiring to claim the TACPA preference are encouraged to carefully review the [TACPA forms, requirements, and submittal instructions](https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Policy-Training-and-Customer-Service/Dispute-Resolution-Unit) (https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Policy-Training-and-Customer-Service/Dispute-Resolution-Unit). Bidders must complete and submit all applicable preference program forms to be considered for a preference.

The State as part of its evaluation process reserves the right to verify, validate, and clarify all information contained in the bid. This may include, but is not limited to, information from Bidders, manufacturers, subcontractors, and any other sources available at the time of bid evaluation. Bidder refusal to agree to and/or comply with these terms, or failure to provide additional supporting information at the State's request may result in the denial of the preferences requested.

Contracts awarded with the applied preference will be monitored throughout the life of the contract for compliance with statutory, regulatory, and contractual requirements. The State will take appropriate corrective action and apply sanctions as necessary to enforce the preference program.

Any questions regarding the TACPA preference should be directed to [TACPA@dgs.ca.gov](mailto:TACPA@dgs.ca.gov).

**28. COMMERCIALY USEFUL FUNCTION (CUF)**

Suppliers, whether the Bidder or a subcontractor, who have a California certification for one (1) or more of the socio-economic programs (i.e., small business or DVBE), must perform a Commercially Useful Function (CUF) in the resulting contract. CUF is defined in the Military and Veterans Code Section 999(b)(5)(B) for DVBEs and in the Government Code Section 14837(d)(4)(A) for small business as consisting of all of the following:

- Responsibility for the execution of a distinct element of the work
- Actually performing, managing, or supervising the work
- Performing work that is normal for its business services and functions
- Not further subcontracting work that is greater than that expected by normal industry standards
- Responsible, with respect to any products, inventories, materials, and supplies required for the contract, for negotiating price, determining quality and quantity, ordering, installing (if applicable), and making payment

Bidders shall describe in detail how each certified SB and/or DVBE, whether the Bidder or a subcontractor, meets the CUF criteria on Attachment 3, Narrative Response, in accordance with Section 29, Distribution Plan.

A Contractor, subcontractor, or supplier is not considered to perform a CUF if their role is limited to that of an extra participant through which funds are passed in order to obtain the appearance of participation.

At the State's option, Bidders may be required to submit additional written clarifying information regarding CUF. Failure to submit the requested written information, as specified, may be grounds for rejection of the bid.

### **29. DISTRIBUTION PLAN**

Bidder shall describe in detail their Distribution Plan on Attachment 3 – Narrative Response. The Distribution Plan should be the Bidder's written plan for distribution of the products. The plan must clearly show distribution from the manufacturer to the end user, including all points in between specific to the resulting contract only, and the role that the Bidder, as the Contractor of record, will play in the distribution.

This plan should clearly identify all parties, including any subcontractor, DVBE and/or small business participants involved in the execution of this contract and their responsibilities. Work performed by a Bidder or a subcontractor, who is a California certified Small Business and/or DVBE, must perform a Commercially Useful Function (CUF).

### **30. DARFUR CONTRACTING ACT**

Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three (3) years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the DGS to submit a proposal.

A scrutinized company is a company doing business in Sudan as defined in Public Contract Code Section 10476. Scrutinized companies are ineligible to, and cannot, bid on or submit a proposal for a contract with a State agency for goods or services (Public Contract Code Section 10477(a)), unless written permission from the Director of DGS to bid on this procurement has been granted (Public Contract Code Section 10477(b)).

A Bidder is required to submit a completed Darfur Contracting Act form (<https://www.dgs.ca.gov/-/media/CBAFDC111B6C43B09496B8391E11F394.ashx>) if their company currently or within the previous three (3) years has had business activities or other operations outside of the United States. The Darfur Contracting Act form should be submitted with the bid response. If this document is not included in the bid response, Bidder shall provide it within five (5) days after request from the State. Failure to submit required information will result in the bid being considered non-responsive.

If a Bidder has not conducted business outside of the United States in the last three (3) years, this section does not apply. Bidders shall submit their response on Attachment 3 - Narrative Response.

### **31. CALIFORNIA CIVIL RIGHTS LAWS CERTIFICATION**

Pursuant to PCC Section 2010, any Bidder entering into or renewing a contract over \$100,000 on or after January 1, 2017, shall certify all of the following:

- A. That they are in compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code).
- B. That they are in compliance with the California Fair Employment and Housing Act (FEHA) (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).

- C. (1) That any policy that they have against any sovereign nation or peoples recognized by the government of the United States, including, but not limited to, the nation and people of Israel, is not used to discriminate in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the FEHA (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).
- (2) Any policy adopted by a person or actions taken thereunder that are reasonably necessary to comply with federal or state sanctions or laws affecting sovereign nations, or their nationals shall not be construed as unlawful discrimination in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the FEHA (Chapter 7 (commencing with Section 12960) of Part 2.8 of Division 3 of Title 2 of the Government Code).

Bidders are required to submit the [California Civil Rights Laws Certification form](http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ols004.pdf) (<http://www.documents.dgs.ca.gov/dgs/fmc/dgs/ols004.pdf>) with the bid response. Failure to submit this form will result in the bid being considered non-responsive.

### **32. IRAN CONTRACTING ACT**

Pursuant to the Iran Contracting Act of 2010 (PCC Sections 2200 through 2208 are “the Act”), vendors are ineligible to bid on, submit a proposal for, enter into, or renew any contract with the state for goods or services of one million dollars (\$1,000,000) or more if the vendor engages in investment activities in Iran, as defined in the Act. Prior to submitting a bid or proposal and prior to executing any state contract or renewal for goods or services of one million dollars (\$1,000,000) or more, a vendor must complete and return the attached Iran Contract Act Certification form with their bid response certifying that it is not on the list of ineligible vendors prohibited from doing business with the State of California.

Bidders are required to submit the [Iran Contracting Act Certification](https://www.dgs.ca.gov/-/media/A7EE965578CA4CC1A63087423C7BED0C.ashx) (<https://www.dgs.ca.gov/-/media/A7EE965578CA4CC1A63087423C7BED0C.ashx>) with the bid response. Failure to submit this form will result in the bid being considered non-responsive.

### **33. FEDERAL DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY CERTIFICATION**

Expenditures from this contract may involve Federal funds. The Federal Department of Labor requires all State agencies which are expending Federal funds to have in the contract file, a certification by the Contractor that they have not been debarred nor suspended from doing business with the Federal government. Bidders must submit the [Federal Debarment Certification form](https://www.dgs.ca.gov/-/media/D4C59DC1DD754EB4991091E27D02E395.ashx) (<https://www.dgs.ca.gov/-/media/D4C59DC1DD754EB4991091E27D02E395.ashx>) with the bid response. If this document is not submitted with the bid response, Bidder shall provide it within five (5) working days after request from the State. Failure to submit this form will result in the bid being considered non-responsive.

### **34. EXECUTIVE ORDER N-6-22 – RUSSIAN SANCTIONS**

On March 4, 2022, Governor Gavin Newsom issued Executive Order [N-6-22](#) (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. By submitting a bid or proposal, Contractor represents that it is not a target of Economic Sanctions. Should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for rejection of the Contractor’s bid/proposal any time prior to contract execution, or, if determined after contract execution, shall be grounds for termination by the State.

### **35. PAYEE DATA RECORD**

The Bidder to be awarded this contract will be required to complete and sign a [Payee Data Record \(STD 204\)](https://www.dgs.ca.gov/-/media/6E5A30EF583B48CF85DEDAB178FDFC42.ashx) (https://www.dgs.ca.gov/-/media/6E5A30EF583B48CF85DEDAB178FDFC42.ashx) prior to contract award.

### **36. TAX DELINQUENCY**

Pursuant to the Public Contract Code Section 10295.4, prior to executing any State contract or renewal for non-IT goods or services, the contracting department must verify that the Bidder is not on either of the prohibited lists below. If Bidder is on either list, they will be ineligible for contract award.

[FTB Top 500 Delinquent Taxpayers](https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html) (https://www.ftb.ca.gov/about-ftb/newsroom/top-500-past-due-balances/index.html)

[CDTFA Top 500 Sales & Use Tax Delinquencies in California](https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm) (https://www.cdtfa.ca.gov/taxes-and-fees/top500.htm)

### **37. INSURANCE REQUIREMENTS**

The Contractor must maintain in force applicable insurance in accordance with the Non-IT General Provisions (rev 6/21/2022), Article 21 entitled "Insurance." Contractor shall furnish an insurance certificate evidencing required insurance coverage acceptable to the State within five (5) working days of request.

### **38. CONTRACTOR CERTIFICATIONS**

Contractor must maintain an active CARB certification as a motor vehicles fuel distributor as long as it is supplying fuel to the State of California under the resultant contract. Bidder must indicate on Attachment 3 – Narrative Response whether or not they are currently certified as a motor vehicles fuel distributor with CARB.

### **39. PRICE ADJUSTMENTS**

All prices shall be firm fixed for the contract term, including any optional year extensions and no price adjustment will be allowed.

### **40. PRICE DECLINES**

The Contractor shall immediately notify the State Contract Administrator of all manufacturer's price declines and ordering agencies shall receive full benefit of such declines.

### **41. MINIMUM ORDER**

Minimum delivery quantity shall be 70 percent of tank capacity for below ground tanks and 60 percent of tank capacity for above ground tanks. Tank sizes vary and can be as small as 500 gallons. Orders for less than the minimum order quantity shall be delivered at the contract price plus a "Premium" of not more than ten cents (\$0.10) per gallon. Resultant contract(s) will allow for a 2 percent variance before the fee applies. If ordered amount meets the minimum delivery requirement, but upon delivery, the tank will not hold the minimum delivery quantity, the Contractor may charge the Premium for Less Than Minimum Delivery on the amount delivered.

Deliveries for less than the minimum order quantity required for "TANK TESTING" will not be purchased against any contract resulting from this solicitation.

#### **42. CUSTOMER SERVICE**

The Contractor will have a customer service unit that supports this contract. The customer service unit shall provide office and personnel resources for responding to inquiries, including telephone and email coverage weekdays during the hours of 8:00 AM through 5:00 PM (PT).

Contractor shall assign a Contract Manager to act as a contact for all contract-related issues. Contractor Contract Manager information shall be provided prior to award.

#### **43. CONTRACTOR ORDERING INFORMATION**

The Contractor shall accept orders through the following methods:

- Email – An email address to be used by ordering agencies for placing orders is to be in place before the commencement of this contract.
- Facsimile – A facsimile number to be used by ordering agencies for placing orders is to be in place before the commencement of this contract. Facsimile orders must be accepted between the hours of 8:00 AM and 5:00 PM (PT), Monday through Friday.
- Mail – Contractor must have the capability to receive orders by mail in place before the commencement of this contract.

#### **44. ORDER ACCEPTANCE**

The Contractor shall accept orders from any State department or local governmental agency.

The Contractor shall not accept purchase documents for this contract that:

- Are incomplete (required information on purchase documents will be provided during contract implementation)
- Contain non-contract items or items outside the scope of the contract
- Contain non-contract terms and conditions

The Contractor must not refuse to accept orders from any State department or local governmental agency for any other reason without written authorization from the State Contract Administrator.

Note: Contractor(s) have the option to reject orders from CALFIRE during fire season.

#### **45. PURCHASE EXECUTION**

Ordering agencies will submit orders directly to the Contractor via one of the ordering methods in accordance with Section 43, Contractor Ordering Information.

State department orders will be submitted using a Purchasing Authority Purchase Order (Std. 65) or using the Fi\$Cal Purchase Order process.

Local governmental agencies may submit orders on their own purchase document. These purchase documents must contain the same data elements as State department purchase documents.

#### **46. ORDER ACKNOWLEDGEMENT**

The Contractor must provide the ordering agency with an order receipt acknowledgement, either through email or facsimile, within two (2) working days of receipt. Order Acknowledgement will include:

- Ordering Agency Name
- Agency Order Number (Purchase Order Number)
- Total Cost
- Total Quantity of Fuel Ordered in Gallons
- Anticipated Delivery Date

#### **47. DELIVERY LOCATIONS**

Deliveries shall be made statewide to the location specified on the individual purchase order.

Deliveries for orders placed against the contract resulting from this solicitation shall be in accordance with the following:

##### **A. Locations**

Delivery shall be made to the specified location listed on Attachment 4 – Delivery Locations, except by written authorization from DGS-PD contract administrator. All deliveries made in a tank wagon must be metered. Deliveries to remote locations may, by mutual agreement between the receiving location and the Contractor, be delivered on a regularly scheduled “keep full” basis, with no additional charges to the State.

##### **B. Adding Delivery Locations (Modification of Contract)**

Delivery sites may be added, changed or deleted as deemed necessary by DGS-PD. Additional unlisted locations and/or tank changes may be required after original contract award. Differentials for those unlisted locations and/or tank changes shall be consistent with prices for the Super District they are being added to. Only tanks that are 500 gallons or more will be added to the resultant contracts. With the exception of smaller tanks already on Attachment 4 – Delivery Locations, tanks smaller than 500 gallons will be considered outside the scope of the contract.

##### **C. Delivery Equipment**

Contractor will be required to make deliveries at the time specified in vehicles suitable for each individual location, and for the quantity of fuel ordered. These vehicles shall be equipped as required by applicable laws, rules or regulations with all components, such as connectors and hoses of the proper size, length, etc., necessary to successfully complete delivery. All delivery vehicles and/or trailers must have accurate metering equipment to enable state personnel to verify quantities delivered. It is the responsibility of the Contractor to verify the proper connection and hose before the first delivery.

Contractor shall perform all deliveries to facilities in a safe and professional manor.

Contractor’s equipment shall be in good working order condition and all personnel shall be trained in safety measures to preclude accidents endangering personnel or property.

Many of the delivery locations are semi-remote and access may only be possible over narrow, winding, unpaved roads. These roads may often limit delivery to trucks without trailers and in some instances smaller than normal trucks may be required. A lack of familiarity with a delivery location will in no way relieve a contractor from their responsibility to fulfill the terms and conditions of the resulting contract.

In accordance with paragraph 15 of the General Provisions entitled “Delivery,” the Contractor shall strictly adhere to the delivery terms and completion schedule as specified in this solicitation.

Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the Contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default."

#### **48. DELIVERY SCHEDULES**

Delivery of ordered product shall be completed in full within three (3) working days after receipt of an order (ARO), unless otherwise agreed to by the ordering agency. Since receiving hours for each ordering agency will vary by facility, it will be the Contractor's responsibility to check with each facility for their specific delivery hours before delivery occurs.

The Contractor must notify the ordering agency within twelve (12) hours of scheduled delivery time, if delivery cannot be made within the time frame specified on the Order Confirmation.

Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM.

#### **49. URGENT DELIVERY**

Contractor shall make urgent deliveries during regular working hours for minimum delivery requirements within two (2) working days ARO at NO ADDITIONAL COST to the State or local agencies. Urgent deliveries are not anticipated to occur often and should be kept to a minimum by the ordering State or local agencies.

#### **50. DELIVERY SECURITY REQUIREMENTS**

Deliveries may be made to locations inside secure grounds that require prior clearances or special entry procedures for delivery drivers.

Security procedures may vary from facility to facility. The Contractor will be responsible for contacting the secure location for security procedures, hours of operation for deliveries, and service, dress code, and other rules of delivery.

Deliveries that are delayed due to drivers not being cleared to enter secure grounds may be cause for contract default.

#### **51. FREE ON BOARD (F.O.B.) DESTINATION**

All prices offered shall be F.O.B. destination; freight prepaid by the Contractor, to the ordering agency's receiving point. Responsibility and liability for loss or damage for all orders shall remain with the Contractor until final inspection and acceptance, when all responsibility shall pass to the ordering agency, except the responsibility for latent defects, fraud, and the warranty obligations.

#### **52. BILL OF LADING**

Contractor shall provide a Bill of Lading (BOL) with each fuel delivery.

For blended fuels, BOL shall also identify delivered product by component (e.g., volume of type 2D diesel, and volume of additives).

#### **53. INVOICING REQUIREMENTS**

Invoices shall be submitted to the ordering agency within seven (7) calendar days from date of delivery. The Contractor's invoice must include, at a minimum:

- Contractor's name, address, and telephone number
- Contract Number
- Agency Order Number (Purchase Order Number)
- Line-Item Number
- Quantity purchased
- Contract Unit Price and Extension
- State sales and/or use tax
- Prompt payment discounts/cash discounts, if applicable
- Totals for each order

Invoice prices shall be itemized showing the RBMP, CAR Cost fee, LCFS Cost fee, the Differential, and Additional Charges, (region base market price + differential) per gallon, Extension Price, and appropriate taxes and fees.

Invoices and payments shall be for net metered gallons delivered. Contractor must charge the agency for net metered gallons delivered only. Contractor shall provide with invoice a copy of a receipt of gallons delivered. Additionally, a copy of the "Bill of Lading" from the fuel terminal shall accompany all invoices for all deliveries. The Contractor must obtain prior approval from the DGS contract administrator before adding and/or modifying any new changes to the agency invoice.

**State Departments are Federal Excise Tax exempt.** DGS-PD will be responsible for furnishing all applicable exception certificates upon request from the Contractor. Local agencies shall be responsible for furnishing their own applicable exception certificates upon request from the contractor.

The State's obligation to make payment pursuant to the contract is subject to availability of appropriated funds. Receipt of a Purchasing Authority Purchase Order (STD. 65) or Purchase Order in FISCAL under this contract is proof of encumbered funds for that order.

#### **54. CAL-CARD PAYMENT**

Bidders must indicate on Attachment 3 – Narrative Response if the Bidder will or will not accept the State's CAL-Card Visa credit card for order payments.

#### **55. RANDOM SAMPLE COMPLIANCE REVIEW**

The State has the option of randomly sampling offered products after award from any order to ensure compliance to contract requirements. Any products failing random sample review will be replaced by the Contractor free of charge and re-evaluated by the State. The State has the option of removing listed line items that fail random sample compliance review. Notice may be made by phone or email. Failure to submit requested information may be considered a breach of contract and subject the Contractor to Non-IT General Provisions (rev 6/21/2022), Article 26 entitled "Rights and Remedies of State for Default".

The state reserves the right to reject non-compliant fuel. If the test analysis of sampled fuel indicates non-compliance, the supplier shall be responsible for all costs related to the test analysis, removal, and disposal of non-compliant fuel from affected site storage tanks. Contractor may also be liable for any equipment damaged as a result of non-compliant fuel.

## 56. PRODUCT RECALL PROCEDURES

The Contractor shall provide product recall notification, regardless of level, in writing to the State Contract Administrator and each ordering agency through the most expedient method possible. The notices, at a minimum, shall include a complete product description and/or identification, contract number, delivery order number and disposition instructions.

The Contractor shall issue replacement of product or credit for any product removed or recalled. Each ordering agency shall have the option of accepting either replacement product or credit in exchange for recalled/removed products.

## 57. SAFETY DATA SHEET

The Contractor shall provide a Safety Data Sheet for products subject to Title 8 of the California Code of Regulations (CCR), Section 5194, Hazard Communication.

## 58. REPORTING REQUIREMENTS

During the contract period, Contractor is required to submit the reports outlined in this section on a monthly basis. A report template will be provided by the State to the Contractor upon award and shall contain, but will not be limited to, the data elements identified in the subsections below.

Reports shall be provided to the State Contract Administrator, in MS Excel format only, via email by the 15th day following the ending of the reporting period (previous calendar month).

Reports are required every month, including months of no new activity.

### A. Contract Usage Report:

The Contract Usage Report shall detail all invoiced against the contract by both State and local governmental agencies during the specified reporting period.

The report will contain the following elements:

- Supplier Contract Usage ID
- Ordering Agency Name
- State or Local Agency Identifier
- Agency Billing Code
- Purchase Order Number
- Purchase Order Date
- Delivery Date
- Contract Line-Item Number (CLIN)
- UNSPSC Code
- Manufacturer Part Number (OEM #)
- Manufacturer (OEM)
- SKU #/ID #
- Item Description
- Unit of Measure
- Quantity in Unit of Measure
- EPP (Y/N)
- Quantity
- List Price/MSRP
- Index Date/Catalog Version
- Contract Unit Price
- Extended Contract Price Paid
- Group ID/Segment ID
- Total Local Usage
- Total Incentive Fee

### B. SB/DVBE Participation Report:

The SB/DVBE Participation Report shall detail all payments to Small Business (SB) and/or Disabled Veteran Business Enterprise (DVBE) subcontractors during the specified reporting period.

The report will contain the following elements:

- Monthly Sales Total
- Monthly Participation Total
- Monthly Participation
- Ordering Agency Name
- Purchase Order Number
- Purchase Order Date
- Purchase Order Total
- Subcontractor Name
- Subcontractor SB/DVBE Certification #
- Identify Subcontractor as SB/MB/DVBE/NA
- Work Performed or Product Provided
- SB Participation Amount
- DVBE Participation Amount
- Participation Payments to Subcontractors
  - Payment Issued Date
  - Check #
  - Payment Amount

SB/DVBE Participation Commitment Requirement:

Within six (6) months of contract award, the Contractor shall meet or exceed their SB and/or DVBE commitment level on a contract-to-date basis. The State reserves the right to audit records (e.g., cancelled checks, work logs, etc.) to verify the SB/DBVE subcontractors are actually performing the work committed to and being paid accordingly, as reported in the SB/DVBE Participation Report.

The corresponding percent of bid price identified on the Bidder Declaration, represents the percentage of total contract dollars to be paid to the subcontractor.

Example:

- Bidder commits to 3 percent DVBE subcontractor participation on a contract
- Total spend for the contract is \$1,000,000.00.
- Contractor shall pay subcontractor a minimum of \$30,000.00 for work performed under the contract.

C. Aging Debt Report:

The Aging Debt Report must contain the outstanding invoices by State Department for the specified reporting period.

The report will contain the following elements:

- Department Name
- Total Current Debt
- Status of Debt
  - Within Terms
  - 46-60 Days
  - 61-90 Days
  - 91-120 Days
  - Over 120 Days

**D. Ad Hoc Reporting**

The Contractor shall have the ability to provide ad hoc reporting capabilities at no cost to the ordering agency. The Contractor shall permit and provide access to all data that pertains to any procurement action taken by an ordering agency or the State as a whole. The State or ordering agency may make copies of procurement data in any form and the use of such data shall not be restricted. Dependent on future reporting requirements, the State may ask that certain reports to become standard and delivered to the State on a monthly or quarterly basis.

The State reserves the right to request any additional data elements, as deemed necessary, to the reports listed in this section.

**59. LOCAL GOVERNMENTAL AGENCIES INCENTIVE FEE**

For all Local Governmental Agency transactions invoiced against the contract resulting from this solicitation, the Contractor will be required to remit the DGS-PD an Incentive Fee of an amount equal to 1.25 percent of the total purchase order amount excluding taxes and freight. Local Governmental Agencies include cities, counties, and special districts empowered to expend public funds (PCC Section 10298). Local Governmental Agencies also include California non-executive branch departments including the University of California and California State University.

This Incentive Fee shall not be included in the Local Governmental Agency's purchase price, nor invoiced or charged to the ordering agency. All prices quoted to local governmental agency customers shall reflect State contract pricing, including any and all applicable discounts, and shall include no other add-on fees. Payment by the Contractor shall be made monthly to DGS-PD irrespective of payment of invoice by each ordering agency.

Contractor shall submit a payment to the State of California, Department of General Services for the monthly reporting period less freight, taxes, returned products and credits. (Example, if the net Local Governmental Agency sales for a month totals \$100,000.00, the incentive fee due to DGS-PD would be \$1,250.00.)

Failure to submit correct reports and payments on a timely basis shall constitute grounds for default of this contract. Reports and payments are due for the reporting period by the 15th day of the next month in a format to be prescribed by the DGS-PD. (Note: If the due date is on a Saturday or Sunday, the due date will be the Monday following.)

Payment may be made in the form of an electronic payment using PD EPAY or by submitting a check payable to the State of California, Department of General Services. Along with each payment, a Contract Usage Report, filtered in Excel to include only local government agency sales, shall be submitted to the State Contract Administrator. The Contract Usage Report requirements are specified in Section 58, Reporting Requirements, subsection A.

To submit Incentive Fees through PD EPAY, users must register on the DGS-PD [LPA Payment Portal](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Access-LPA-Payment-Portal) (https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Access-LPA-Payment-Portal).

Incentive Fee payments made by check shall be submitted to the following address:

Department of General Services  
Procurement Division  
Contracts Management Unit  
Attn: Amanda Lewis  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605

If a Contractor holds multiple contracts, the Contractor may submit one (1) check per month covering the DGS-PD incentive fee for the total of all local governmental agency purchases. In this case, a separate report is still required for each contract and a list of the total local governmental agency sales for each contract must be included with the check.

#### **60. STATE'S OWN BID DOCUMENTS/SOLICITATION**

Only bids quoted on the State's own bid documents will be considered. Documents include all forms and attachments required to be submitted. Alteration of the State's documents may result in the rejection of the bid. Bids submitted referencing supplier attachments which include terms and conditions that conflict with the State's complete solicitation shall be considered non-responsive and such bids shall be rejected.

#### **61. BID SUBMITTAL**

Bids must be received by the bid due date and time listed on page one (1). Bids received after this date and time will not be considered.

The completed bid response shall be submitted by email as follows:

- Email bids to [CMU@dgs.ca.gov](mailto:CMU@dgs.ca.gov)
- Only bids received to this mailbox will be considered. Bids shall not be sent to any other mailbox
- Email should clearly identify in the Subject Line "Bid Response for Event ID 0000023602"
- Emails will not be opened by the Procurement Official until the required bid due date and time

Emails should not exceed ten (10) megabytes (MB). The State's mail server may automatically reject excessively large emails. Bidder may submit multiple emails if file size exceeds the recommended ten (10) MB. Multiple emails should be identified as follows: 1 of 3, 2 of 3, 3 of 3, etc.

Links to files stored on the internet (e.g., Google Drive, Dropbox) in lieu of attachments are not acceptable, and any documents stored at such links will not be reviewed.

Hard copy bids are discouraged. If a Bidder is unable to email their bid submittal, Bidder shall notify the Procurement Official immediately, but no later than four (4) days prior to bid due date. Upon approval, Bidder may be allowed to submit a hard copy of their bid.

If approved to submit a hard copy bid, Bidder shall submit the Attachment 1 – Pricing Worksheet, and Attachment 1a – Non-Award Pricing Worksheet as follows:

- Bidders shall submit one (1) hard copy and one (1) electronic copy (on a USB in Microsoft Excel format) of the completed Attachment 1 – Pricing Worksheet, and Attachment 1a – Non-Award Pricing Worksheet with the bid response
- If a discrepancy occurs between the hard copies and the electronic copies, the hard copy will take precedence

Faxed bids will not be accepted for this solicitation.

## 62. BID RESPONSE LIST

Bidders shall include the following documents and attachments as required in the IFB. Documents should be provided in the same order as listed below. Document links are contained in each applicable section when not attached to the solicitation.

### Required with Bid Response

Description	Section
<a href="#">Agreement Cover Letter</a>	13
Attachment 1 – Pricing Worksheet	19
Attachment 1a – Non-Award Pricing Worksheet	19
Attachment 3 – Narrative Response	23
<a href="#">California Civil Rights Laws Certification form</a>	31
<a href="#">Iran Contracting Act Certification</a>	32
<a href="#">Bidder Declaration Form (GSPD-05-105)</a>	26

### Requested with Bid Response, required within five (5) working days after notification from the State, before award

Description	Section
CARB Memorandum(s) of Exemption (if applicable)	15
Copy of Seller's Permit	24
<a href="#">Payee Data Record (STD 204)</a>	35
<a href="#">Darfur Contracting Act</a>	30
<a href="#">Disabled Veteran Business Enterprise Declaration Form DGS PD 843</a>	26
<a href="#">Federal Debarment Certification</a>	33

### Required with the Bid Response only if the Bidder is claiming a TACPA preference

Description	Section
<a href="#">Target Area Contract Preference Act (TACPA), request form (Std. 830).</a>	27
<a href="#">Manufacturer's Summary, form (DGS PD 525)</a> for goods only.	27
<a href="#">Bidder's Summary, form (DGS PD 526)</a> for goods and services.	27

**This IFB document is not required to be submitted with bid.**

The State makes no warranty that the response list is a full and comprehensive listing of every requirement specified in the IFB. Checking off the items on the list does not establish the Bidder's intent nor does it constitute responsiveness to the requirements. The list is only a tool to assist participating Bidders in compiling their bid response and does not establish intent nor does it constitute responsiveness to the requirements. Bidders are encouraged to carefully read the entire IFB. The need to verify all documentation and responses prior to the submission of bids cannot be over emphasized.

### 63. PUBLIC COST OPENING

All bids received by the due date and time (see page 1) will be opened and read at a public cost opening. Cost openings will be conducted through Microsoft teams. All participating Bidders and interested parties may attend by using the Microsoft Teams access information below:

Microsoft Teams Meeting Link: [Click here to join the meeting](#)  
Call in: [+1 916-245-8850,,942957904#](#) United States, Sacramento  
Conference ID: 942 957 904#

The cost opening will begin at 2:00 PM PT on the bid due date. Participants are encouraged to call in on time in order to be admitted.

### 64. ATTACHMENTS

The following list identifies the applicable Attachments for this solicitation:

- Attachment 1 – Pricing Worksheet
- Attachment 1a – Non-Award Pricing Worksheet
- Attachment 2a – State of California Bid Specification Number DGS-9130-6166A, dated 7/18/2022
- Attachment 2b – State of California Bid Specification Number DGS-9130-6166B, dated 7/18/2022
- Attachment 2c – State of California Bid Specification Number DGS-9130-6166C, dated 7/18/2022
- Attachment 3 – Narrative Response
- Attachment 4 – Delivery Locations
- Attachment 5 – Caltrans Six (6) Super Districts (A-F) Defined
- Attachment 6 – Daily Fuel Post 10/27/2022

End of Document

**BID EVALUATION WORKSHEET**

Event ID #: 23602  
 Bid Due Date: 12/13/2022  
 Commodity: Bulk Fuel - Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur - Super District A

Lowest Compliant Big Bus:	\$26,373,592.6700
Lowest Compliant Bus:	\$26,373,592.6700

Bidder Name	SB?	DVBE?	TACPA?	Administratively Compliant?	CLIN	Qty	OPIS Price (DGS Daily Fuel Post dated 10/27/2022)	CAR Cost Fee	LCFS Fee	Red Dye \$0.01 per gallon	Differential Price	Bid Evaluation Composite Price	NET Bid Price	Technically Compliant?	Preferences/Incentives Applied							EVALUATION Bid Price	Compliant?			
															Buyers <b>MUST</b> read the instructions/notes for the 25% Subcontracting/DVBE/TACPA % cells (1st tab and/or red corner box - hover over the cell) to make sure they apply preferences only when necessary.									SB (%)	SB Preference Value (\$)	Subcontracting (%)
<b>AAA Oil Inc</b>	Sub	No	0%	Yes									\$28,287,970.1700	Yes	0%	\$0.00	5%	\$50,000.00	0%	\$0.00	0%	\$0.00	\$0.00	\$50,000.00	\$28,237,970.1700	
<b>Super District A 4000 gallons or less</b>																										
Gasoline, Unleaded (87 Octane)					A101	2,500,000	\$3.5374	\$0.2262	\$0.083600			\$0.3750	\$4.2222	\$10,555,500.0000												
Diesel #2 Ultra Low Sulfur					A102	350,000	\$3.8581	\$0.2881	\$0.093605			\$0.4150	\$4.6548	\$1,629,181.7500												
Diesel #2 Ultra Low Sulfur (Red Dyed)					A103	500,000	\$3.8581	\$0.2881	\$0.093605	\$ 0.01		\$0.4150	\$4.6648	\$2,332,402.5000												
Ethanol (E85)					A104	500	\$3.42667					\$2.2500	\$5.6767	\$2,838.3350												
<b>Super District A 4001 gallons or more</b>																										
Gasoline, Unleaded (87 Octane)					A101	2,500,000	\$3.5374	\$0.2262	\$0.083600			\$0.1550	\$4.0022	\$10,005,500.0000												
Diesel #2 Ultra Low Sulfur					A102	350,000	\$3.8581	\$0.2881	\$0.093605			\$0.1775	\$4.4173	\$1,546,056.7500												
Diesel #2 Ultra Low Sulfur (Red Dyed)					A103	500,000	\$3.8581	\$0.2881	\$0.093605	\$ 0.01		\$0.1775	\$4.4273	\$2,213,652.5000												
Ethanol (E85)					A104	500	\$3.42667					\$2.2500	\$5.6767	\$2,838.3350												
<b>Hunt &amp; Sons Inc.</b>	No	No	0%	Yes									\$26,373,592.6700	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$26,373,592.6700	
<b>Super District A 4000 gallons or less</b>																										
Gasoline, Unleaded (87 Octane)					A101	2,500,000	\$3.5374	\$0.2262	\$0.083600			\$0.0175	\$3.8647	\$9,661,750.0000												
Diesel #2 Ultra Low Sulfur					A102	350,000	\$3.8581	\$0.2881	\$0.093605			\$0.0275	\$4.2673	\$1,493,556.7500												
Diesel #2 Ultra Low Sulfur (Red Dyed)					A103	500,000	\$3.8581	\$0.2881	\$0.093605	\$ 0.01		\$0.0275	\$4.2773	\$2,138,652.5000												
Ethanol (E85)					A104	500	\$3.42667					\$0.0175	\$3.4442	\$1,722.0850												
<b>Super District A 4001 gallons or more</b>																										
Gasoline, Unleaded (87 Octane)					A101	2,500,000	\$3.5374	\$0.2262	\$0.083600			-\$0.0475	\$3.7997	\$9,499,250.0000												
Diesel #2 Ultra Low Sulfur					A102	350,000	\$3.8581	\$0.2881	\$0.093605			-\$0.0375	\$4.2023	\$1,470,806.7500												
Diesel #2 Ultra Low Sulfur (Red Dyed)					A103	500,000	\$3.8581	\$0.2881	\$0.093605	\$ 0.01		-\$0.0375	\$4.2123	\$2,106,152.5000												
Ethanol (E85)					A104	500	\$3.42667					-\$0.0225	\$3.4042	\$1,702.0850												
<b>Pinnacle Petroleum Inc.</b>	Sub	No	0%	Yes									\$26,436,330.1700	Yes	0%	\$0.00	5%	\$50,000.00	0%	\$0.00	0%	\$0.00	\$0.00	\$50,000.00	\$26,386,330.1700	
<b>Super District A 4000 gallons or less</b>																										
Gasoline, Unleaded (87 Octane)					A101	2,500,000	\$3.5374	\$0.2262	\$0.083600			\$0.0625	\$3.9097	\$9,774,250.0000												
Diesel #2 Ultra Low Sulfur					A102	350,000	\$3.8581	\$0.2881	\$0.093605			\$0.1192	\$4.3590	\$1,525,651.7500												
Diesel #2 Ultra Low Sulfur (Red Dyed)					A103	500,000	\$3.8581	\$0.2881	\$0.093605	\$ 0.01		\$0.1000	\$4.3498	\$2,174,902.5000												
Ethanol (E85)					A104	500	\$3.42667					\$2.0000	\$5.4267	\$2,713.3350												
<b>Super District A 4001 gallons or more</b>																										
Gasoline, Unleaded (87 Octane)					A101	2,500,000	\$3.5374	\$0.2262	\$0.083600			-\$0.1790	\$3.6682	\$9,170,500.0000												
Diesel #2 Ultra Low Sulfur					A102	350,000	\$3.8581	\$0.2881	\$0.093605			\$0.0029	\$4.2427	\$1,484,946.7500												
Diesel #2 Ultra Low Sulfur (Red Dyed)					A103	500,000	\$3.8581	\$0.2881	\$0.093605	\$ 0.01		\$0.3515	\$4.6013	\$2,300,652.5000												
Ethanol (E85)					A104	500	\$3.42667					\$2.0000	\$5.4267	\$2,713.3350												

BID EVALUATION WORKSHEET

Event ID #: 23602  
Bid Due Date: 12/13/2022  
Commodity: Bulk Fuel - Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur - Super District B

Lowest Compliant Big Bus:	
Lowest Compliant Bus:	\$25,808,118.6300

Bidder Name	SB?	DVBE?	TACPA?	Administratively Compliant?	CLIN	Qty	OPIS Price (DGS Daily Fuel Post dated 10/27/2022)	CAR Cost Fee	LCFS Fee	Red Dye \$0.01 per gallon	Differential Price	Bid Evaluation Composite Price	NET Bid Price	Technically Compliant?	Preferences/Incentives Applied							EVALUATION Bid Price	Compliant?			
															Buyers MUST read the instructions/notes for the 25% Subcontracting/DVBE/TACPA % cells (1st tab and/or red corner box - hover over the cell) to make sure they apply preferences only when necessary.									SB (%)	SB Preference Value (\$)	Subcontracting (%)
<b>AAA Oil Inc.</b>	Sub	No	0%	Yes									\$28,275,078.9300	Yes	0%	\$0.00	5%	\$50,000.00	0%	\$0.00	0%	\$0.00	\$0.00	\$50,000.00	\$28,225,078.9300	
<b>Super District B 4000 gallons or less</b>																										
Gasoline, Unleaded (87 Octane)					B101	3,500,000	\$3.1658	\$0.2262	\$0.083600			\$0.3750	\$3.8506	\$13,477,100.0000												
Diesel #2 Ultra Low Sulfur					B102	175,000	\$3.6843	\$0.2881	\$0.093605			\$0.4150	\$4.4810	\$784,175.8750												
Diesel #2 Ultra Low Sulfur (Red Dyed)					B103	8,000	\$3.6843	\$0.2881	\$0.093605	\$ 0.01		\$0.4150	\$4.4910	\$35,928.0400												
Ethanol (E85)					B104	40,000	\$3.42667					\$2.7500	\$6.1767	\$247,066.8000												
<b>Super District B 4001 gallons or more</b>																										
Gasoline, Unleaded (87 Octane)					B101	3,500,000	\$3.1658	\$0.2262	\$0.083600			\$0.1550	\$3.6306	\$12,707,100.0000												
Diesel #2 Ultra Low Sulfur					B102	175,000	\$3.6843	\$0.2881	\$0.093605			\$0.1775	\$4.2435	\$742,613.3750												
Diesel #2 Ultra Low Sulfur (Red Dyed)					B103	8,000	\$3.6843	\$0.2881	\$0.093605	\$ 0.01		\$0.1775	\$4.2535	\$34,028.0400												
Ethanol (E85)					B104	40,000	\$3.42667					\$2.7500	\$6.1767	\$247,066.8000												
<b>Hunt &amp; Sons Inc.</b>	No	No	0%	Yes									\$25,983,621.4300	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$25,983,621.4300	
<b>Super District B 4000 gallons or less</b>																										
Gasoline, Unleaded (87 Octane)					B101	3,500,000	\$3.1658	\$0.2262	\$0.083600			\$0.0175	\$3.4931	\$12,225,850.0000												
Diesel #2 Ultra Low Sulfur					B102	175,000	\$3.6843	\$0.2881	\$0.093605			\$0.0275	\$4.0935	\$716,363.3750												
Diesel #2 Ultra Low Sulfur (Red Dyed)					B103	8,000	\$3.6843	\$0.2881	\$0.093605	\$ 0.01		\$0.0275	\$4.1035	\$32,828.0400												
Ethanol (E85)					B104	40,000	\$3.42667					\$0.0175	\$3.4442	\$137,766.8000												
<b>Super District B 4001 gallons or more</b>																										
Gasoline, Unleaded (87 Octane)					B101	3,500,000	\$3.1658	\$0.2262	\$0.083600			-\$0.0475	\$3.4281	\$11,998,350.0000												
Diesel #2 Ultra Low Sulfur					B102	175,000	\$3.6843	\$0.2881	\$0.093605			-\$0.0375	\$4.0285	\$704,988.3750												
Diesel #2 Ultra Low Sulfur (Red Dyed)					B103	8,000	\$3.6843	\$0.2881	\$0.093605	\$ 0.01		-\$0.0375	\$4.0385	\$32,308.0400												
Ethanol (E85)					B104	40,000	\$3.42667					-\$0.0475	\$3.3792	\$135,166.8000												
<b>Pinnacle Petroleum Inc.</b>	Sub	No	5%	Yes									\$25,808,118.6300	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$25,808,118.6300	
<b>Super District B 4000 gallons or less</b>																										
Gasoline, Unleaded (87 Octane)					B101	3,500,000	\$3.1658	\$0.2262	\$0.083600			-\$0.0679	\$3.4077	\$11,926,950.0000												
Diesel #2 Ultra Low Sulfur					B102	175,000	\$3.6843	\$0.2881	\$0.093605			\$0.1202	\$4.1862	\$732,585.8750												
Diesel #2 Ultra Low Sulfur (Red Dyed)					B103	8,000	\$3.6843	\$0.2881	\$0.093605	\$ 0.01		\$0.4329	\$4.5089	\$36,071.2400												
Ethanol (E85)					B104	40,000	\$3.42667					\$0.0000	\$3.4267	\$137,066.8000												
<b>Super District B 4001 gallons or more</b>																										
Gasoline, Unleaded (87 Octane)					B101	3,500,000	\$3.1658	\$0.2262	\$0.083600			-\$0.0279	\$3.4477	\$12,066,950.0000												
Diesel #2 Ultra Low Sulfur					B102	175,000	\$3.6843	\$0.2881	\$0.093605			\$0.1702	\$4.2362	\$741,335.8750												
Diesel #2 Ultra Low Sulfur (Red Dyed)					B103	8,000	\$3.6843	\$0.2881	\$0.093605	\$ 0.01		\$0.1855	\$4.2615	\$34,092.0400												
Ethanol (E85)					B104	40,000	\$3.42667					-\$0.1000	\$3.3267	\$133,066.8000												

BID EVALUATION WORKSHEET

Event ID #: 23602  
Bid Due Date: 12/13/2022  
Commodity: Bulk Fuel - Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur - Super District C

Lowest Compliant Big Bus:	
Lowest Compliant Bus:	\$23,142,197.8000

Bidder Name	SB?	DVBE?	TACPA?	Administratively Compliant?	CLIN	Qty	OPIS Price (DGS Daily Fuel Post dated 10/27/2022)	CAR Cost Fee	LCFS Fee	Red Dye \$0.01 per gallon	Differential Price	Bid Evaluation Composite Price	NET Bid Price	Technically Compliant?	Preferences/Incentives Applied							EVALUATION Bid Price	Compliant?		
															Buyers MUST read the instructions/notes for the 25% Subcontracting/DVBE/TACPA % cells (1st tab and/or red corner box - hover over the cell) to make sure they apply preferences only when necessary.									SB (%)	SB Preference Value (\$)
<b>AAA Oil Inc.</b>	Sub	No	0%	Yes									\$24,889,996.6000	Yes	0%	\$0.00	5%	\$50,000.00	0%	\$0.00	0%	\$0.00	\$50,000.00		
<b>Super District C 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					C101	3,000,000	\$3.1281	\$0.2262	\$0.083600			\$0.2950	\$3.7329	\$11,198,700.0000											
Diesel #2 Ultra Low Sulfur					C102	100,000	\$3.6599	\$0.2881	\$0.093605			\$0.3450	\$4.3866	\$438,660.5000											
Diesel #2 Ultra Low Sulfur (Red Dyed)					C103	200,000	\$3.6599	\$0.2881	\$0.093605	\$0.01		\$0.3450	\$4.3966	\$879,321.0000											
Ethanol (E85)					C104	40,000	\$3.42667					\$2.7500	\$6.1767	\$247,066.8000											
<b>Super District C 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					C101	3,000,000	\$3.1281	\$0.2262	\$0.083600			\$0.0975	\$3.5354	\$10,606,200.0000											
Diesel #2 Ultra Low Sulfur					C102	100,000	\$3.6599	\$0.2881	\$0.093605			\$0.1950	\$4.2366	\$423,660.5000											
Diesel #2 Ultra Low Sulfur (Red Dyed)					C103	200,000	\$3.6599	\$0.2881	\$0.093605	\$0.01		\$0.1950	\$4.2466	\$849,321.0000											
Ethanol (E85)					C104	40,000	\$3.42667					\$2.7500	\$6.1767	\$247,066.8000											
<b>Hunt &amp; Sons Inc.</b>	No	No	0%	Yes									\$23,236,296.6000	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$23,236,296.6000	
<b>Super District C 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					C101	3,000,000	\$3.1281	\$0.2262	\$0.083600			\$0.0175	\$3.4554	\$10,366,200.0000											
Diesel #2 Ultra Low Sulfur					C102	100,000	\$3.6599	\$0.2881	\$0.093605			\$0.0275	\$4.0691	\$406,910.5000											
Diesel #2 Ultra Low Sulfur (Red Dyed)					C103	200,000	\$3.6599	\$0.2881	\$0.093605	\$0.01		\$0.0275	\$4.0791	\$815,821.0000											
Ethanol (E85)					C104	40,000	\$3.42667					\$0.0175	\$3.4442	\$137,766.8000											
<b>Super District C 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					C101	3,000,000	\$3.1281	\$0.2262	\$0.083600			-\$0.0475	\$3.3904	\$10,171,200.0000											
Diesel #2 Ultra Low Sulfur					C102	100,000	\$3.6599	\$0.2881	\$0.093605			-\$0.0375	\$4.0041	\$400,410.5000											
Diesel #2 Ultra Low Sulfur (Red Dyed)					C103	200,000	\$3.6599	\$0.2881	\$0.093605	\$0.01		-\$0.0375	\$4.0141	\$802,821.0000											
Ethanol (E85)					C104	40,000	\$3.42667					-\$0.0475	\$3.3792	\$135,166.8000											
<b>Pinnacle Petroleum Inc.</b>	Sub	No	0%	Yes									\$23,142,196.6000	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$23,142,196.6000	
<b>Super District C 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					C101	3,000,000	\$3.1281	\$0.2262	\$0.083600			-\$0.0710	\$3.3669	\$10,100,700.0000											
Diesel #2 Ultra Low Sulfur					C102	100,000	\$3.6599	\$0.2881	\$0.093605			\$0.0476	\$4.0892	\$408,920.5000											
Diesel #2 Ultra Low Sulfur (Red Dyed)					C103	200,000	\$3.6599	\$0.2881	\$0.093605	\$0.01		\$0.0470	\$4.0986	\$819,721.0000											
Ethanol (E85)					C104	40,000	\$3.42667					-\$0.1000	\$3.3267	\$133,066.8000											
<b>Super District C 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					C101	3,000,000	\$3.1281	\$0.2262	\$0.083600			-\$0.0100	\$3.4279	\$10,283,700.0000											
Diesel #2 Ultra Low Sulfur					C102	100,000	\$3.6599	\$0.2881	\$0.093605			\$0.1176	\$4.1592	\$415,920.5000											
Diesel #2 Ultra Low Sulfur (Red Dyed)					C103	200,000	\$3.6599	\$0.2881	\$0.093605	\$0.01		\$0.1839	\$4.2355	\$847,101.0000											
Ethanol (E85)					C104	40,000	\$3.42667					-\$0.1000	\$3.3267	\$133,066.8000											

BID EVALUATION WORKSHEET

Event ID #: 23602  
Bid Due Date: 12/13/2022  
Commodity: Bulk Fuel - Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur - Super District D

Lowest Compliant Big Bus:	\$40,036,543.8950
Lowest Compliant Bus:	\$40,036,543.8950

Bidder Name	SB?	DVBE?	TACPA?	Administratively Compliant?	CLIN	Qty	OPIS Price (DGS Daily Fuel Post dated 10/27/2022)	CAR Cost Fee	LCFS Fee	Red Dye \$0.01 per gallon	Differential Price	Bid Evaluation Composite Price	NET Bid Price	Technically Compliant?	Preferences/Incentives Applied							EVALUATION Bid Price	Compliant?		
															Buyers MUST read the instructions/notes for the 25% Subcontracting/DVBE/TACPA % cells (1st tab and/or red corner box - hover over the cell) to make sure they apply preferences only when necessary.									SB (%)	SB Preference Value (\$)
<b>AAA Oil Inc.</b>	Sub	No	0%	Yes									\$40,960,886.8450	Yes	0%	\$0.00	5%	\$50,000.00	0%	\$0.00	0%	\$0.00	\$50,000.00	\$40,910,886.8450	
<b>Super District D 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					D101	5,500,000	\$3.4219	\$0.2262	\$0.083600			-\$0.0395	\$3.6922	\$20,307,100.0000											
Diesel #2 Ultra Low Sulfur					D102	12,500	\$3.7736	\$0.2881	\$0.093605			\$0.3450	\$4.5003	\$56,253.8125											
Diesel #2 Ultra Low Sulfur (Red Dyed)					D103	30,000	\$3.7736	\$0.2881	\$0.093605	\$0.01		\$0.3450	\$4.5103	\$135,309.1500											
Ethanol (E85)					D104	500	\$3.42667					\$0.0810	\$3.5077	\$1,753.8350											
<b>Super District D 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					D101	5,500,000	\$3.4219	\$0.2262	\$0.083600			-\$0.0450	\$3.6867	\$20,276,850.0000											
Diesel #2 Ultra Low Sulfur					D102	12,500	\$3.7736	\$0.2881	\$0.093605			\$0.1175	\$4.2728	\$53,410.0625											
Diesel #2 Ultra Low Sulfur (Red Dyed)					D103	30,000	\$3.7736	\$0.2881	\$0.093605	\$0.01		\$0.1175	\$4.2828	\$128,484.1500											
Ethanol (E85)					D104	500	\$3.42667					\$0.0250	\$3.4517	\$1,725.8350											
<b>Falcon Fuels</b>	No	No	0%	Yes									\$40,036,543.8950	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$40,036,543.8950	
<b>Super District D 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					D101	5,500,000	\$3.4219	\$0.2262	\$0.083600			-\$0.0335	\$3.6982	\$20,340,100.0000											
Diesel #2 Ultra Low Sulfur					D102	12,500	\$3.7736	\$0.2881	\$0.093605			\$0.0949	\$4.2502	\$53,127.5625											
Diesel #2 Ultra Low Sulfur (Red Dyed)					D103	30,000	\$3.7736	\$0.2881	\$0.093605	\$0.01		\$0.4471	\$4.6124	\$138,372.1500											
Ethanol (E85)					D104	500	\$3.42667					\$0.1078	\$3.5345	\$1,767.2350											
<b>Super District D 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					D101	5,500,000	\$3.4219	\$0.2262	\$0.083600			-\$0.2180	\$3.5137	\$19,325,350.0000											
Diesel #2 Ultra Low Sulfur					D102	12,500	\$3.7736	\$0.2881	\$0.093605			-\$0.0228	\$4.1325	\$51,656.3125											
Diesel #2 Ultra Low Sulfur (Red Dyed)					D103	30,000	\$3.7736	\$0.2881	\$0.093605	\$0.01		-\$0.0178	\$4.1475	\$124,425.1500											
Ethanol (E85)					D104	500	\$3.42667					\$0.0643	\$3.4910	\$1,745.4850											
<b>Hunt &amp; Sons, Inc.</b>	No	No	0%	Yes									\$41,683,667.5950	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$41,683,667.5950	
<b>Super District D 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					D101	5,500,000	\$3.4219	\$0.2262	\$0.083600			\$0.1075	\$3.8392	\$21,115,600.0000											
Diesel #2 Ultra Low Sulfur					D102	12,500	\$3.7736	\$0.2881	\$0.093605			\$0.1275	\$4.2828	\$53,535.0625											
Diesel #2 Ultra Low Sulfur (Red Dyed)					D103	30,000	\$3.7736	\$0.2881	\$0.093605	\$0.01		\$0.1275	\$4.2928	\$128,784.1500											
Ethanol (E85)					D104	500	\$3.42667					\$0.0375	\$3.4642	\$1,732.0850											
<b>Super District D 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					D101	5,500,000	\$3.4219	\$0.2262	\$0.083600			-\$0.0575	\$3.6742	\$20,208,100.0000											
Diesel #2 Ultra Low Sulfur					D102	12,500	\$3.7736	\$0.2881	\$0.093605			-\$0.0275	\$4.1278	\$51,597.5625											
Diesel #2 Ultra Low Sulfur (Red Dyed)					D103	30,000	\$3.7736	\$0.2881	\$0.093605	\$0.01		-\$0.0775	\$4.0878	\$122,634.1500											
Ethanol (E85)					D104	500	\$3.42667					-\$0.0575	\$3.3692	\$1,684.5850											
<b>Pinnacle Petroleum Inc.</b>	Sub	No	5%	Yes									\$41,005,316.5950	Yes	0%	\$0.00	5%	\$50,000.00	0%	\$0.00	5%	\$100,000.00	\$100,000.00	\$40,905,316.5950	
<b>Super District D 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					D101	5,500,000	\$3.4219	\$0.2262	\$0.083600			-\$0.0859	\$3.6458	\$20,051,900.0000											
Diesel #2 Ultra Low Sulfur					D102	12,500	\$3.7736	\$0.2881	\$0.093605			\$0.3692	\$4.5245	\$56,556.3125											
Diesel #2 Ultra Low Sulfur (Red Dyed)					D103	30,000	\$3.7736	\$0.2881	\$0.093605	\$0.01		\$0.3703	\$4.5356	\$136,068.1500											
Ethanol (E85)					D104	500	\$3.42667					\$2.0000	\$5.4267	\$2,713.3350											
<b>Super District D 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					D101	5,500,000	\$3.4219	\$0.2262	\$0.083600			\$0.0090	\$3.7407	\$20,573,850.0000											
Diesel #2 Ultra Low Sulfur					D102	12,500	\$3.7736	\$0.2881	\$0.093605			\$0.3692	\$4.5245	\$56,556.3125											
Diesel #2 Ultra Low Sulfur (Red Dyed)					D103	30,000	\$3.7736	\$0.2881	\$0.093605	\$0.01		\$0.0000	\$4.1653	\$124,959.1500											
Ethanol (E85)					D104	500	\$3.42667					\$2.0000	\$5.4267	\$2,713.3350											

BID EVALUATION WORKSHEET

Event ID #: 23602  
 Bid Due Date: 12/13/2022  
 Commodity: Bulk Fuel - Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur - Super District E

Lowest Compliant Big Bus:	
Lowest Compliant Bus:	\$11,898,783.6650

Bidder Name	SB?	DVBE?	TACPA?	Administratively Compliant?	CLIN	Qty	OPIS Price (DGS Daily Fuel Post dated 10/27/2022)	CAR Cost Fee	LCFS Fee	Red Dye \$0.01 per gallon	Differential Price	Bid Evaluation Composite Price	NET Bid Price	Technically Compliant?	Preferences/Incentives Applied							EVALUATION Bid Price	Compliant?		
															Buyers MUST read the instructions/notes for the 25% Subcontracting/DVBE/TACPA % cells (1st tab and/or red corner box - hover over the cell) to make sure they apply preferences only when necessary.									TOTAL PREFERENCES (\$)	
															SB (%)	SB Preference Value (\$)	Subcontracting (%)	25% SB Subcontracting Preference Value (\$)	25% SB DVBE (%)	DVBE Incentive Value (\$)	TACPA (%)				TACPA Preference Value (\$)
<b>AAA Oil Inc.</b>	Sub	No	0%	Yes									\$12,028,432.9150	Yes	0%	\$0.00	5%	\$50,000.00	0%	\$0.00	0%	\$0.00	\$50,000.00	\$11,978,432.9150	
<b>Super District E 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					E101	1,500,000	\$3.6545	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					E102	50,000	\$4.0049	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					E103	1,500	\$4.0049	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					E104	2,500	\$3.42667																		
<b>Super District E 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					E101	1,500,000	\$3.6545	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					E102	50,000	\$4.0049	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					E103	1,500	\$4.0049	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					E104	2,500	\$3.42667																		
<b>Falcon Fuels</b>	No	No	0%	Yes									\$12,162,624.1150	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$12,162,624.1150	
<b>Super District E 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					E101	1,500,000	\$3.6545	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					E102	50,000	\$4.0049	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					E103	1,500	\$4.0049	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					E104	2,500	\$3.42667																		
<b>Super District E 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					E101	1,500,000	\$3.6545	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					E102	50,000	\$4.0049	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					E103	1,500	\$4.0049	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					E104	2,500	\$3.42667																		
<b>Hunt &amp; Sons Inc.</b>	No	No	0%	Yes									\$12,447,321.7150	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$12,447,321.7150	
<b>Super District E 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					E101	1,500,000	\$3.6545	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					E102	50,000	\$4.0049	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					E103	1,500	\$4.0049	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					E104	2,500	\$3.42667																		
<b>Super District E 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					E101	1,500,000	\$3.6545	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					E102	50,000	\$4.0049	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					E103	1,500	\$4.0049	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					E104	2,500	\$3.42667																		
<b>Pinnacle Petroleum Inc.</b>	Sub	No	0%	Yes									\$11,898,783.6650	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$11,898,783.6650	
<b>Super District E 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					E101	1,500,000	\$3.6545	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					E102	50,000	\$4.0049	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					E103	1,500	\$4.0049	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					E104	2,500	\$3.42667																		
<b>Super District E 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					E101	1,500,000	\$3.6545	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					E102	50,000	\$4.0049	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					E103	1,500	\$4.0049	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					E104	2,500	\$3.42667																		

BID EVALUATION WORKSHEET

Event ID #: 23602  
Bid Due Date: 12/13/2022  
Commodity: Bulk Fuel - Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur - Super District F

Lowest Compliant Big Bus:	
Lowest Compliant Bus:	\$25,575,796.7150

Bidder Name	SB?	DVBE?	TACPA?	Administratively Compliant?	CLIN	Qty	OPIS Price (DGS Daily Fuel Post dated 10/27/2022)	CAR Cost Fee	LCFS Fee	Red Dye \$0.01 per gallon	Differential Price	Bid Evaluation Composite Price	NET Bid Price	Technically Compliant?	Preferences/Incentives Applied							EVALUATION Bid Price	Compliant?		
															Buyers MUST read the instructions/notes for the 25% Subcontracting/DVBE/TACPA % cells (1st tab and/or red corner box - hover over the cell) to make sure they apply preferences only when necessary.									TOTAL PREFERENCE \$ (\$)	
															SB (%)	SB Preference Value (\$)	25% SB Subcontracting (%)	25% SB Subcontracting Preference Value (\$)	DVBE (%)	DVBE Incentive Value (\$)	TACPA (%)				TACPA Preference Value (\$)
<b>AAA Oil Inc.</b>													\$25,790,284.5150	Yes	0%	\$0.00	5%	\$50,000.00	0%	\$0.00	0%	\$0.00	\$50,000.00	\$25,740,284.5150	
<b>Super District F 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					F101	3,500,000	\$3.3634	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					F102	500	\$3.6858	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					F103	1,000	\$3.6858	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					F104	50,000	\$3.42667																		
<b>Super District F 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					F101	3,500,000	\$3.3634	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					F102	500	\$3.6858	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					F103	1,000	\$3.6858	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					F104	50,000	\$3.42667																		
<b>Falcon Fuels</b>													\$26,246,411.3150	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$26,246,411.3150	
<b>Super District F 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					F101	3,500,000	\$3.3634	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					F102	500	\$3.6858	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					F103	1,000	\$3.6858	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					F104	50,000	\$3.42667																		
<b>Super District F 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					F101	3,500,000	\$3.3634	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					F102	500	\$3.6858	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					F103	1,000	\$3.6858	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					F104	50,000	\$3.42667																		
<b>Hunt &amp; Sons Inc.</b>													\$26,253,822.1650	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$26,253,822.1650	
<b>Super District F 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					F101	3,500,000	\$3.3634	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					F102	500	\$3.6858	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					F103	1,000	\$3.6858	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					F104	50,000	\$3.42667																		
<b>Super District F 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					F101	3,500,000	\$3.3634	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					F102	500	\$3.6858	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					F103	1,000	\$3.6858	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					F104	50,000	\$3.42667																		
<b>Pinnacle Petroleum Inc.</b>													\$25,575,793.7150	Yes	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	\$0.00	\$25,575,793.7150	
<b>Super District F 4000 gallons or less</b>																									
Gasoline, Unleaded (87 Octane)					F101	3,500,000	\$3.3634	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					F102	500	\$3.6858	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					F103	1,000	\$3.6858	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					F104	50,000	\$3.42667																		
<b>Super District F 4001 gallons or more</b>																									
Gasoline, Unleaded (87 Octane)					F101	3,500,000	\$3.3634	\$0.2262	\$0.083600																
Diesel #2 Ultra Low Sulfur					F102	500	\$3.6858	\$0.2881	\$0.093605																
Diesel #2 Ultra Low Sulfur (Red Dyed)					F103	1,000	\$3.6858	\$0.2881	\$0.093605	\$0.01															
Ethanol (E85)					F104	50,000	\$3.42667																		

# **Evaluation and Selection Report (ESR)**

For

**Event ID# 0000023602**

**Bulk Fuel – Regular Unleaded  
Gasoline, Ethanol (E85), Diesel #2  
Ultra Low Sulfur, and Red Dyed  
Diesel #2 Ultra Low Sulfur**

**January 18, 2023**

Prepared by:  
Amanda Lewis, Procurement Official  
Department of General Services  
Procurement Division  
707 3<sup>rd</sup> Street, 2<sup>nd</sup> Floor  
West Sacramento, CA 95605

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## 1. SUMMARY AND BACKGROUND

### 1.1 Summary

Event ID# 0000023602 solicited bids for Bulk Fuel – Regular Unleaded Gasoline, Ethanol (E85), Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur. Award is based on the lowest cost bidder by individual Super District who is administratively and technically compliant. The Super Districts are as follows:

- Super District A
- Super District B
- Super District C
- Super District D
- Super District E
- Super District F

The term of the resulting contracts is three (3) years with the option to extend for two (2) additional one (1) year period(s) or portion thereof.

The Invitation for Bid (IFB) was chosen as the procurement method as there were no performance measures to compare or desirables to score.

This IFB was a procurement consisting of a Final bid submittal. The administrative and technical responses were evaluated on a pass/fail basis. Cost was evaluated for a five (5) year contract term.

### 1.2 Background

#### 1.2.1 History

The contracts awarded from IFB DGS Event ID 0000023602 replace the current statewide contracts 1-18-92-01A and 1-18-91-02B expiring on April 29, 2023.

#### 1.2.2 Release of IFB

On November 1, 2022, Event ID# 0000023602 was published in the California State Contracts Register (CSCR).

Two (2) addenda were issued and published in the CSCR as follows:

<b>Date</b>	<b>Type</b>	<b>Summary</b>
November 4, 2022	Change to IFB.	<ul style="list-style-type: none"> <li>• The bid due date was changed from November 22, 2022, to December 13, 2022.</li> </ul>
November 4, 2022	Change to Attachment 5 – Caltrans Six Super Districts Defined.	<ul style="list-style-type: none"> <li>• Original Attachment 5 – Caltrans Six Super Districts Defined was replaced with Attachment 5 - Caltrans Six</li> </ul>

		Super Districts Defined, Addendum 2 which updated Super District C's list of counties.
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1.2.3 Bidders' Conference

No bidders' conference was held.

1.2.4 Questions and Answers (Q&A) and Requests for Change (RFC)

There were three (3) Q&A sets posted and one (1) RFC posted.

RFC Set 1 was posted on 11/4/2022.

Q&A Set 1 was posted on 11/16/2022.

Q&A Set 2 was posted on 11/18/2022.

Q&A Set 3 was posted on 12/9/2022.

1.2.5 Draft Bids

Draft bids were not part of this procurement.

1.2.6 Final Bids

Bids were received on time from four (4) Bidders on December 13, 2022. Bids were submitted from the Bidders listed below:

Bidder	Super Districts Bid
AAA Oil, Inc.	A, B, C, D, E, F
Hunt and Sons Inc.	A, B, C, D, E, F
Falcon Fuels	D, E, F
Pinnacle Petroleum, Inc.	A, B, C, D, E, F

**2. EVALUATION**

2.1 Evaluation and Selection Team

The Bid Evaluation Team consisted of the following individuals:

- Amanda Lewis – DGS-PD Procurement Official
- Scott Fong –DGS-PD Engineer
- Michael Grant – DGS-PD EPP Engineer

2.2 Bidding Requirements – Administrative and Technical Requirements

2.2.1 Administrative

The Team reviewed all submittals for administrative compliance. All Bidders were deemed to be administratively compliant.

### 2.2.2 Technical

The Team reviewed all submittals for technical compliance. All Bidders were deemed to be technically compliant.

### 2.2.3 Material Deviations

There were no material deviations.

### 2.3 Bidding Requirements – Cost

Cost was opened on December 13, 2022. Cost for each Super District was as follows:

#### Super District A:

Bidder	Cost
AAA Oil Inc.	\$28,237,970.1700
Hunt & Sons Inc.	\$26,373,592.6700
Pinnacle Petroleum Inc.	\$26,386,330.1700

#### Super District B:

Bidder	Cost
AAA Oil Inc.	\$28,225,078.9300
Hunt & Sons Inc.	\$25,983,621.4300
Pinnacle Petroleum Inc.	\$25,808,118.6300

#### Super District C:

Bidder	Cost
AAA Oil Inc.	\$24,839,996.6000
Hunt & Sons Inc.	\$23,236,296.6000
Pinnacle Petroleum Inc.	\$23,142,196.6000

#### Super District D:

Bidder	Cost
AAA Oil Inc.	\$40,910,886.8450
Falcon Fuels	\$40,036,543.8950
Hunt & Sons Inc.	\$41,683,667.5950
Pinnacle Petroleum Inc.	\$40,905,316.5950

## Super District E:

Bidder	Cost
AAA Oil Inc.	\$11,978,432.9150
Falcon Fuels	\$12,162,624.1150
Hunt & Sons Inc.	\$12,447,321.7150
Pinnacle Petroleum Inc.	\$11,898,783.6650

## Super District F:

Bidder	Cost
AAA Oil Inc.	\$25,740,284.5150
Falcon Fuels	\$26,246,411.3150
Hunt & Sons Inc.	\$26,253,822.1650
Pinnacle Petroleum Inc.	\$25,575,793.7150

All cost calculations were verified.

During evaluation it was discovered that Attachment 1 – Pricing Worksheet, had a rounding error for the price per gallon of Ethanol (E85). The E85 price per gallon on the Daily Fuel Post has five (5) places past the decimal point. For this solicitation the price per gallon for E85 should have been \$3.42667. The pricing worksheet for this line item in all Super Districts should have shown the E85 price per gallon as \$3.42667. Instead, the price per gallon for E85 showed a rounded price per gallon of \$3.4267. For some line items, the Extended Total Cost calculation used the hidden, unrounded price per gallon, for others, the Extended Total Cost calculation used the rounded price per gallon.

For Super Districts A, B, D, and E the calculation for the contract price and extended price for E85 were based off of the correct price per gallon (\$3.42667). For Super District C, 4000 gallons or less, the calculation for the contract price and extended price were based off of the correct price per gallon (\$3.42667).

For Super District C, category 4001 gallons or more, and Super District F, the calculation for the contract price and extended price were based off of the incorrect price per gallon (\$3.4267).

For fair evaluation purposes for all bids submitted, the State utilized the correct E85 price per gallon of \$3.42667 (unrounded) for all Super Districts to calculate the correct Extended Total Cost. The correction of the E85 price per gallon calculation did not impact which bidder was in line for award.

#### 2.4 Preferences and Incentives

Preferences and incentives were available per IFB Section 27, Socioeconomic Programs.

#### 2.4.1 Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Participation

For the purposes of this solicitation, the Disabled Veteran Business Enterprises (DVBE) participation requirement and DVBE Incentive were waived.

The following compliant Bidders claimed the SB preference. The table below identifies if the preferences were applied:

Bidder	SB %	Prime/ Subcontractor	Applied?	Comments
AAA Oil Inc.	5%	Subcontractor	Yes	<u>Super District A</u> – Applied preference did not result in Bidder having the lowest cost.
Pinnacle Petroleum	5%	Subcontractor	Yes	<u>Super District A</u> – Applied preference did not result in Bidder having the lowest cost.
AAA Oil Inc.	5%	Subcontractor	Yes	<u>Super District B</u> – Applied preference did not result in Bidder having the lowest cost.
Pinnacle Petroleum	5%	Subcontractor	No	<u>Super District B</u> – Bidder was already the lowest complaint bidder.
AAA Oil Inc.	5%	Subcontractor	Yes	<u>Super District C</u> – Applied preference did not result in Bidder having the lowest cost.
Pinnacle Petroleum	5%	Subcontractor	No	<u>Super District C</u> – Bidder was already the lowest complaint bidder.
AAA Oil Inc.	5%	Subcontractor	Yes	<u>Super District D</u> – Applied preference did not result in Bidder having the lowest cost.
Pinnacle Petroleum	5%	Subcontractor	Yes	<u>Super District D</u> – Applied preference did not result in Bidder having the lowest cost.

Bidder	SB %	Prime/ Subcontractor	Applied?	Comments
AAA Oil Inc.	5%	Subcontractor	Yes	<u>Super District E</u> – Applied preference did not result in Bidder having the lowest cost.
Pinnacle Petroleum	5%	Subcontractor	No	<u>Super District E</u> – Bidder was already the lowest compliant bidder.
AAA Oil Inc.	5%	Subcontractor	Yes	<u>Super District F</u> – Applied preference did not result in Bidder having the lowest cost.
Pinnacle Petroleum	5%	Subcontractor	No	<u>Super District F</u> – Bidder was already the lowest compliant bidder.

#### 2.4.2 TACPA

The following compliant Bidders claimed the TACPA preference. The table below identifies if the preferences were applied:

Bidder	TACPA %	Super District	Applied?	Comments
Pinnacle Petroleum Inc.	5%	B	No	Bidder was already the lowest compliant bidder.
Pinnacle Petroleum Inc.	5%	D	Yes	Applied preference did not result in Bidder having the lowest cost.

### 3. SUMMARY

The Team verified the following information:

- The proposed awardees were determined responsible.
- The proposed awardees were determined responsive.
- The proposed awardees met or exceeded the technical requirements.
- Based on the analysis of the pricing, the pricing is fair and reasonable

#### 4. RECOMMENDATION

In accordance with IFB Section 4, Method of Award, the Team recommends the following:

Super District	Bidder	Award Value
A	Hunt & Sons Inc.	\$26,373,592.67
B	Pinnacle Petroleum	\$25,808,118.63
C	Pinnacle Petroleum	\$23,142,196.60
D	Falcon Fuels	\$40,036,543.90
E	Pinnacle Petroleum	\$11,898,783.67
F	Pinnacle Petroleum	\$25,575,793.72

# LPA Contract Details

## Contract ID 1-23-91-02B

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Contract Type  
Statewide Contract

Acquisition Type  
NON-IT Goods

Status  
Active

Description  
Bulk Fuel - Regular Unleaded Gasoline, Ethanol (E85), Diesel #2, and Red Dyed Diesel #2

Supplier Name  
PINNACLE PETROLEUM INC

Supplier ID  
0000013085

Begin Date  
03/02/2023

Expire Date  
03/01/2026

## Contract Administrator

---

Buyer  
Amanda Lewis

Email  
amanda.lewis@dgs.ca.gov

Department  
DGS - Statewide  
Procurement

Phone

## Attachments

1-5 of 9

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### Attachment File

User\_Instructions\_91-02B.docx

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**Attachment File**

Attachment\_A\_-\_Contract\_Pricing\_Super\_Districts\_B,C,E,F.xlsx

Attachment\_B\_-\_Delivery\_Locations\_Super\_Dist\_B.pdf

Attachment\_B\_-\_Delivery\_Locations\_Super\_Dist\_C.pdf

Attachment\_B\_-\_Delivery\_Locations\_Super\_Dist\_E.pdf

1 of 1

**Contract Line Items**

Item ID	Description	UOM	Unit Price	UNSPSC UNSPSC	UNSPSC Description	MFG Name	MFG Item ID	EPP/SABRC	Status
	Bulk Fuel - Regular Unleaded Gasoline, Ethanol (E85), Diesel #2, and Red Dyed Diesel #2	Gallon		15101506	Fuels - Petroleum & distillates - Gasoline or Petrol				Active



[https://caleprocure.ca.gov/PSRelay/ZZ\\_PO.ZZ\\_CTR\\_SUP\\_CMP.GBL?Page=ZZ\\_CTR\\_SUP\\_PG&Action=U&SETID=STATE&CNTRCT\\_ID=1-23-91-02B](https://caleprocure.ca.gov/PSRelay/ZZ_PO.ZZ_CTR_SUP_CMP.GBL?Page=ZZ_CTR_SUP_PG&Action=U&SETID=STATE&CNTRCT_ID=1-23-91-02B)



Department of General Services  
 Procurement Division  
 707 Third Street, 2<sup>nd</sup> Floor  
 West Sacramento, CA 95605-2811

State of California  
**STATEWIDE CONTRACT**  
**USER INSTRUCTIONS**  
 MANDATORY

ISSUE AND EFFECTIVE DATE: 3/2/2023  
 CONTRACT NUMBER: 1-23-91-02B  
 DESCRIPTION: Bulk Fuel – Regular Unleaded  
 Gasoline, Ethanol (E85), Diesel #2 Ultra  
 Low Sulfur, and Red Dyed Diesel #2  
 Ultra Low Sulfur  
 SUPER DISTRICTS: B – Districts 3 & 4  
 C – Districts 6 & 10  
 E – Districts 8 & 9  
 F – Districts 11 & 12  
 CONTRACTOR: Pinnacle Petroleum  
 CONTRACT TERM: 3/2/2023 through 3/1/2026  
 STATE CONTRACT ADMINISTRATOR: Amanda Lewis  
 (279) 946-7876  
[Amanda.Lewis@dgs.ca.gov](mailto:Amanda.Lewis@dgs.ca.gov)

The contract user instructions, products, and pricing are included herein. All purchase documents issued under this contract incorporate the contract terms and applicable California General Provisions:

[Non-IT General Provisions \(rev 6/21/2022\)](#)

Cal eProcure link: [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)

**ORDER PLACEMENT INFORMATION**

<p><b>Mailing Address:</b>          Pinnacle Petroleum Inc.          16651 Gemini Lane          Huntington Beach, Ca.          92647</p>	<p><b>Fax/Email:</b>          Fax: (714) 841-8855          Email:  <a href="mailto:dispatch@pinnaclepetroleum.com">dispatch@pinnaclepetroleum.com</a></p>	<p><b>Contact Information:</b>          Pinnacle Petroleum Inc.          Liz McKinley            Phone: (714) 841-8877          Email:  <a href="mailto:lmckinley@pinnaclepetroleum.com">lmckinley@pinnaclepetroleum.com</a></p>
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**Contract (Mandatory) 1-23-91-02B**  
Contract User Instructions

All changes to most recent Supplement are in ***bold red italic***. Additions are enclosed in asterisks; deletions are enclosed in brackets.

SUMMARY OF CHANGES

Supplement Number	Description	Date
N/A	Original Contract Posted	3/2/2023

All other terms and conditions remain the same.

**Contract (Mandatory) 1-23-91-02B**  
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**Contract (Mandatory) 1-23-91-02B**  
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## 1. SCOPE

The State's contract with Pinnacle Petroleum, Inc. (Contractor) provides Bulk Fuel – Regular Unleaded Gasoline, Ethanol (E85), Diesel #2, and Red Dyed Diesel #2 at contracted pricing to the State of California and local governmental agencies in accordance with the requirements of Contract # 1-23-91-02B. The Contractor shall supply the entire portfolio of products as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of Bulk Fuel – Regular Unleaded Gasoline, Ethanol (E85), Diesel #2, and Red Dyed Diesel #2 to the State.

The contract term is for three (3) years with an option to extend the contract for two (2) additional one (1) year periods or portion thereof. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the Contractor and the State. If a mutual agreement cannot be met the contract will expire at the end of the current contract term.

## 2. CONTRACT USAGE/RULES

### A. State Departments

- The use of this contract is mandatory for all State of California departments.
- State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 2, as applicable.
- Prior to placing orders against this contract, State departments must have been granted non-IT purchasing authority by the Department of General Services, Procurement Division (DGS-PD) for the use of this statewide contract. State departments that have not been granted purchasing authority by DGS-PD for the use of the State's statewide contracts may contact DGS-PD's Purchasing Authority Management Section by e-mail at [pams@dgs.ca.gov](mailto:pams@dgs.ca.gov).
- State departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.

### B. Local Governmental Agencies

- Local governmental agency use of this contract is optional.
- Local government agencies are defined in Public Contract Code Chapter 2, Section 10298 (a) (b) and 10299 (b); this includes the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges empowered to expend public funds for the acquisition of products While the State makes this contract available to local governmental agencies, each local governmental agency should determine whether this contract is consistent with its procurement policies and regulations.

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- Local governmental agencies shall have the same rights and privileges as State departments under the terms of this contract. Any local governmental agencies desiring to participate shall be required to adhere to the same responsibilities as do State departments and have no authority to amend, modify or change any condition of the contract.
- A DGS issued billing code is not required for local governmental agencies to place orders against this contract.

C. Ordering Agencies

Unless otherwise specified within this document, the term “ordering agencies” will refer to all State departments and/or local governmental agencies eligible to utilize this contract. Ordering and/or usage instructions exclusive to State departments or local governmental agencies shall be identified within each section.

**3. DGS ADMINISTRATIVE FEES**

A. State Departments

The DGS will bill each State department an administrative fee for use of this statewide contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

Current fees are available online in the [Price Book & Directory of Services](#) (go to Price Book Download and click on Purchasing under Procurement Division).

B. Local Governmental Agencies

For all local government agency transactions issued against the contract, the Contractor is required to remit the DGS-PD an Incentive Fee of an amount equal to 1.25 percent of the total purchase order amount excluding taxes and freight. This Incentive Fee shall not be included in the local governmental agency’s purchase price, nor invoiced or charged to the local governmental agency. All prices quoted to local governmental agencies shall reflect State contract pricing, including any and all applicable discounts, and shall include no other add-on fees.

**4. SB/DVBE OFF-RAMP PROVISION**

There is no SB/DVBE off ramp associated with this contract.

**5. EXEMPT PURCHASES**

There are no exempt purchases associated with this contract.

**6. PROBLEM RESOLUTION/SUPPLIER PERFORMANCE**

Ordering agencies and/or Contractor shall inform the State Contract Administrator of any technical or contractual difficulties encountered during contract performance in a timely

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manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc. The ordering agency should include all relevant information and/or documentation (e.g., purchase documents).

**7. CONTRACT ITEMS**

All available contract line items are listed on Attachment A – Contract Pricing (and Additional/Special Charges information for Super Districts B, C, E, and F.

The State will use the Oil Price Information Service (OPIS) to determine Region Base Market Price (RBMP), the CAR Cost Fee (Cap-At-The-Rack), and the LCFS Cost Fee (Low Carbon Fuel Standard). There are a total of six (6) Super Districts represented by the RBMP, CAR Cost Fee, and LCFS Cost Fee for Unleaded Regular Gasoline, Diesel #2 Ultra Low Sulfur, and Red Dyed Diesel #2 Ultra Low Sulfur. The six (6) Super Districts are identified as Eureka, Sacramento, Fresno, Los Angeles, Barstow, and San Diego.

For the base price of Ethanol (E85) Fuel, the State will use the weekly price quoted in the OPIS Ethanol & Biodiesel Information Services Publication under the Key Renewable Fuels Regional Averages section for product description E-85 Racks, West Coast.

For purposes of this contract, the following racks will be used for the RBMP, CAR Cost Fee, LCFS Cost Fee, and E85 base price for the counties included in Super Districts B, C, E, and F:

Super District	Caltrans District Combined	Market Base OPIS (Unleaded, Diesel #2, Diesel #2 with Red Dye)	Market Base E-85	Counties
B	3 and 4	Sacramento	West Coast	Alameda, Butte, Colusa, Contra Costa, El Dorado, Glenn, Marin, Napa, Nevada, Placer, San Francisco, San Mateo, Santa Clara, Sierra, Solano, Sonoma, Sacramento, Sutter, Yolo, Yuba
C	6 and 10	Fresno	West Coast	Alpine, Amador, Calaveras, Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare, Alpine, San Joaquin, Stanislaus, Tuolumne
E	8 and 9	Barstow	West Coast	Inyo, Mono, Riverside, San Bernardino,
F	11 and 12	San Diego	West Coast	Imperial, Orange, San Diego

**Contract (Mandatory) 1-23-91-02B**  
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If an OPIS publication is modified, the State reserves the right to re-establish the base price calculation method or cancel all or part of the contract without prejudice against any party to the contract.

RBMP, CAR Cost Fee, LCFS Cost Fee, and E85 base price will be based on OPIS data and will be posted daily by DGS-PD.

Cost Structure

Contract Composite Price for each fuel type shall be calculated according to the following table:

FUEL TYPE	OPIS INDEX	CONTRACT COMPOSITE PRICE
Unleaded Regular Gasoline	"Time of Delivery" "Rack Average" OPIS GROSS CARFG ETHANOL (10.0%).	RBMP + CAR Cost fee + LCFS Cost fee + Differential = Composite Price
Diesel #2 Ultra Low Sulfur	Daily OPIS Closing Benchmark File OPIS GROSS CARB ULTRA LOW SULFUR DISTILLATE PRICES** RACK AVERAGE.	RBMP + CAR Cost fee + LCFS Cost fee + Differential = Composite Price
Red Dyed Diesel Ultra Low Sulfur	OPIS Closing Benchmark File OPIS GROSS CARB ULTRA LOW SULFUR DISTILLATE PRICES** Rack AVERAGE plus (\$0.01/gal).	RBMP + CAR Cost fee + LCFS Cost fee + Differential + .01 per gallon = Composite Price
Ethanol (E85)	OPIS Ethanol & BioDiesel Information Services Publication under the Key Renewable Fuels Regional Averages section for product description E-85 Racks, West Coast.	RMBP + Differential = Composite Price

**Differentials:**

All Differential prices quoted shall be:

- Exempt from: Federal Excise Tax
- Exclusive of: State Sales Tax, Local Sales Tax, California Motor Vehicle Fuel Tax, Leaking Underground Storage Tank Tax, Oil Spill Liability Trust Fund Tax, CAR cost fee, LCFS cost fee, AB 32 Fees.

These taxes and fees shall be listed separately on invoices and shall not be a component of the differential price. Any and all charges, levies, and/or fees not listed above shall be a component of the differential price.

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**8. PUBLICATION POSTING**

The DGS-PD tracks and monitors fuel charges. The DGS-PD will prepare fuel charge documents and email to the Contractors and all end users of the contract daily the RBMP, CAR Cost Fees, and LCFS Cost Fees for all fuels.

The Contractor shall forward a copy of the DGS-PD Daily Fuel Post to all delivery locations that have been invoiced for payment to substantiate the accuracy of the base pricing on the invoice. To request the Daily Fuel Post, complete Attachment D – Fuel Rate Information Request Form and send to:

[Amanda.Lewis@dgs.ca.gov](mailto:Amanda.Lewis@dgs.ca.gov) or [Kao.Yang@dgs.ca.gov](mailto:Kao.Yang@dgs.ca.gov)

**9. SPECIFICATIONS**

All products on Attachment A, Contract Pricing, must meet or exceed the specifications in following specification attachment:

Attachment E – State of California Bid Specifications:

- Gasoline, Unleaded Regular, Bid Specification Number 9130-6166A, dated 7/18/2022
- Diesel Fuel, Type 2-D, Bid Specification Number 9130-6166B, dated 7/18/2022
- Ethanol (E85), Bid Specification Number 9130-6166C, dated 7/18/2022

**10. CUSTOMER SERVICE**

The Contractor will have a customer service unit that is dedicated to this contract. The customer service unit provides office and personnel resources for responding to inquiries, including telephone and email coverage weekdays during the hours of 8:00 a.m. - 5:00 p.m., PT.

The customer service unit shall be staffed with individuals that:

- Are trained in the requirements of this contract
- Have the authority to take administrative action to correct problems that may occur

The Contractor's customer service unit shall respond to all customer inquiries within one (1) business day of initial contact.

Contact	Phone	Email
Liz McKinley	(714) 841-8877	<a href="mailto:lmckinley@pinnaclepetroleum.com">lmckinley@pinnaclepetroleum.com</a>

**Contract (Mandatory) 1-23-91-02B**  
Contract User Instructions**11. PURCHASE EXECUTION****A. State Departments****1) Std. 65 Purchase Documents**

State departments not transacting in FISCAL must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available at the [Office of State Publishing web site](#) (select STD Forms).

All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

- Agency Order Number (Purchase Order Number)
- Ordering Agency Name
- Agency Billing Code
- Purchasing Authority Number
- Leveraged Procurement Number (Contract Number)
- Supplier Information (Contact Name, Address, Phone Number, Fax Number, E-mail)
- Line Item number
- Quantity
- Unit of Measure
- Commodity Code Number
- Product Description
- Unit Price
- Extension Price
- Tank Size\*
- Tank Fitting Type\*

\*Attachment B – Delivery Locations may not be the most up to date listing for tank size and tank fitting type. In order to ensure accurate Minimum Order calculation and appropriate equipment at the time of delivery, please list these items on the purchase order.

The Contractor shall not accept incomplete orders from ordering agencies.

**2) FISCAL Purchase Documents**

State departments transacting in FISCAL will follow the FISCAL procurement and contracting procedures.

**3) Blanket Orders**

The use of blanket purchase orders against this statewide contract are allowed. Ordering agencies issuing blanket purchase orders must adhere to the following guidelines:

**Contract (Mandatory) 1-23-91-02B**  
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- a) The order does not cross into different Fiscal Years.
- b) The order is only used for items on the contract.
- c) The order does not exceed the contract period.
- d) All orders placed against the blanket purchase order must be in writing.
- e) When funds are exhausted a new order is issued.
- f) The order is issued only to one contract supplier.

**B. Local Governmental Agencies**

Local governmental agencies may use their own purchase document for purchase execution. The purchase documents must include the same data elements as listed above (Exception: Purchasing Authority Number and Billing Code which are used by State departments only).

**12. MINIMUM ORDER**

Minimum delivery quantity shall be 70 percent of tank capacity for below ground tanks and 60 percent of tank capacity for above ground tanks. Orders for less than the minimum order quantity shall be delivered at the contract price plus a "Premium" of not more than ten cents (\$0.10) per gallon delivered. The contract allows for a two percent variance before the less than minimum fee applies. If the ordered amount meets the minimum order requirement but upon delivery the tank will not hold the minimum order quantity, the Contractor may charge the Premium for Less Than Minimum Delivery on the amount delivered.

Deliveries for less than the minimum order quantity required for "TANK TESTING" will not be purchased against the contract.

**13. ORDERING PROCEDURE**

Ordering agencies are to submit appropriate purchase documents directly to the Contractor via one of the following ordering methods:

- U.S. Mail
- Facsimile
- Email

The Contractor's Order Placement Information is as follows:

<b>ORDER PLACEMENT INFORMATION</b>		
U.S. Mail: Pinnacle Petroleum Inc. 16651 Gemini Lane Huntington Beach, Ca. 92647	Facsimile: (714)841-8855	Email: <a href="mailto:dispatch@pinnaclepetroleum.com">dispatch@pinnaclepetroleum.com</a>

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When using any of the ordering methods specified above, all State departments must conform to proper State procedures.

**14. ORDER ACCEPTANCE**

The Contractor shall accept orders from any ordering agency. The Contractor shall not accept purchase documents for this contract that:

- Are incomplete
- Contain non-contract items
- Contain non-contract terms and conditions

The Contractor must not refuse to accept orders from any ordering agency for any other reason without written authorization from the State Contract Administrator.

Contractor has the option to reject orders from CALFIRE during fire season.

**15. ORDER RECEIPT ACKNOWLEDGEMENT**

The Contractor will provide ordering agencies with an email or facsimile Order Receipt Acknowledgement within two (2) working days of receipt of purchase document. The Order Receipt Acknowledgement shall include the following information:

- Ordering agency name
- Agency order number (purchase order number)
- Purchase order total cost
- Total Quantity of Fuel Ordered in Gallons
- Anticipated delivery date

**16. DELIVERY SCHEDULES**

Delivery for orders placed against this contract shall be in accordance with the following:

A. Locations

Delivery shall be made to the specified locations listed on Attachment B – Delivery Locations for Super Districts B, C, E, and F. All deliveries made in a tank wagon must be metered. Deliveries are to be made to the location specified on the individual purchase order. Deliveries to remote locations may, by mutual agreement between the receiving location and the Contractor, be delivered on a regularly scheduled “keep full” basis, with no additional charges to the State.

B. Add, Delete or Change Delivery Locations

To add, delete or change delivery location(s), submit Attachment C – Delivery Location Addition/Change Request Form directly to the State Contract Administrator.

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C. Delivery Equipment

Contractor will be required to make deliveries at the time specified in vehicles suitable for each individual location, and for the quantity of fuel ordered. These vehicles shall be equipped as required by applicable laws, rules or regulations with all components, such as connectors and hoses of the proper size, length, etc., necessary to successfully complete delivery. All delivery vehicles and/or trailers must have accurate metering equipment to enable state personnel to verify quantities delivered. It is the responsibility of the Contractor to verify the proper connection and hose before the first delivery.

Contractor shall perform all deliveries to facilities in a safe and professional manor. Contractor's equipment shall be in good working order condition and all personnel shall be trained in safety measures to preclude accidents endangering personnel or property.

Many of the delivery locations are semi-remote and access may only be possible over narrow, winding, unpaved roads. These roads may often limit delivery to trucks without trailers and in some instances smaller than normal trucks may be required. A lack of familiarity with a delivery location will in no way relieve a contractor from their responsibility to fulfill the terms and conditions of the resulting contract.

D. Schedule

Delivery of ordered product shall be completed in full within three (3) working days after receipt of an order (ARO). Since receiving hours for each ordering agency will vary by facility, it will be the Contractor's responsibility to check with each ordering agency for their specific delivery hours before delivery occurs.

The Contractor must notify the ordering agency within twelve (12) hours of scheduled delivery time, if delivery cannot be made within the time frame specified on the Order Receipt Acknowledgement.

The Contractor is requested to make deliveries in Los Angeles County, Orange County, San Bernardino Metropolitan Area, and San Diego Metropolitan Area during off-peak hours. Off-peak hours are Monday through Friday, 10:00 AM to 4:00 PM PT.

E. Security Requirements

Deliveries may be made to locations inside secure grounds that require prior clearances or special entry procedures for delivery drivers.

Security procedures may vary from facility to facility. The Contractor will be responsible for contacting the secure location for security procedures, hours of operation for deliveries and service, dress code, and other rules of delivery.

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Deliveries that are delayed due to drivers not being cleared to enter secure grounds may be cause for contract default.

**17. EMERGENCY/EXPEDITED ORDERS AND ADDITIONAL CHARGES****A. Urgent Deliveries:**

Contractor shall make urgent deliveries during regular working hours for minimum delivery requirements within two (2) working days ARO at NO ADDITIONAL COST to the State or local agencies. Urgent deliveries are not anticipated to occur often and should be kept to a minimum by the ordering State or local agencies.

**B. Emergency Deliveries:** Deliveries requested outside the regular working hours of 8:00 a.m. to 5:00 p.m. and State observed holidays shall be considered an emergency. Orders may be placed by telephone, followed by a purchase order sent to the Contractor by facsimile or US mail. Emergency delivery invoice must accompany the fuel invoice for payment of the emergency delivery fee. The emergency delivery charge shall not exceed \$120.00 per delivery. Emergency Delivery fees are not applicable to late deliveries that occur outside of regular working hours or holidays.**C. Demurrage Charge:** During normal delivery hours of 8:00 a.m. to 5:00 p.m. the Contractor's truck shall be admitted to the delivery site within five (5) minutes of arrival (excluding security requirements). If the Contractor attempts to deliver fuel to a delivery site and the Contractor's truck is detained beyond the five (5) minute grace period at the delivery site for reasons such as locked gates, unavailable receiving personnel, etc. caused by the ordering agency, the Contractor shall be entitled to Demurrage fee. Demurrage time shall be invoiced separately and supported by appropriate documentation (delivery logs, contact names, etc.). The demurrage time invoice must accompany the fuel invoice for payment of the demurrage fee. The demurrage fee shall not exceed \$2.50 per minute and not exceed \$150.00 per delivery. Charges, if applicable, will be applied to the amount of time the Contractor's truck was detained minus the five (5) minute grace period and not including time for security requirements.**D. Trip Charge:** During normal delivery hours of 8:00 a.m. to 5:00 p.m., the Contractor's truck, upon arrival, shall be admitted to the delivery site without delay. If the Contractor attempts to deliver fuel to a delivery site and is not admitted to the delivery site for reasons caused by the ordering agency the Contractor shall be paid a trip charge fee. Trip charge time shall be invoiced separately and supported by appropriate documentation (agreed upon delivery time, delivery logs, contact names, etc.). A trip charge fee invoice must accompany the fuel invoice for payment of trip charge fee. The trip charge shall not exceed \$250.00 per delivery.**E. Standing Time:** The State shall be entitled to standing time for up to one (1) hour at no charge for the purposes of unloading. A maximum charge of \$1.00 per minute shall be assessed for standing time in which the carrier's equipment is detained through no fault of the carrier, in excess of the one free hour. Charged time shall be supported with the appropriate documents. For payment to be processed, the

**Contract (Mandatory) 1-23-91-02B**  
Contract User Instructions

standing time billing must accompany, on a separate invoice, the fuel billing. Start time shall begin when the carrier is ready to hook-up to the fuel tank. Each time shall conclude when carrier disconnects or is finished loading fuel into the tank.

- F. Premium for Less Than Minimum Delivery: Minimum delivery quantity shall be 70 percent of tank capacity for below ground tanks and 60 percent of tank capacity for above ground tanks. The contract allows for a 2 percent variance before the fee applies. Deliveries for less than the minimum order quantity shall be delivered at the contract price plus a "PREMIUM" of not more than ten cents (\$0.10) per gallon delivered. For payment to be processed, the Less Than Minimum Delivery Fee billing must accompany, on a separate invoice, the fuel billing. Deliveries for less than the minimum order quantity required for "TANK TESTING" will not be purchased against this contract. If ordered amount meets the minimum delivery requirement, but upon delivery, the tank will not hold the minimum delivery quantity, the Contractor may charge the Premium for Less Than Minimum Delivery on the amount delivered.
- G. Late Delivery (Charged to the Contractor): The parties to this agreement acknowledge that the ordering agency shall incur actual damages should the Contractor fail to deliver the fuel as specified in the contract delivery requirements. Late Delivery charges must be supported by appropriate documentation (delivery logs, contact names, etc.). It is agreed that the Contractor will pay the ordering agency twenty-five (\$0.25) cents per gallon per order for late delivery of fuel, and the ordering agency will make an adjustment to be reflected on the invoice. Normal delivery working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday, except State observed holidays. (The Late Delivery Fee is fixed at \$0.25 per gallon).
- H. Winterization: Winterization shall be available for purchase from the Contractor during the winter months which typically start the month of October through the month of April each contract year (may vary depending on location). The purchase of winterization shall be added to fuel authorized only by State of California Departments and participating local agencies at a maximum cost of five cents (\$0.05) per gallon.

**18. FREE ON BOARD (F.O.B.) DESTINATION**

All prices are F.O.B. destination; freight prepaid by the Contractor, to the ordering agency's receiving point. Responsibility and liability for loss or damage for all orders will remain with the Contractor until final inspection and acceptance, when all responsibility will pass to the ordering agency, except the responsibility for latent defects, fraud, and the warranty obligations.

**19. BILL OF LADING**

Contractor shall provide a Bill of Lading (BOL) with each fuel delivery.

**Contract (Mandatory) 1-23-91-02B**  
Contract User Instructions**20. SAFETY DATA SHEET**

The Contractor shall provide a Safety Data Sheet for product(s) subject to Title 8 of the California Code of Regulations, Section 5194, Hazard Communication. The Safety Data Sheet is to be prepared and delivered in accordance with this Section.

**21. CONTRACT ADMINISTRATION**

Both the State and the Contractor have assigned contract administrators as the single points of contact for problem resolution and related contract issues.

<b>Administrator Information</b>	<b>DGS-PD</b>	<b>Pinnacle Petroleum Inc.</b>
<b>Contact Name:</b>	Amanda Lewis	Liz McKinley
<b>Telephone:</b>	(279) 946-7876	(714) 841-8877
<b>Facsimile:</b>	NA	(714)841-8855
<b>Email:</b>	<a href="mailto:Amanda.Lewis@dgs.ca.gov">Amanda.Lewis@dgs.ca.gov</a>	<a href="mailto:lmckinley@pinnaclepetroleum.com">lmckinley@pinnaclepetroleum.com</a>
<b>Address:</b>	DGS/Procurement Division Attn: AMANDA LEWIS 707 Third Street, 2 <sup>nd</sup> Floor, MS 201 West Sacramento, CA 95605	Pinnacle Petroleum Inc. Attn: LIZ MCKINLEY 16651 Gemini Lane Huntington Beach CA 92647

**22. RANDOM SAMPLE COMPLIANCE REVIEW**

The State has the option of randomly sampling offered products from any order to ensure compliance to contract requirements. Any products failing random sample review will be replaced by the Contractor free of charge and re-evaluated by the State.

The State reserves the right to reject non-compliant fuel. If the test analysis of sampled fuel indicates non-compliance, the Contractor shall be responsible for all costs related to the test analysis, removal, and disposal of non-compliant fuel from affected site storage tanks. Contractor may also be liable for any equipment damaged as a result of non-compliant fuel.

**23. PRODUCT RECALL PROCEDURES**

The Contractor shall provide product recall notification, regardless of level, in writing to the State Contract Administrator and each ordering agency through the most expedient method possible. The notices, at a minimum, shall include a complete product description and/or identification, contract number, delivery order number and disposition instructions.

The Contractor shall issue replacement of product or credit for any product removed or recalled. Each ordering agency shall have the option of accepting either replacement product or credit in exchange for recalled/removed products.

**Contract (Mandatory) 1-23-91-02B**  
Contract User Instructions

## 24. INVOICING

Ordering agencies may require separate invoicing, as specified by each ordering agency. Invoices will contain the following information:

- Contractor's name, address, and telephone number
- Contract Number
- Agency Order Number (Purchase Order Number)
- Line-Item Number
- Quantity purchased
- Contract Unit Price and Extension
- State sales and/or use tax
- Prompt payment discounts/cash discounts, if applicable
- Totals for each order

Invoice prices shall be itemized showing the RBMP, CAR Cost fee, LCFS Cost fee, the Differential, and Additional Charges, (region base market price + differential) per gallon, Extension Price, and appropriate taxes and fees.

Invoices and payments shall be for net metered gallons delivered. Contractor must charge the agency for net metered gallons delivered only. Contractor shall provide with invoice a copy of a receipt of gallons delivered. Additionally, a copy of the "Bill of Lading" from the fuel terminal shall accompany all invoices for all deliveries.

The Contractor must obtain prior approval from the DGS contract administrator before adding and/or modifying any new changes to the agency invoice.

**State Departments are Federal Excise Tax exempt.** DGS-PD will be responsible for furnishing all applicable exception certificates upon request from the Contractor. Local agencies shall be responsible for furnishing their own applicable exception certificates upon request from the contractor.

The State's obligation to make payment pursuant to the contract is subject to availability of appropriated funds. Receipt of a Purchasing Authority Purchase Order (STD. 65) or Purchase Order in FI\$Cal under this contract is proof of encumbered funds for that order.

## 25. PAYMENT

### A. Terms

Payment terms for this contract are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

**Contract (Mandatory) 1-23-91-02B**  
Contract User Instructions**B. CAL-Card Use**

Use of the CAL-Card for payment of invoices is not allowed under this statewide contract.

**C. Payee Data Record**

Each State department's accounting office must have a copy of the Contractor's Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting offices. Without the Std. 204, payment may be unnecessarily delayed. State departments should contact the Contractor for copies of the Payee Data Record.

**26. CALIFORNIA SELLER'S PERMIT**

The California seller permit number for the Contractor is listed below. Ordering Agencies can verify that permits are currently valid at the following website: [www.cdtfa.ca.gov](http://www.cdtfa.ca.gov). State departments must adhere to the file documentation identified in the State Contracting Manual Volume 2.

Contractor Name	Seller Permit #
Pinnacle Petroleum	99-661168

**27. RECYCLED CONTENT**

There is no recycled content associated with this contract.

**28. SB PARTICIPATION**

The Small Business (SB) certification and percentage for the Contractor and subcontractor are listed below. State departments can verify that the certifications are currently valid at the following website: [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)

Name	Prime or Subcontract or	OSDS Certification #	SB Percent (%)
First Fuel	Subcontractor	2005329	25%

The Contractor will meet the contract SB participation percentages as follows:

State departments must identify subcontractors on individual purchase documents whenever subcontractors are used.

The Contractor has committed to SB participation at total statewide contract levels of 25 percent, respectively.

**Contract (Mandatory) 1-23-91-02B**  
Contract User Instructions

Individual orders may have no applicable participation or may have participation greater than that of the total contract commitment. Ordering agencies must verify the participation amount with the Contractor. The exact participation percentage levels for each purchase order will be determined on an order-by-order basis in cooperation with the Contractor prior to submittal of a Purchasing Authority Purchase Order (STD 65).

The DGS-PD, as the awarding department, has assessed the Contractor and subcontractor certifications and CUF during the solicitation evaluation process. As a result, when executing purchase documents pursuant to this contract it is not necessary for State departments operating under statewide contract purchasing authority to request the completion of a Bidder Declaration document or perform additional CUF analysis. The department should make a notation of this within their procurement file.

Any irregularities or concerns regarding prime or SB/DVBE sub-contractor responsibilities are to be immediately documented and reported to the State Contract Administrator for further investigation. Information provided to the State Contract Administrator includes, but is not limited to:

- Copy of executed purchase document
- Value-added service description
- Work performance issue or concern
- State department contact name, email, and phone number

State departments may request from the Contractor a monthly report providing the SB participation levels on purchase orders.

**29. BIDDER DECLARATION/COMMERCIALLY USEFUL FUNCTION (CUF) CERTIFICATIONS**

The DGS-PD, as the awarding department, has assessed the Contractor and subcontractor certifications, (i.e. Darfur, Russian Sanctions, SB/DVBE, etc.), Bidder Declaration, and CUF during the solicitation evaluation process. Consequently, when executing purchase documents pursuant to this contract, it is not necessary for State departments operating under statewide contract purchasing authority to request the completion of State required certifications, a Bidder Declaration document, or perform additional CUF analysis. The State department should make a notation of this within their procurement file.

Exception: It is the responsibility of ordering departments to confirm CUF when value-added services are acquired by an ordering department and performed by certified SB/DVBE subcontractors consistent with commitments identified in the table above.

**30. ATTACHMENTS**

- Attachment A – Contract Pricing
- Attachment B – Delivery Locations (Super Districts B, C , E, and F)
- Attachment C – Delivery Location Addition/Change Request Form
- Attachment D – Fuel Rate Information Request Form

**Contract (Mandatory) 1-23-91-02B**  
Contract User Instructions

Attachment E – State of California Bid Specifications:

- Gasoline, Unleaded Regular, Bid Specification Number 9130-6166A, dated 7/18/2022
- Diesel Fuel, Type 2-D, Bid Specification Number 9130-6166B, dated 7/18/2022
- Ethanol (E85), Bid Specification Number 9130-6166C, dated 7/18/2022



**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** May 24, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** THREE-YEAR AGREEMENT FOR LANDSCAPE MAINTENANCE

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**BACKGROUND:**

The West Valley Water District (“District”) contracts out Landscaping Maintenance for the District. The Finance Department is committed to ensuring contracts are formally solicited through an RFP or RFB process when the total contracted amount requires approval by the Board of Directors. California Landscape and Design has been the District’s Landscape Maintenance contractor since 2017 and due to the COVID-19 pandemic this was a critical service that could not be stopped or changed without potentially creating additional exposure to staff and vendors through in-person contact at job walks or site visits.

**DISCUSSION:**

Staff prepared and released a Request for Proposals (“RFP”) on April 27, 2023 for Landscape Maintenance throughout the District facilities as shown in **Exhibit A**. A mandatory job walk was conducted on May 8-9, 2023 where six companies attended, including the District’s current landscaping company, California Landscape & Design. Proposals were due on May 16, 2023 and the six companies submitted a proposal for Landscape Maintenance. The evaluation process was based upon experience, timeline of project, reference checks and cost for a total of 100 points as shown in **Exhibit B**. Cost was a significant factor in the decision making process for Landscape Maintenance and was assigned 60 points. A breakdown of the evaluation score and monthly cost for each company is shown in the table below.

<b>Company</b>	<b>Evaluation Score</b>	<b>Monthly Cost</b>
Mariposa Landscapes	99	\$ 7,445.98
Lawnscape Systems	90	\$ 8,600.00
Pest Options	81	\$ 9,818.00
California Landscape & Design	80	\$ 10,000.63
Liberty Landscaping	79	\$ 8,097.00
Excel Landscape	65	\$ 16,280.00

Through this evaluation process, Mariposa Landscapes would offer the best value at the lowest cost to the District for Landscape Maintenance.

**FISCAL IMPACT:**

The total 3-year agreement cost for Landscape Maintenance is \$268,055.28. Landscape Maintenance will be budgeted in FY-2023-24 and foreseen as a cost that will be budgeted in future fiscal years.

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to authorize entering into a 3-year contract with Mariposa Landscapes in the amount of \$268,055.28 for Landscape Maintenance.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

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**ATTACHMENT(S):**

1. Exhibit A - RFP
2. Exhibit B - Sample Scoring Sheet



# West Valley Water District



## Request for Proposals for District Landscaping Services



### Proposals due on Tuesday, May 16, 2023 at 5:00pm

## **I. INTRODUCTION**

This Request for Proposals (“RFP”) describes the requested Services, the selection process, and the minimum information that must be included in proposals. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification. The District reserves the right to: (1) reject any and all proposals; (2) waive minor proposal deviations, irregularities or omissions at its sole discretion; (3) disqualify any proposal that contains false or misleading information or (4) award proposal to lowest responsible responsive proposer.

The West Valley Water District (“District”) is requesting proposals from qualified firms for Landscaping Services using industry standards to comply with all applicable laws, statutory requirements, and regulations.

Proposals submitted will be evaluated by individuals from the District and/or outside agencies. During the evaluation process, the District reserves the right, where it may serve the District’s best interest, to request additional information or clarifications from applicants, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the District and the firm selected. The District has a standard two-party Professional Service Agreement (Sample Agreement), to which adherence is assumed.

## **II. GENERAL INFORMATION**

There is no expressed or implied obligation for the District to reimburse proposers for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.

### **III. DISTRICT BACKGROUND**

The District began on February 28, 1952, when West San Bernardino County Water District was founded and became the owner and operator of three local mutual water companies. During those early years, the District supplied more water for agricultural purposes than for domestic use.

During the 1970s and 1980s, the District grew with new homes, businesses and schools soon surpassing agricultural use. There were other mergers where smaller water companies became a part of the Water District. By the end of the 1980s, the District water facilities included 180 miles of pipeline, 12 reservoirs and 15 water wells. It was during this time that the District built its office and maintenance yard on Baseline Road in Rialto, where we're still located today.

In 1992, the District was a partner in building five miles of new pipeline to bring much-needed water from the Bunker Hill Basin in San Bernardino to our area. Continuing the trend of working with our neighbors, in 1993 the District partnered with the City of Rialto to build a treatment facility for the water flowing from Lytle Creek. The Oliver P. Roemer Water Filtration Facility has been expanded twice where it accepts and treats State Water Project water, which increases the amount of water available for our customers.

In 2003, we changed our name to West Valley Water District (WVWD). By this time the District had five treatment plants, 360 miles of pipeline, 25 reservoirs, 17 wells, 20,000 service connections, and we served drinking water to approximately 66,000 residents.

In 2016, WVWD opened the nation's first perchlorate treatment facility to bring clean water directly to ratepayers using natural, bioremediation technology. Our second perchlorate treatment facility was completed in 2017. In 2018 we opened our hydroelectric generation plant and increased housing developments in our service area. Today the District serves over 80,000 residents and is continuing to grow.

### **IV. PRE-SUBMITTAL ACTIVITIES**

All communications relating to the RFP shall be facilitated solely through PlanetBids.

### **V. PROPOSAL REQUIREMENTS**

Proposers shall upload their proposals on PlanetBids no later than 5:00 PM, Pacific Standard Time, on Tuesday May 16, 2023.

These guidelines govern the format and the content of the proposal, and the approach to be used in its development and presentation. The proposal should be concise, well-organized and demonstrate the Consultant's and the individual team member's qualifications related to the requested Scope of Services. Each proposal shall include sections addressing the following information in the listed order. The Proposer shall be sure to include all information that it feels will enable the District to make a final decision. Failure of the Proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP but deemed as helpful, shall be attached to the end of the proposal. While additional data

may be presented, the following subjects (Items 1 through 5) must be included. They represent the criteria against which the proposal will be evaluated:

1. **Executive Summary** – Provide a brief overview of the entire proposal describing the highlights of the proposal. In addition to the proposal overview, please provide the following basic description information required the proposer:
  - A. Legal name and address of proposer:
  - B. Legal form of proposer (partnership, corporation, joint venture, etc.). If joint venture, identify the members of the joint venture and provide all information required within this section for each member;
  - C. If company is a wholly owned subsidiary of a “parent company”
  - D. Address(es) of office(s) involved in providing the services; and
  - E. Name, title, address and telephone number of the person to contact concerning the proposal and the proposed lead staff person for providing the Services.
2. **Proposing Firm’s Profile** - This section shall include contact person information, address and telephone number of the Firm’s main office and branch offices. Each Firm shall identify itself as to the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). A brief firm history, including the current permanent staff size as well as local organization structure; and a discussion of the firm’s financial stability, capacity and resources.

Additionally, this section shall include a listing of any claim, lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer either as a contractor or subcontractor or by its subcontractors where litigation is still pending or has occurred within the last five (5) years, or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five (5) years. Supplemental information that the Firm believes may be pertinent to the selection process may be provided.

3. **Experience and References** – This section shall include a brief description of the Proposer’s qualifications and previous experience during the last five (5) years supplying like services to similar public agencies. Include all areas of expertise, scope of services provided, and relevant experience, including description of each project, role of professional for that project and date completed.

**Proposer shall provide a minimum of five (5) references, within the past five (5) years of clients for whom services have been performed that are comparable in quality and scope to that specified in this RFP.** The references shall include names, addresses, emails and telephone numbers of the clients for whom prior work was performed and include an explanation of the services provided for each of the five (5) references. Give a brief statement of the firm’s adherence to the schedule and budget for each project. The Proposal must demonstrate that the Company, or its key personnel, has at least five (5) years of experience, within the past five (5) years with a legally registered business name, that provides services of a similar type and scope as described in the Scope of Services. A Company shall not have filed

for bankruptcy under any business name over the past five (5) years.

4. **Proposal** – The purpose of the Proposal is to demonstrate the qualifications, pricing, competence and capacity of the firm seeking to provide the scope of services. This shall succinctly describe the proposed approach for addressing the required services, providing the required product and the firm’s ability to meet the District’s schedule, outlining the approach that would be undertaken in providing the requested services.

The Proposal should address all the points outlined in the Request for Proposal including the Cost. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the applicant’s capabilities to satisfy the requirements of the Request for Proposals.

The Proposal shall discuss how the Proposer will staff the project. Key personnel will be an important factor considered by the review committee. Key personnel will also be named in the final agreement and any changes at that time may be cause for rejection of proposal. Please include resumes of key personnel which includes names, contact numbers and description of experience, including licenses and/or certifications, of all key personnel who would be assigned to perform the Services. Members of the company’s professional team (managers, contact person, etc.) should be identified by name and title and should include contact phone numbers. Any subcontractors to be used in the performance of the study should be identified and the scope of services to be provided.

**The Proposal should contain all monthly pricing information relative to performing the project as described in this Request for Proposal. The District is looking to secure a 3 year fixed monthly price contract.**

The District will not be responsible for expenses incurred in preparing and submitting the Proposal. Such costs should not be included in either of the proposals submitted.

The Proposal should also include the following information:

- Certification that the person signing the Proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with the District.
  - Certification that the person signing the Proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with the District.
5. **Evidence of Insurance** - Proposers shall provide evidence of possession of insurance in the coverage and amounts listed in the Sample Agreement (Attachment A).

**A. Acknowledgement of Agreement and Statement of Exceptions**

The proposer shall certify that it takes no exception(s) to this RFP, including, but not limited to, the Agency’s Standard Professional Services Agreement, included as Attachment A. If the proposer does take exception(s) to any portion of the RFP and/or Standard Professional Services Agreement, the specific exception(s) shall be identified and explained. The District is not required to negotiate with proposer or to accept, any items to which any proposer takes exception.

**B. Addenda to this Request for Proposals**

The proposer shall confirm in its proposal the receipt of all addenda issued to this RFP. Copies of the actual addenda do not need to be included in proposals.

**VI. SELECTION SCHEDULE**

The District anticipates the process for selecting a proposer and awarding the agreement will be according to the following schedule (dates not firm):

<b>Advertise and Issue RFP:</b>	Thursday, April 27, 2023
<b>Mandatory Job Walk:</b>	Monday May 8, 2023 at 7:30am and Tuesday May 9, at 7:30am at 10am at Headquarters
<b>Proposal Due Date:</b>	No later than 5:00 PM Pacific Standard Time on Tuesday, May 16, 2023
<b>Evaluation of Proposals:</b>	Week of May 16, 2023
<b>Finance Committee:</b>	Estimated end of May 2023
<b>Agreement Awarded:</b>	Estimated June 2023

## **VII. SELECTION PROCESS**

1. Based upon the proposals submitted, the Evaluation Committee may identify a shortlist of qualified proposers to be interviewed. The evaluation process will be based upon submission of responses received and feedback obtained from the references provided. Scoring criteria will be based upon experience, timeline to complete the services, reference checks, and cost.
2. The Evaluation Committee may interview the short-listed proposers. Based upon the proposal and interview, the District will enter negotiations with the selected proposer. The negotiations will cover scope of work, schedule, terms and conditions, technical specifications, and price. If the District is unable to reach an acceptable agreement with the selected proposer, the District will terminate negotiations with the selected proposer and begin negotiations with the second ranked proposer.
3. After negotiating a proposed agreement that is fair and reasonable, it is anticipated that the Board will consider taking action to approve the agreement.

## **VIII. SPECIAL CONDITIONS**

1. Reservations: This RFP does not commit the District to award an agreement, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for services.
2. Public Records: All proposals submitted in response to this RFP become the property of the District and public record, and as such may be subject to public review.
3. Right to Cancel: The District reserves the right to revise or cancel, for any or no reason, in part or in its entirety, this RFP, including, but not limited to: selection schedule, submittal date, and submittal requirements. If the District cancels or revises the RFP, all proposers of record will be notified in writing by the Agency.
4. Additional Information: The District reserves the right to request additional information and/or clarification from any or all proposers to this RFP.
5. Public Information: Proposers who wish to release information to the public regarding selection, agreement award, or data provided by the District must receive prior written approval from the District before disclosing such information to the public.
6. Agreement for Professional Services: The selected proposer will be required to sign the attached Standard Professional Services Agreement and to provide the insurance certificates and all other required documentation within seven (7) calendar days of notification of selection.
7. Insurance Requirements: The District requires consultants doing business with it to obtain insurance as shown in the Standard Professional Services Agreement. The required insurance certificates must comply with all requirements of the standards as shown in the

agreement and must be provided (original copy) within seven (7) days of notice of selection and prior to the commencement of any Services.

8. Disclosure Provision/ Conflict of Interest: The District complies with all California statutes and regulations related to conflicts of interest. Under the applicable conflict of interest requirements, the selected proposer may be required to complete and file Form 700 with the District before starting.

## **IX. ATTACHMENTS**

Attachment A: Agreement for Services

Attachment B: Scope of Work

Attachment C: Maps

Attachment D: Anticipated Annual Quantities

**WEST VALLEY WATER DISTRICT AGREEMENT NO.  
FOR SERVICES**

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the WEST VALLEY WATER DISTRICT, a County Water District organized and operating pursuant to California Water Code Section 30000 et seq. (hereinafter referred to as the "DISTRICT"), and \_\_\_\_\_, a \_\_\_\_ (hereinafter referred to as "CONTRACTOR").

**RECITALS**

WHEREAS, the DISTRICT desires to contract with CONTRACTOR to provide services for \_\_\_\_\_ referred to as "Project"); and (hereinafter referred to as "Project"); and

WHEREAS, CONTRACTOR is willing to contract with the DISTRICT to provide such services; and

WHEREAS, CONTRACTOR holds itself as duly licensed, qualified, and capable of performing said services; and

WHEREAS, this Agreement establishes the terms and conditions for the DISTRICT to retain CONTRACTOR to provide the services described herein for the Project.

**COVENANTS**

NOW, THEREFORE, in consideration of the faithful performance of the terms and conditions set forth herein, the parties hereto agree as follows:

**ARTICLE I**

**ENGAGEMENT OF CONTRACTOR AND AUTHORIZATION TO PROCEED**

1.1 ENGAGEMENT: The DISTRICT hereby engages CONTRACTOR, and CONTRACTOR hereby accepts the engagement, to perform certain services described in Section 2.1 of this Agreement for the term set forth in Section 6.7 of this Agreement.

1.2 AUTHORIZATION TO PROCEED: Authorization for CONTRACTOR to proceed with all or a portion of the work described in Section 2.1 of this Agreement will be granted in writing by the DISTRICT as soon as both parties sign the Agreement and all applicable insurance and other security documents required pursuant to Section 6.3 of this Agreement are received and approved by the DISTRICT. CONTRACTOR shall not proceed with said work until so authorized by the DISTRICT, and shall commence work immediately upon receipt of the Notice to Proceed.

1.3 **NO EMPLOYEE RELATIONSHIP:** CONTRACTOR shall perform the services provided for herein as an independent CONTRACTOR, and not as an employee of the DISTRICT. The DISTRICT shall have ultimate control over the work performed for the Project. CONTRACTOR is not to be considered an agent or employee of the DISTRICT for any purpose, and shall not be entitled to participate in any pension plans, insurance coverage, bonus, stock, or similar benefits that the DISTRICT provides for its employees. CONTRACTOR shall indemnify the DISTRICT for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment, which the DISTRICT may be required to make on behalf of CONTRACTOR or any employee of CONTRACTOR for work performed under this Agreement.

## ARTICLE II

### SERVICES OF CONTRACTOR

2.1 **SCOPE OF SERVICES:** The scope of services to be performed by the CONTRACTOR under this Agreement are described in the Scope of Work attached hereto as Exhibit "A" and incorporated herein by this reference ("Scope of Work"), and shall, where not specifically addressed, include all related services ordinarily provided by the CONTRACTOR under same or similar circumstances and/or otherwise necessary to satisfy the requirements of Section 3.3 of this Agreement. In case of conflict between the terms of this Agreement and the provisions of the Scope of Work, this Agreement shall govern.

2.2 **PREVAILING WAGES:** Where required, in accordance with the provisions of the California Labor Code, CONTRACTOR shall secure the payment of compensation to employees. To the extent required by the California Labor Code, CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director, Department of Industrial Relations, and State of California. Copies of such prevailing rate of per diem wages are on file at the DISTRICT's office, which copies will be made available to any interested party upon request. CONTRACTOR shall post a copy of such determination at each job site. If applicable, CONTRACTOR shall forfeit to the DISTRICT the amount of the penalty set forth in Labor Code Section 1777.7(b), or any subsequent amendments thereto, for each calendar day, or portion thereof, for each worker paid less than the specified prevailing rates for such work or craft in which such worker is employed, whether paid by CONTRACTOR or by any subcontractor.

2.3 **HOURS AND WORKING CONDITIONS:** The DISTRICT is a public entity in the State of California and is subject to the provisions of the Government Code and the Labor Code of the State. It is stipulated and agreed that all provisions of law applicable to public contracts are a part of this Agreement to the same extent as though set forth herein and will be complied with by CONTRACTOR. CONTRACTOR shall comply with all applicable provisions of the California Labor Code relating to working hours and the employment of apprentices on public works projects. CONTRACTOR shall, as a penalty to the DISTRICT, forfeit \$25.00 for each worker employed in the execution of this Agreement by CONTRACTOR or by any

subcontractor, for each calendar day during which such worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week, unless such worker received compensation for all hours worked in excess of 8 hours at not less than 1½ times the basic rate of pay.

### ARTICLE III

#### RESPONSIBILITIES OF THE DISTRICT AND OF CONTRACTOR

3.1 DUTIES OF THE DISTRICT: The DISTRICT, without cost to CONTRACTOR, will provide all pertinent information necessary for CONTRACTOR'S performance of its obligations under this Agreement that is reasonably available to the DISTRICT unless otherwise specified in the Scope of Work, in which case the CONTRACTOR is to acquire such information. The DISTRICT does not guarantee or ensure the accuracy of any reports, information, and/or data so provided. To the extent that any reports, information, and/or other data so provided was supplied to the DISTRICT by persons who are not employees of the DISTRICT, any liability resulting from inaccuracies and/or omissions contained in said information shall be limited to liability on behalf of the party who prepared the information for the DISTRICT.

3.2 REPRESENTATIVE OF DISTRICT: The DISTRICT will designate Facilities Maintenance Technician as the person to act as the DISTRICT's representative with respect to the work to be performed under this Agreement. Such person will have complete authority to transmit instructions, receive information, and interpret and define the DISTRICT's policies and decisions pertinent to the work. In the event the DISTRICT wishes to make a change in the DISTRICT's representative, the DISTRICT shall notify the CONTRACTOR of the change in writing.

3.3 DUTIES OF CONTRACTOR: CONTRACTOR shall perform the Project work in such a manner as to fully comply with all applicable professional standards of care, including professional quality, technical accuracy, timely completion, and other services furnished and/or work undertaken by CONTRACTOR pursuant to this Agreement. CONTRACTOR shall furnish and provide all labor, materials, services, tools and equipment necessary to comply with the responsibilities of the CONTRACTOR under this Agreement. The CONTRACTOR shall cause all work and deliverables to conform to all applicable federal, state, and local laws and regulations.

3.4 APPROVAL OF WORK: The DISTRICT's approval of work or materials furnished hereunder shall not in any way relieve CONTRACTOR of responsibility for the technical adequacy of its work. Neither the DISTRICT's review, approval or acceptance of, nor payment for any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement. Where approval by the DISTRICT is indicated in this Agreement, it is understood to be conceptual approval only and does not relieve the CONTRACTOR of responsibility for complying with all laws, codes, industry standards, and liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of the CONTRACTOR or its

subcontractors. CONTRACTOR'S obligation to defend, indemnify, and hold harmless the DISTRICT, and its directors, officers, employees and agents as set forth in Section 6.9 of this Agreement also applies to the actions or omissions of the CONTRACTOR or its subcontractors as set forth above in this paragraph.

## ARTICLE IV

### PAYMENTS TO CONTRACTOR

4.1 PAYMENT: The DISTRICT will pay CONTRACTOR for work performed under this Agreement, which work can be verified by the DISTRICT, on the basis of the following: CONTRACTOR shall exercise its good faith best efforts to facilitate a full and clear definition of the scope of all assigned work so that the amount set forth in Section 4.3 of this Agreement will cover all tasks necessary to complete the work. The amount set forth in Section 4.3 of this Agreement is the maximum compensation to which CONTRACTOR may be entitled for the performance of services to complete the work for the Project, unless the Scope of Work or time to complete the work is changed by the DISTRICT in writing in advance of the work to be performed there under. Adjustments in the total payment amount shall only be allowed pursuant to Section 6.4 of this Agreement. In no event shall CONTRACTOR be entitled to compensation greater than the amount set forth in Section 4.3 of this Agreement where changes in the Scope of Work or the time for performance are necessitated by the negligence of CONTRACTOR or any subcontractor performing work on the Project.

4.2 PAYMENT TO CONTRACTOR: Payment will be made by the DISTRICT within thirty (30) calendar days after receipt of an invoice and completed Landscape Maintenance Form from CONTRACTOR, provided that all invoices are complete and product and services are determined to be of sufficient quality by the DISTRICT. CONTRACTOR shall invoice DISTRICT monthly for services performed under this Agreement. In the event that a payment dispute arises between the parties, CONTRACTOR shall provide to the DISTRICT full and complete access to CONTRACTOR'S labor cost records and other direct cost data, and copies thereof if requested by the DISTRICT.

4.3 ESTIMATED CHARGES: The total estimated charges for all work under this Agreement is \$ \_\_\_\_\_ and such amount is the cost ceiling as described herein. The total estimated charges stated herein constitute the total amount agreed to.

4.4 COST FOR REWORK: CONTRACTOR shall, at no cost to the DISTRICT, prepare any necessary rework occasioned by CONTRACTOR'S negligent act or omission or otherwise due substantially to CONTRACTOR'S fault.

## ARTICLE V

### COMPLETION SCHEDULE

5.1 **TASK SCHEDULE:** The work is anticipated to be completed in accordance with the schedule contained in the Scope of Work.

5.2 **TIME OF ESSENCE:** CONTRACTOR shall perform all services required by this Agreement in a prompt, timely, and professional manner in accordance with the above schedule. Time is of the essence in this Agreement.

## ARTICLE VI

### GENERAL PROVISIONS

6.1 **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS:** CONTRACTOR shall at all times observe all applicable provisions of Federal, State, and Local laws and regulations including, but not limited to, those related to Equal Opportunity Employment.

6.2 **SUBCONTRACTORS AND OUTSIDE CONTRACTORS:** No subcontract shall be awarded by CONTRACTOR if not identified as a subcontractor in its Proposal unless prior written approval is obtained from the DISTRICT. CONTRACTOR shall be responsible for payment to subcontractors used by them to perform the services under this Agreement. If CONTRACTOR subcontracts any of the work to be performed, CONTRACTOR shall be as fully responsible to the DISTRICT for the performance of the work, including errors and omissions of CONTRACTOR'S subcontractors and of the persons employed by the subcontractor, as CONTRACTOR is for the acts and omissions of persons directly employed by the CONTRACTOR. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor of CONTRACTOR and the DISTRICT. CONTRACTOR shall bind every subcontractor and every subcontractor of a subcontractor to the terms of this Agreement that are applicable to CONTRACTOR'S work unless specifically noted to the contrary in the subcontract in question and approved in writing by the DISTRICT.

6.3 **INSURANCE:** CONTRACTOR shall secure and maintain in full force and effect, until the satisfactory completion and acceptance of the Project by DISTRICT, such insurance as will protect it and the DISTRICT in such a manner and in such amounts as set forth below. The premiums for said insurance coverage shall be paid by the CONTRACTOR. The failure to comply with these insurance requirements may constitute a material breach of this Agreement, at the sole discretion of the DISTRICT.

- (a) Certificates of Insurance: Prior to commencing services under this Agreement, and in any event no later than ten (10) calendar days after execution of this Agreement, CONTRACTOR shall furnish DISTRICT with Certificates of Insurance and endorsements verifying the insurance coverage required by this Agreement is in full force and effect. The DISTRICT reserves the right to require complete and accurate copies of all insurance policies required under this Agreement.

- (b) Required Provisions: The insurance policies required by this Agreement shall include the following provisions or have them incorporated by endorsement(s):
- (1) Primary Coverage: The insurance policies provided by CONTRACTOR shall be primary insurance and any self-insured retention and/or insurance carried by or available to the DISTRICT or its employees shall be excess and non-contributory coverage so that any self-insured retention and/or insurance carried by or available to the DISTRICT shall not contribute to any loss or expense under CONTRACTOR'S insurance.
  - (2) Additional Insured: The policies of insurance provided by CONTRACTOR, except Workers' Compensation and Professional Liability, shall include as additional insureds: the DISTRICT, its directors, officers, employees, and agents when acting in their capacity as such in conjunction with the performance of this Agreement. Such policies shall contain a "severability of interests" provision, also known as "Cross liability" or "separation of insured".
  - (3) Cancellation: Each certificate of insurance and insurance policy shall provide that the policy may not be non-renewed, canceled (for reasons other than non-payment of premium) or materially changed without first giving thirty (30) days advance written notice to the DISTRICT, or ten (10) days advance written notice in the event of cancellation due to non-payment of premium.
  - (4) Waiver of Subrogation: The insurance policies provided by CONTRACTOR shall contain a waiver of subrogation against DISTRICT, its directors, officers, employees and agents for any claims arising out of the services performed under this Agreement by CONTRACTOR.
  - (5) Claim Reporting: CONTRACTOR shall not fail to comply with the claim reporting provisions or cause any breach of a policy condition or warranty of the insurance policies required by this Agreement that would affect the coverage afforded under the policies to the DISTRICT.
  - (6) Deductible/Retention: If the insurance policies provided by CONTRACTOR contain deductibles or self-insured retentions, any such deductible or self-insured retention shall not be applicable with respect to the coverage provided to DISTRICT under such policies. CONTRACTOR

shall be solely responsible for any such deductible or self-insured retention and the DISTRICT, in its sole discretion, may require CONTRACTOR to secure the payment of any such deductible or self-insured retention by a surety bond or an irrevocable and unconditional letter of credit.

(7) CONTRACTOR'S Subcontractors: CONTRACTOR shall include all subcontractors as additional insureds under the insurance policies required by this Agreement to the same extent as the DISTRICT or shall furnish separate certificates of insurance and policy endorsements for each subcontractor verifying that the insurance for each subcontractor complies with the same insurance requirements applicable to CONTRACTOR under this Agreement.

- (c) Insurance Company Requirements: CONTRACTOR shall provide insurance coverage through insurers that have at least an "A" Financial Strength Rating and a "VII" Financial Size Category in accordance with the current ratings by the A. M. Best Company, Inc. as published in Best's Key Rating Guide or on said company's web site. In addition, any and all insurers must be admitted and authorized to conduct business in the State of California and be a participant in the California Insurance Guaranty Association, as evidenced by a listing in the appropriate publication of the California Department of Insurance.
- (d) Policy Requirements: The insurance required under this Agreement shall meet or exceed the minimum requirements as set forth below:
- (1) Workers' Compensation: CONTRACTOR shall maintain Workers' Compensation insurance as required by law in the State of California to cover CONTRACTOR'S obligations as imposed by federal and state law having jurisdiction over CONTRACTOR'S employees and Employers' Liability insurance, including disease coverage, of not less than \$1,000,000.
- (2) General Liability: CONTRACTOR shall maintain Comprehensive General Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence or claim and \$1,000,000 aggregate. The policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, products, completed operations and blanket contractual to cover, but not be limited to, the liability assumed under the indemnification provisions of

this Agreement. In the event the Comprehensive General Liability insurance policy is written on a "claims made" basis, coverage shall extend for two years after the satisfactory completion and acceptance of the Project by DISTRICT.

- (3) Automobile Liability: CONTRACTOR shall maintain Commercial Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence for any owned, hired, or non-owned vehicles.
- (4) Professional Liability: CONTRACTOR shall maintain Professional Liability insurance covering errors and omissions arising out of the services performed by the CONTRACTOR or any person employed by him, with a limit of not less than \$1,000,000 per occurrence or claim and \$1,000,000 aggregate. In the event the insurance policy is written on a "Claims made" basis, coverage shall extend for two years after the satisfactory completion and acceptance of the Project by DISTRICT.
- (5) Property Coverage - Valuable Papers: Property coverage on an all-risk, replacement cost form with Valuable Papers insurance sufficient to assure the restoration of any documents, memoranda, reports, plans or other similar data, whether in hard copy or electronic form, relating to the services provided by CONTRACTOR under this Agreement.

6.4 CHANGES IN SCOPE OR TIME: If the DISTRICT requests a change in the Scope of Work or time of completion by either adding to or deleting from the original scope or time of completion, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. CONTRACTOR must assert any claim for adjustment under this clause in writing within thirty-(30) calendar days from the date of receipt from CONTRACTOR of the notification of change unless the DISTRICT grants a further period of time before the date of final payment under this Agreement.

6.5 NOTICES: All notices to either party by the other shall be made in writing and delivered or mailed to such party at their respective addresses as follows, or to other such address as either party may designate, and said notices shall be deemed to have been made when delivered or, if mailed, five (5) days after mailing.

To DISTRICT:	West Valley Water District 855 West Base Line Road Rialto, CA 92377
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Attn: General Manager

To CONTRACTOR:

6.6 **CONTRACTOR'S ASSIGNED PERSONNEL:** CONTRACTOR designates \_\_\_\_\_ to have immediate responsibility for the performance of the work and for all matters relating to performance under this Agreement. Substitution of any assigned personnel shall require the prior written approval of the DISTRICT. If the DISTRICT determines that a proposed substitution is not acceptable, then, at the request of the DISTRICT, CONTRACTOR shall substitute with a person acceptable to the DISTRICT.

6.7 **TERMINATION:**

- (a) **If the engagement of CONTRACTOR is not extended by the mutual written consent of the DISTRICT and CONTRACTOR, then this Agreement shall expire after (3) three years from the date Agreement is approved by the DISTRICT's Board of Directors. Thereafter, this Agreement may be extended for two 1 year periods upon approval of the DISTRICT.**
- (b) Notwithstanding the above, the DISTRICT may terminate this Agreement without cause or abandon any portion of the Project by giving ten (10) days written notice thereof to CONTRACTOR. CONTRACTOR may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar day's written notice only in the event of substantial failure by the DISTRICT to perform in accordance with the terms of this Agreement through no fault of the CONTRACTOR.
- (c) In the event of termination of this Agreement or abandonment of any portion of the Project, the DISTRICT shall be immediately given title to all original drawings and other documents developed for the Project, and the sole right and remedy of CONTRACTOR shall be to receive payment for all amounts due and not previously paid to CONTRACTOR for services completed or in progress in accordance with the Agreement prior to such date of termination. If termination occurs prior to completion of any task for which payment has not been made, the fee for services performed during such task shall be based on an amount mutually agreed to by the DISTRICT and CONTRACTOR. Such payments available to the CONTRACTOR under this paragraph shall not include costs related to lost profit associated with the expected completion of the work or other such payments relating to the benefit of this Agreement.

6.8 ATTORNEYS' FEES: In the event that either the DISTRICT or CONTRACTOR brings an action or proceeding for damages for an alleged breach of any provision of this Agreement, to interpret this Agreement or determine the rights of and duties of either party in relation thereto, the prevailing party shall be entitled to recover as part of such action or proceeding all litigation, arbitration, mediation and collection expenses, including witness fees, court costs, and reasonable attorneys' fees. Such fees shall be determined by the Court in such litigation or in a separate action brought for that purpose. Mediation will be attempted if both parties mutually agree before, during, or after any such action or proceeding has begun.

6.9 INDEMNITY:

- (a) CONTRACTOR shall defend, indemnify and hold DISTRICT, including its directors, officers, employees and agents, harmless from and against any and all claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, with respect to or arising out of the work to be performed under this Agreement, including without limitation, any and all such claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, arising by reason of death or bodily injury to one or more persons, including the employees of CONTRACTOR; injury to property of any kind, including loss of use; or economic damages of any kind, caused by, or arising out of, any alleged or actual act or omission, regardless of whether such act or omission is active or passive, by CONTRACTOR, any of CONTRACTOR'S subcontractors or DISTRICT, including their respective directors, officers, employees, agents and assigns, excepting only such matters arising from the sole negligence or willful misconduct of the DISTRICT.
- (b) CONTRACTOR shall defend, indemnify and hold DISTRICT, including its directors, officers, employees and agents, harmless from and against any and all claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, with respect to or arising out of any infringement or alleged infringement of any patent, copyright or trademark and arising out of the use of any equipment or materials furnished under this Agreement by the CONTRACTOR or CONTRACTOR'S subcontractors, including their respective directors, officers, employees, agents and assigns, or out of the processes or actions

employed by, or on behalf of, the CONTRACTOR or CONTRACTOR'S subcontractors, including their respective directors, officers, employees, agents and assigns, in connection with the performance of services under this Agreement. CONTRACTOR shall have the right, in order to avoid such claims or actions, to substitute at its expense non-infringing equipment, materials or processes, or to modify at its expense such infringing equipment, materials, and processes so they become non-infringing, provided that such substituted and modified equipment, materials, and processes shall meet all the requirements and be subject to all the provisions of this Agreement.

- (c) CONTRACTOR shall defend, indemnify and hold DISTRICT, including its directors, officers, employees and agents, harmless from and against any and all claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, with respect to or arising out of any breach by CONTRACTOR or CONTRACTOR'S subcontractors, including their respective directors, officers, employees, agents and assigns, of the aforesaid obligations and covenants, and any other provision or covenant of this Agreement.
- (d) It is the intent of the parties to this Agreement that the defense, indemnity and hold harmless obligation of CONTRACTOR under this Agreement shall be as broad and inclusive as may be allowed under *California Civil Code* §§ 2778 through 2784.5, or other similar state or federal law.

6.10 SAFETY: CONTRACTOR shall perform the work in full compliance with applicable State and Federal safety requirements including, but not limited to, Occupational Safety and Health Administration requirements.

- (a) CONTRACTOR shall take all precautions necessary for the safety of, and prevention of damage to, property on or adjacent to the Project site, and for the safety of, and prevention of injury to, persons, including DISTRICT's employees, CONTRACTOR'S employees, and third persons. All work shall be performed entirely at CONTRACTOR'S risk. CONTRACTOR shall comply with the insurance requirements set forth in Section 6.3 of this Agreement.
- (b) CONTRACTOR shall also furnish the DISTRICT with a copy of any injury prevention program established for the CONTRACTOR'S employees pursuant to Labor Code Section 6401.7, including any

necessary documentation regarding implementation of the program. CONTRACTOR hereby certifies that its employees have been trained in the program, and procedures are in place to train employees whenever new substances, processes, procedures, or equipment are introduced. CONTRACTOR shall demonstrate compliance with Labor Code Section 6401.7 by maintaining a copy of its Injury and Illness Prevention Plan at the Project site and making it available to the DISTRICT.

6.11 EXAMINATION OF RECORDS: All original drawings, specifications, reports, calculations, and other documents or electronic data developed by CONTRACTOR for the Project shall be furnished to and become the property of the DISTRICT. CONTRACTOR agrees that the DISTRICT will have access to and the right to examine any directly pertinent books, documents, papers, and records of any and all of the transactions relating to this Agreement.

6.12 ASSIGNMENT: Neither party shall sign or transfer its interest in this Agreement without written consent of the other party. All terms, conditions, and provisions of this Agreement shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

6.13 GOVERNING LAW: This Agreement shall be construed as if it was jointly prepared by both parties hereto, and any uncertainty or ambiguity contained herein shall not be interpreted against the party drafting same. This Agreement shall be enforced and governed by the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state court situated in the County of San Bernardino, State of California, or in a federal court with in rem jurisdiction over the Project.

6.14 HEADINGS: Article and Section headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.

6.15 PARTIAL INVALIDITY: If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

6.16 EFFECT OF DISTRICT'S WAIVER: Any failure by the DISTRICT to enforce any provision of this Agreement, or any waiver thereof by the DISTRICT, shall not constitute a waiver of its right to enforce subsequent violations of the same or any other terms or conditions herein.

6.17 AUTHORITY: The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to sign this Agreement on behalf of and to so bind their respective legal entities.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**WEST VALLEY WATER DISTRICT**

**CONTRACTOR NAME**

By: \_\_\_\_\_

By: \_\_\_\_\_

(Authorized Representative of Contractor)

Printed Name: Gregory Young

Printed Name: \_\_\_\_\_

Title: President, Board of Directors

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

(Attach Acknowledgment for Authorized Representative of Contractor)

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Van Jew

License No.: \_\_\_\_\_

Title: Acting General Manager

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Elvia Dominguez

Title: Board Secretary

Dated: \_\_\_\_\_

**APPROVED AS TO FORM**

**ALVAREZ-GLASMAN & COLVIN**

By: \_\_\_\_\_

Printed Name: Vincent Ewing

## Exhibit A

### Scope of Work

#### 1.0 GENERAL

The Contractor shall provide all labor, supervision, tools, materials, and equipment necessary to maintain the landscape areas as shown in the Specifications. **Contractor is to be C-27 Landscaping licensed, Qualified Applicator Certified (QAC) and insured for General Liability, Automobile, Workers Compensation and Professional Liability.**

Each West Valley Water District (District) Facility, identified herein, shall be maintained at a frequency of not more than seven (7) calendar days.

The Contractor shall keep all specified areas continuously free of trash, debris and weeds. The Contractor shall mow, roll, edge, trim, fertilize, spray, and exercise pest control measures and cultivation, as may be necessary, during the maintenance period. All roads, driveways, sidewalks, curbs and gutters, down drains, and storm drains shall be kept free of trash, debris, weeds, and siltation at all times.

The Contractor shall maintain all areas specified, including the bare ground areas, free of weeds using any combination of chemical, cultural and/or mechanical methods at the price bid.

Maintenance is required to keep facility buildings and operational elements free of unwanted growth and to maintain the aesthetics of the facility commensurate with its public relations capacity.

The contract specifications define the minimum level of service and frequency deemed acceptable. It is intended that the Contractor will schedule its operations to meet or exceed these levels and maintain the areas in neat and presentable condition at all times.

#### 2.0 VEGETATION

2.1 SHRUBS, HEDGES, AND VINES - All shrubs, hedges, and vines shall be pruned, thinned, and trimmed on an as-needed basis to maintain a neat appearance and to promote healthy growth. All hedges will be trimmed to a height of no greater than 40 inches. All debris from lawn cuttings, hedge trimming, weeding, etc. shall be picked up and disposed of properly.

2.2 TREES - Trees will be maintained by the Contractor, including the removal of dead or diseased trees if less than 8 feet in height. Larger trees in excess of 8 feet that

require removal will be outside the scope of this maintenance contract. Trees shall be pruned regularly to maintain shape and appropriate size for the species; any suckers and water sprouts shall be removed; any branches growing too close to the property line or a vehicle travel lane shall be pruned back; any broken or damaged branches shall be removed. The Contractor shall notify the District if an entire tree needs to be removed. All debris from tree pruning shall be picked up and disposed of properly.

**2.3 GROUND COVER, FLOWER BEDS, AND LAWNS** - All shrubs, hedges, lawns, and vines shall be pruned, thinned, cut, and trimmed on a weekly basis to maintain a neat appearance and to promote healthy growth. All debris from lawn cuttings, hedge trimming, weeding, etc. shall be picked up and disposed of properly.

Ground covers should be trimmed as needed around trees, shrubs, etc.

Planting beds should be weeded and cleaned of leaves and debris on a weekly basis to maintain a neat and clean appearance.

Lawns are to be mowed on a bi-weekly basis to maintain a neat appearance and to promote good growth. Grass shall be edged to its' local confines (i.e., around all trees, sprinklers, fences, lights, curbs, etc.). After mowing and edging, the grass clippings shall be removed from the sidewalks, driveways, and curbs and properly disposed.

Provide material and labor to fertilize lawn, shrubs, and ground cover to provide and maintain a consistent healthy appearance. Herbicides and pesticides will be allowed and shall be used on a site by site basis as determined by the District's Facilities Maintenance Technician or Purchasing Supervisor. The Contractor shall notify the District if they are needed and ensure any chemical applications meet District approval prior to application.

### **3.0 REPAIR OF SPRINKLERS**

The Contractor shall notify the District of any sprinkler repairs and or any repairs to irrigation system needed. Broken sprinklers, bubblers, controllers and syphon valves will be replaced immediately by the Contractor.

### **4.0 PERFORMANCE OF WORK**

Contractor will be responsible for assuring performance and shall respond promptly to any concerns raised by the District's Facilities Maintenance Technician or Purchasing Supervisor. The Contractor will have seven (7) calendar days to correct the problem. If not corrected in that time, the Facilities Maintenance Technician or Purchasing Supervisor will send a written letter of non-compliance to the Contractor. If the concern

is still not corrected within thirty (30) calendar days, the District may pursue termination of the Contract.

4.1 INSPECTION - Upon request, a monthly inspection of the grounds, covered by this Contract, may be made by the Contractor and District.

4.2 GENERAL CLEANUP OF DEBRIS/TRASH DISPOSAL - The Contractor shall keep all areas continuously free of trash, debris and weeds. Contractor shall remove and dispose of all debris resulting from the Contractor's operations. All grass clippings deposited on roadways or walks shall be picked up after each mowing or trimming operation. All debris resulting from any of Contractor's operations shall be removed and disposed of in a legal disposal site at the Contractor's expense. No debris will be allowed to remain at the District's facilities at the end of the work day. No District containers, dumpsters or refuse receptacles will be used to dispose of landscaping debris. All roads, driveways, sidewalks, curbs and gutters, down drains, and storm drains shall be kept free of trash, debris, weeds, and siltation at all times. All walkways shall be cleaned of debris and trash shall be removed from hardscape and landscape area when on site. On raining days debris shall be picked up and storm drains shall be kept clear as no runoff past storm drains is permitted. All fence- lines must be maintained weed, trash and debris free at a minimum of five (5) feet inside and outside unless otherwise specified for each site in Section 5 of these technical specifications. All sites shall be left in a neat and presentable condition after each scheduled maintenance activity.

#### 5.0 LIST OF SITES AND SPECIFIC AREAS OF LANDSCAPE MAINTENANCE

1. ZONE 8 RESERVOIR COMPLEX - This is a high fire-risk area. Contractor shall have fire suppression equipment as deemed appropriate by the Contractor on hand when performing weed abatement and work shall be postponed when the site is experiencing excessive winds. Access road and hillside will need to be kept clear of overgrown vegetation. Clean drainage ditches at the reservoir site and along the access road. Trim oleander hedge along the south fence. Fenced reservoir site and immediately in front will need to be maintained free of weeds by spraying, pulling or weed whacking. Graded pad adjacent to existing reservoir site will also need to be maintained clear of weeds. All other areas of the parcel can be considered natural habitat and do not require maintenance other than removal of visible trash. Inspect irrigation System for operation/leaks.

2. ZONE 7 RESERVOIR COMPLEX - This is a high fire-risk area. Contractor shall have fire suppression equipment as deemed appropriate by the Contractor on hand when performing weed abatement. Trees will need to be trimmed and fertilized to maintain a healthy appearance, both inside and outside the fenced area. Site may be sprayed for weeds, including along the side of the road fronting the fenced property. Tumble weeds will need to be removed periodically, along with trash that accumulates on the fence.

The vehicle access road shall be kept clear of rocks and sand, which may be disposed of on site in a flat location. Clean drainage ditches. Rake and remove leaves that accumulate during autumn and after heavy winds. Inspect irrigation System for operation/leaks.

3. SEMI-TROPIC FLUME - This is a high fire-risk area. Contractor shall have fire suppression equipment as deemed appropriate by the Contractor on hand when performing weed abatement. Oleander hedges need to be trimmed. Site may be sprayed for weeds, although weeds in the xeriscape area in the front should be pulled by hand. Remove trash and tumbleweeds as needed. Inspect irrigation System for operation/leaks.

4. WELL 54 - Weed whack and pull weeds as necessary. Remove trash and debris that accumulates on the fence. Remove trash along the sidewalk and parkway area in front of the site. The lawn and trees in the parkway in front of the well site do not need to be maintained as part of this contract.

5. ZONE 6 RESERVOIR COMPLEX - Weed whack and pull weeds as necessary. Spraying is not allowed within 100 feet of a potable water well. Natural habitat on the northwest of the property does not need to be sprayed or weed whacked, although visible trash should be removed. Vehicle access roads need to be maintained free of rocks and sand, which may be disposed of on site in a flat location. Remove tumble weeds as needed. Trim and fertilize the two palm trees in the xeriscape garden by the front entrance. Maintain the area behind the fence, along the southeast property line, up to the block wall. This area previously had trees but they have been removed and only tree stumps remain. The tree stumps do not need to be removed as part of this contract. Remove trash along the sidewalk and parkway area in front of the site and on the back of the site on Via Bello Dr. The trees and lawn in front of the site and back of the site do not need to be maintained as part of this contract. Rake and remove leaves that accumulate during autumn season and after heavy winds. Inspect irrigation System for operation/leaks.

6. ZONE 5 RESERVOIR COMPLEX - Weed whack and pull weeds as necessary. Spraying is not allowed within 100 feet of a concrete reservoir. Natural habitat on the northwest of the property does not need to be sprayed or weed whacked, although visible trash should be removed. Vehicle access roads need to be maintained free of rocks and sand, which may be disposed of on site in a flat location. Remove tumble weeds as needed. Front of property needs to be maintained free of weeds and trash. The area in between the concrete reservoirs in the front and the steel tank in the back is not a District property and does not need to be maintained other than removal of trash that accumulates along the fences. Inspect irrigation System for operation/leaks.

7. VACANT LOT NW OF OLIVER P. ROEMER WATER FILTRATION FACILITY - This lot needs to be disked and vegetation turned over such that it does not pose a fire risk. The area between the street and the fence needs to be sprayed with herbicide and weed whacked as needed. Trash and tumble weeds shall be removed as needed.
8. OLIVER P. ROEMER WATER FILTRATION FACILITY - Spray for weeds and weed whack as necessary, including the area between the street and the wrought iron fence on Riverside Avenue. Trees, bushes, fountain grass, and hedges need to be trimmed. Leaves, flowers, and other plant debris need to be removed periodically, particularly during leaf drop in autumn. Palm trees need to be fertilized. Inspect irrigation System for operation/leaks.
9. LYTLE CREEK SANDBOX - Spray for weeds and weed whack as necessary. Remove tumble weeds.
10. LYTLE CREEK METERING STATION (PARSHALL FLUME) - Spray for weeds and weed whack as necessary. Remove tumble weeds. Fertilize and trim the redwood tree and remove suckers.
11. WELL 22 - Weed whack and pull weeds as necessary. The area between the street and the fence needs to be maintained free of weeds and trash. This site includes Well 22 and the Linden Yard adjacent to it on the west side, accessed from Vineyard Avenue. The reservoir complex to the south does not belong to the District and therefore does not need to be maintained. Vineyard is an unpaved road, but a buffer outside the fence line of approximately 10 feet needs to be maintained free of weeds and trash.
12. ZONE 4 RESERVOIR COMPLEX - Weed whack and pull weeds as necessary. Spraying is prohibited within 100 feet of a potable water well. Trim trees, including the crape myrtles in the front and the pine trees in the back. Mow the lawn around the weather station as needed to maintain a neat and healthy appearance. Fertilize the lawn and trees as needed. Rake and remove leaves, pine cones, and pine needles as needed. This site requires manual watering of the trees along the back of the property. The valve is located behind the reservoir and should be open upon arrival and closed once site maintenance is completed. Watering does not need to take place during brief visits to perform blow down and picking up of trash. Inspect irrigation System for operation/leaks.
13. RESERVOIR 4-3 - Spray for weeds and weed whack as necessary. The natural habitat areas, primarily found on the west and north sides of the property and on the slope around the reservoir do not need to be weed whacked or sprayed, but any visible trash should be removed. The gravel road just inside the fence should be maintained free of large weeds by either spraying or by mechanical means. Tumble weeds should be removed periodically. Inspect irrigation System for operation/leaks.

14. WELL 1A - Weed whack and pull weeds as necessary. This site includes Well 1, Well 1A, and Booster 4-3, all fenced individually. The fenced areas and a 5-foot buffer along the outside of the fence need to be maintained weed-free.
15. ARSENIC PLANT - Spray for weeds and weed whack as necessary. The fenced area and a 5-foot buffer along the outside of the fence need to be maintained weed-free. Inspect irrigation System for operation/leaks.
16. WELL 34 - Weed whack and pull weeds as necessary. The fenced area and a 2-foot buffer along the outside of the fence need to be maintained weed-free. Inspect irrigation System for operation/leaks.
17. WELL 2 - Weed whack and pull weeds as necessary. The fenced area and a 2-foot buffer along the outside of the fence need to be maintained weed-free. Inspect irrigation System for operation/leaks.
18. WELL 4A - Weed whack and pull weeds as necessary. This site includes Well 4A and a site used for communications, each fenced individually. The fenced areas need to be maintained weed free as well as a 2-foot buffer along the outside of the fence next to the wash and a 5-foot buffer along the outside of the fence on the remaining three sides. Inspect irrigation System for operation/leaks.
19. WELL 5A - Weed whack and pull weeds as necessary. The fenced area and a 5-foot buffer along the outside of the fence need to be maintained weed-free. Inspect irrigation System for operation/leaks.
20. WELL 35A - Weed whack and pull weeds as necessary. The fenced are and a 5-foot buffer along the outside of the fence need to be maintained weed-free.
21. LORD RANCH - Weed whack and pull weeds as necessary. Spraying is prohibited within 100 feet of potable water wells. Entrance to the site is on Pepper Avenue, although address is on Martin Rd. The detention basin needs to be maintained clear of vegetative growth, by chemical or mechanical means. Disking may be necessary. Remove tumble weeds and trash. Debris from eucalyptus trees should be raked and removed periodically. Eucalyptus and palm trees should be trimmed as needed to maintain a clean trunk and neat appearance.
22. MERIDIAN TURNOUT - Spray for weeds and weed whack as necessary. This site is accessible through Martin Road, off of Baseline Road. It includes the meridian turnout structure, a communications tower, and a metering vault. This site is not fenced, but a 10-foot buffer around the facilities should be maintained weed-free and trash free.

23. BOOSTER STATION 4-2 Weekly (Wednesday before 7am) - Weed whack and pull weeds as necessary. Spraying is not allowed within 100 feet of a concrete reservoir. Only the site within the fenced area needs to be maintained. Areas outside the fence are maintained under a separate contract. Inspect irrigation System for operation/leaks.
24. RESERVOIR 3A-2 - **Weekly (Wednesday before 7am)** - Spray for weeds and weed whack as necessary, including the area between the road and the fence. Trim and fertilize palm trees. Trim hedges and bushes along the fence on Cactus Avenue. This site includes reservoir 3A-2, the adjacent IX treatment facility, and the east side of reservoir 3A-2. Spraying is prohibited on the east side of reservoir 3A-2, as this is a concrete reservoir. The other three sides of reservoir 3A-2 are maintained under a separate contract and should not be included in this bid. Inspect irrigation System for operation/leaks.
25. WELL 6 - Weed whack and pull weeds as necessary, including along the driveway leading to the well site. Trim back any tree branches and other plants that hang over the wall.
26. WELL 11 - Weed whack and pull weeds as necessary. Trim back any tree branches and other plants that hang over the fence, except for very tall trees where the branches are high enough not to impede vehicular access through the site. Trim the trees in front of the site on Victoria Street.
27. WELL 30 - Weed whack and pull weeds as necessary. This site includes a small sampling station outside the fenced property, approximately 400 feet to the north, in line with the access road. A 10-foot buffer around the sampling station should be maintained weed-free. Due to equipment and materials piles, no maintenance along the outside perimeter of the fenced area is required for this site. Remove any trash and tumble weeds that accumulate on the fence.
28. WELL 15 - Weed whack and pull weeds as necessary. Maintain a 5-foot buffer around the fenced area weed-free.
29. EAST COMPLEX - Weed whack and pull weeds as necessary. Spraying is prohibited within 100 feet of potable water wells. Trim pepper trees near the entrance and manually water them when performing site maintenance. Detention basin shall be maintained weed-free. Trim back tree branches hanging over the fence, in order to keep a clear path for vehicles. Maintain the sidewalk and the parkway area between the curb and the fence free of weeds and trash.
30. WELL 16 - Weed whack and pull weeds as necessary. No spraying of chemicals is allowed within 100 feet of well head. Maintain the sidewalk and the parkway area

between the curb and the fence weed-free. Remove tumble weeds periodically as they accumulate along the fence.

31. WELL 17 - Weed whack and pull weeds as necessary. No spraying of chemicals is allowed within 100 feet of well head. Trim back tree branches that hand over the wall. Maintain the sidewalk and driveway weed-free. Remove tumble weeds periodically as they accumulate along the fence.

32. ZONE 2-3 PERCHLORATE TREATMENT SYSTEM - Weed whack and pull weeds as necessary. No spraying of chemicals within 100 feet of concrete reservoir. Only the areas inside the fence need to be maintained.

33. VACANT LOT ON WILLOW AVENUE - Weed whack and pull weeds as necessary.

34. WELL 42 - Weed whack and pull weeds as necessary. No spraying of chemicals within 100 feet of well head. Keep the access road clear of weeds and trash. Access to this site is from Wildrose Avenue.

35. WELL 18A and adjacent property - Weed whack and pull weeds as necessary. No spraying of chemicals within 100 feet of well head. This site includes Well 18A and Well 18, which is on the other side of the fence and accessible from Valley Blvd.

36. WELL 37 - Weed whack and pull weeds as necessary. No spraying of chemicals within 100 feet of well head. Remove trash and tumble weeds that accumulate on fence. Sweep the steps and keep the gutter free of trash.

37. WELL 39 - SOUTH SHOP - Weed whack and pull weeds as necessary. No spraying of chemicals within 100 feet of well head.

38. VACANT LOT ON 12TH STREET - Weed whack and pull weeds as necessary. Access this site by using the SCE utility maintenance road.

39. WELL 40 - Weed whack and pull weeds as necessary. No spraying of chemicals within 100 feet of well head. Ensure the front of the property between the curb and the fence is kept free of trash and debris.

40. WELL 41 - Weed whack and pull weeds as necessary. No spraying of chemicals within 100 feet of well head. Remove tumble weeds and trash that may accumulate on the fence.

41. RESERVOIR 3-3 - Weed whack, spray, and pull weeds as necessary to keep the area around the reservoir and reservoir entrance free of weeds. The paved access road should be kept clear of weeds and rocks. The easement in between two houses at the end of Vista Cielo Court should also be maintained free of weeds and trash. Clean the

drainage ditch above the reservoir, just outside the fence. This is very steep terrain and Contractor is urged to use caution and any safety equipment deemed necessary to ensure worker safety. This is a high fire-hazard area and the Contractor will need to have fire suppression equipment as deemed appropriate by the Contractor on hand when performing maintenance at this site. The steep slope between the fence and the vehicle access road around the reservoir can be considered natural habitat and does not need weed abatement. However, any visible trash should also be removed from this area. Inspect irrigation System for operation/leaks.

42. RESERVOIR 3-1 (BIG ALDER) - Weed whack, spray, and pull weeds as necessary to keep the fenced area around the reservoir free of weeds. Trim back any branches growing over the fence. Remove trash and tumble weeds that accumulate on the fence.

43. ZONE 2 RESERVOIR COMPLEX (LITTLE ALDER) - Weed whack, spray, and pull weeds as necessary to keep the fenced area around the reservoirs free of weeds. Trim back any branches growing over the fence. Remove trash and tumble weeds that accumulate on the fence.

44. RESERVOIR 2-4 - Weed whack, spray, and pull weeds as necessary to keep the access road around the reservoir free of weeds. Any rocks and sand on the road should be cleared and can be disposed of on site on a flat location. The pedestals for the light poles shall have a 2-foot buffer that needs to be kept weed-free. The road leading up to the reservoir entrance needs to be kept free of weeds and trash. The natural habitat between the perimeter fence and the vehicle access road does not need weed abatement but visible trash should be removed. Keep the drainage ditches clear of any weeds, sediment, and other debris.

45. RESERVOIR 2-4 OVERFLOW BASIN - Weed whack, spray, and pull weeds as necessary to keep the site free of weeds, including the frontage between the fence and the curb. Remove any trash from the site. Trim and fertilize the trees and hedges to maintain a healthy appearance. Rake and remove leaves as needed. Inspect irrigation System for operation/leaks.

46. SAN BERNARDINO VALLEY WELL SITE - 9<sup>TH</sup> STREET & PERRIS STREET SAN BERNARDINO - Weed whack and pull weeds as necessary. Keep site free of trash and debris. Trim trees away from fence and overhang, maintain bushes and sidewalk area.

47. SAN BERNARDINO VALLEY WELL SITE - NEXT TO 9<sup>TH</sup> STREET BOYS AND GIRLS CLUB IN SAN BERNARDINO - Weed whack and pull weeds as necessary. Keep site free of trash and debris. Trim trees away from fence and overhang, maintain bushes and sidewalk area.

48. HEADQUARTERS 855 W. BASELINE ROAD - **Weekly (Wednesday before 7am)** Spray for weeds and weed whack as necessary, Trees, bushes, fountain grass, and hedges need to be trimmed. Leaves, flowers, and other plant debris need to be removed weekly, particularly during leaf drop in autumn. Maintain all areas along fence line. All area to be blown and or picked up of loose materials. Bushes, hedges, and all plants in garden and surrounding areas need to be trimmed. Palm trees need to be trimmed/fertilized on Cactus Avenue. Inspect irrigation System for operation/leaks.

49. RESERVOIR 3A-1 - **Weekly (Wednesday before 7am)** Spray for weeds and weed whack as necessary, Trees, bushes, fountain grass, and hedges need to be trimmed. Leaves, flowers, and other plant debris need to be removed weekly, particularly during leaf drop in autumn. Maintain all areas along fence line. All area to be blown and or picked up of loose materials. Bushes, hedges, and all plants in garden and surrounding areas need to be trimmed.

50. ALDER AVE (ROAD BETWEEN RESEVOIR 3-1 AND JURUPA AVE) - Blow down and pick up trash.

51. AS NEEDED ON CALL BASIS FOR DISTRICT - Cleanup, weed abatement, bee removal, bush/hedge trimming, tree removal/trimming around various assets.

## 6.0 SPRAYING OF CHEMICALS

6.1 The Contractor shall maintain at all times a current Qualified Applicator License (QAL) if they plan on using chemical spraying to complete the required maintenance.

6.2 Spraying of chemicals shall not be permitted within one-hundred (100) feet of potable water wells nor within one-hundred (100) feet of concrete reservoirs.

6.3 Spraying shall not take place on windy days.

6.4 Appropriate personal protective equipment (PPE) shall be worn during spraying of chemicals.

## 7.0 SPECIAL CONDITIONS

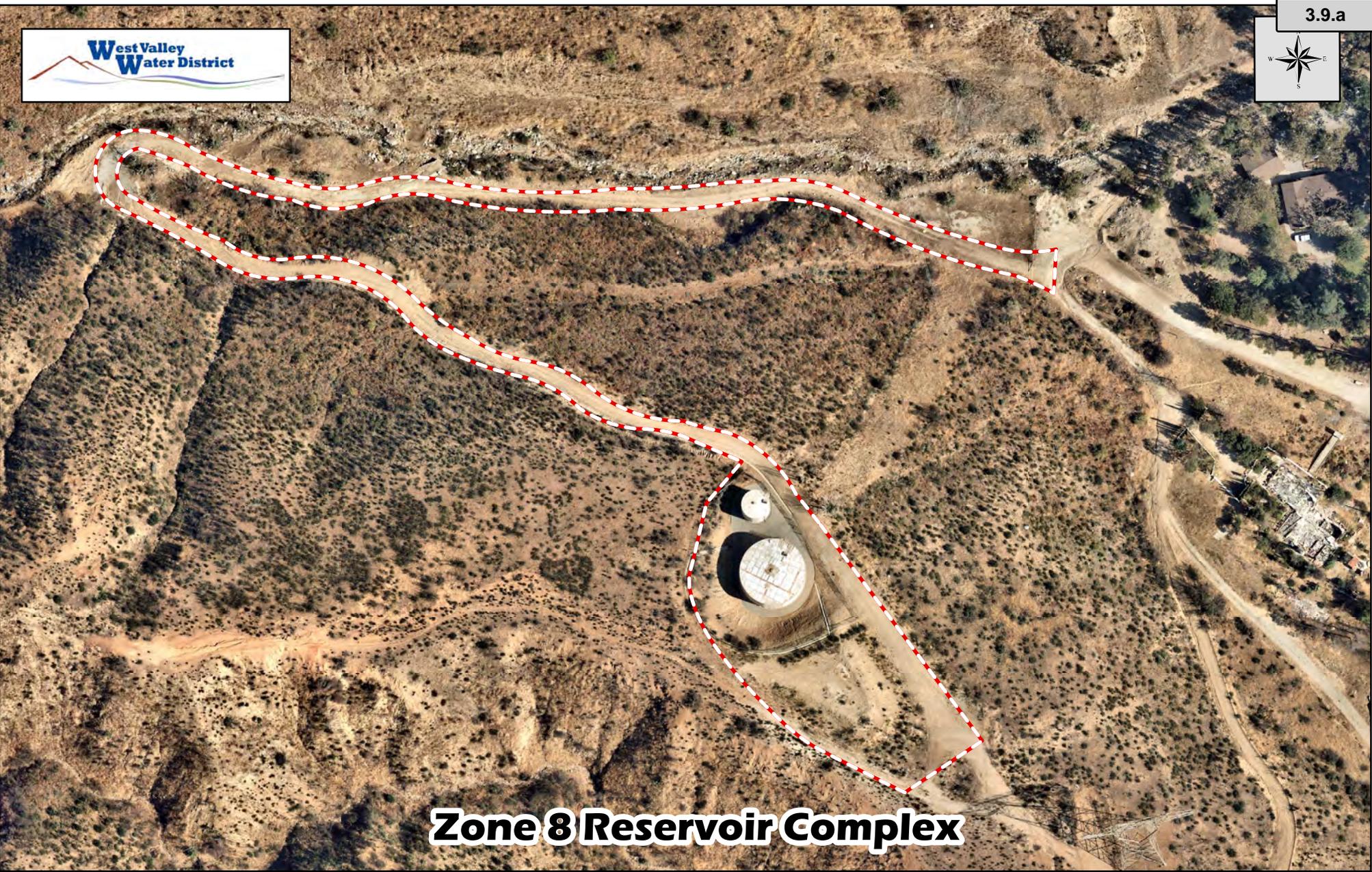
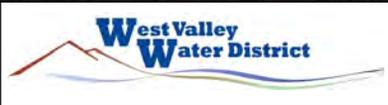
7.1 In the event new sites are added, the Contractor will be given an opportunity to provide a price for maintaining that property.

7.2 In the event that a site is deleted, the reasonable pro-rated price for maintaining that site will be deducted from the payment amount owed to Contractor.

7.3 In the event of a delay due to weather conditions the Contractor shall complete scheduled maintenance within seventy-two (72) hours of permissible weather.

7.4 The contractor will submit via email a list of all sites that were maintained for the month to the District's Facilities Maintenance Technician and Purchasing Supervisor describing the work performed and the date in which it was completed for each facility listed in this scope of work. The email will be submitted no later than the 10th day of each month for the previous month. Failure to do so will result in the District withholding 100% of the invoiced amount until all required documentation is received. The District's Facilities Maintenance Technician or Purchasing Supervisor will validate that the work was satisfactorily completed.

#### 8.0 MAP OF SITES OF LANDSCAPE MAINTENANCES



# Zone 8 Reservoir Complex

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
1	Zone 8 Reservoir Complex	4	4	2	2		2					

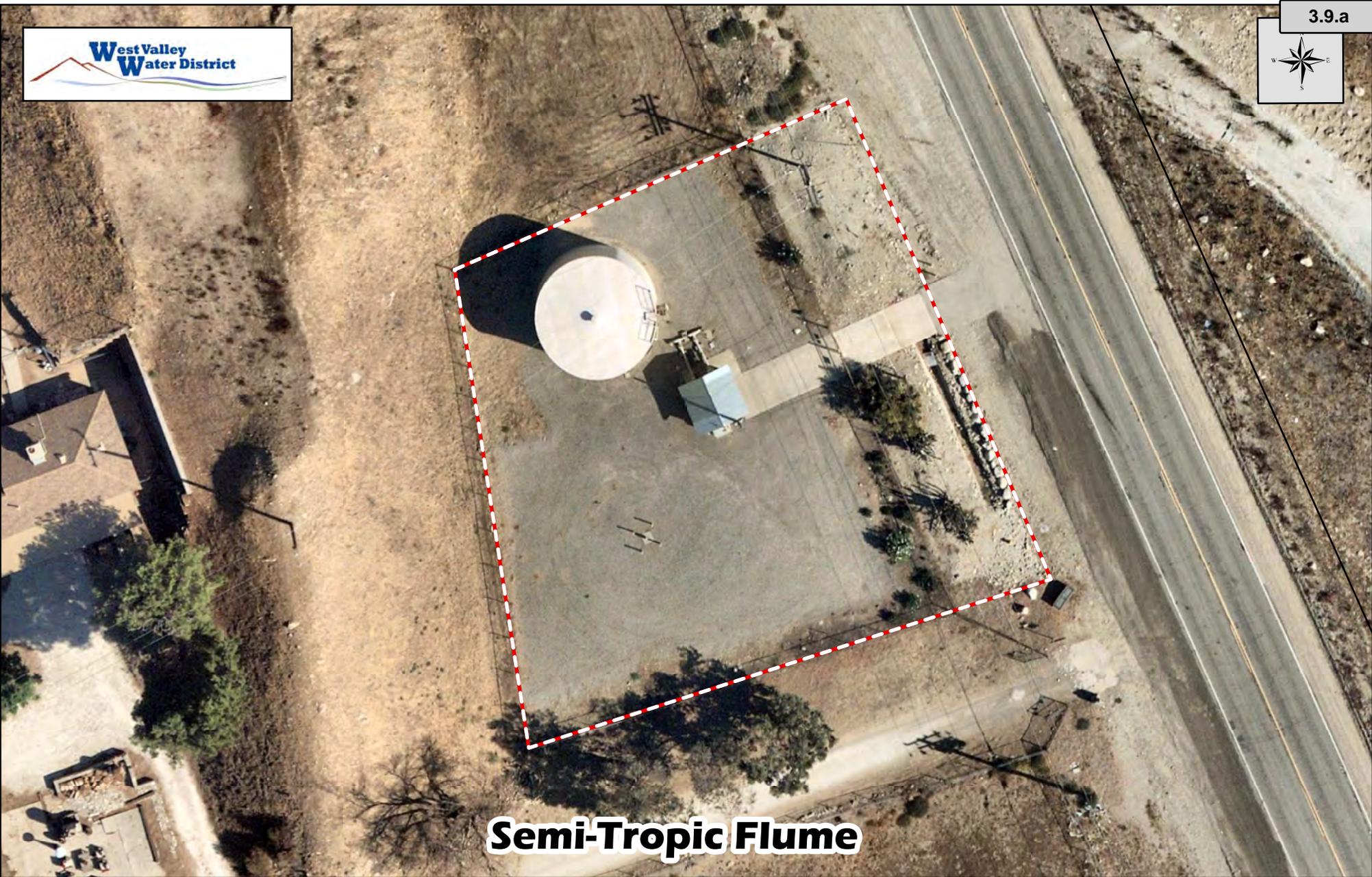
**Acreage: 1.77 acres**  
**Area: 77,173 sq. ft.**



# Zone 7 Reservoir Complex

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
2	Zone 7 Reservoir Complex	26	4	4	3	2	2	2	1			

**Acreage: 3.69 acres**  
**Area: 160,635 sq. ft.**



**Semi-Tropic Flume**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
3	Semi-Tropic Flume	26	2	2	2	2						

**Acreage: 0.42 acres**  
**Area: 18,170 sq. ft.**



**Well 54**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
4	Well 54	52		2								

**Acreage: 0.62 acres**  
**Area: 27,211 sq. ft.**



# Zone 6 Reservoir Complex

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
5	Zone 6 Reservoir Complex	52	6	6	3		2	2	1			

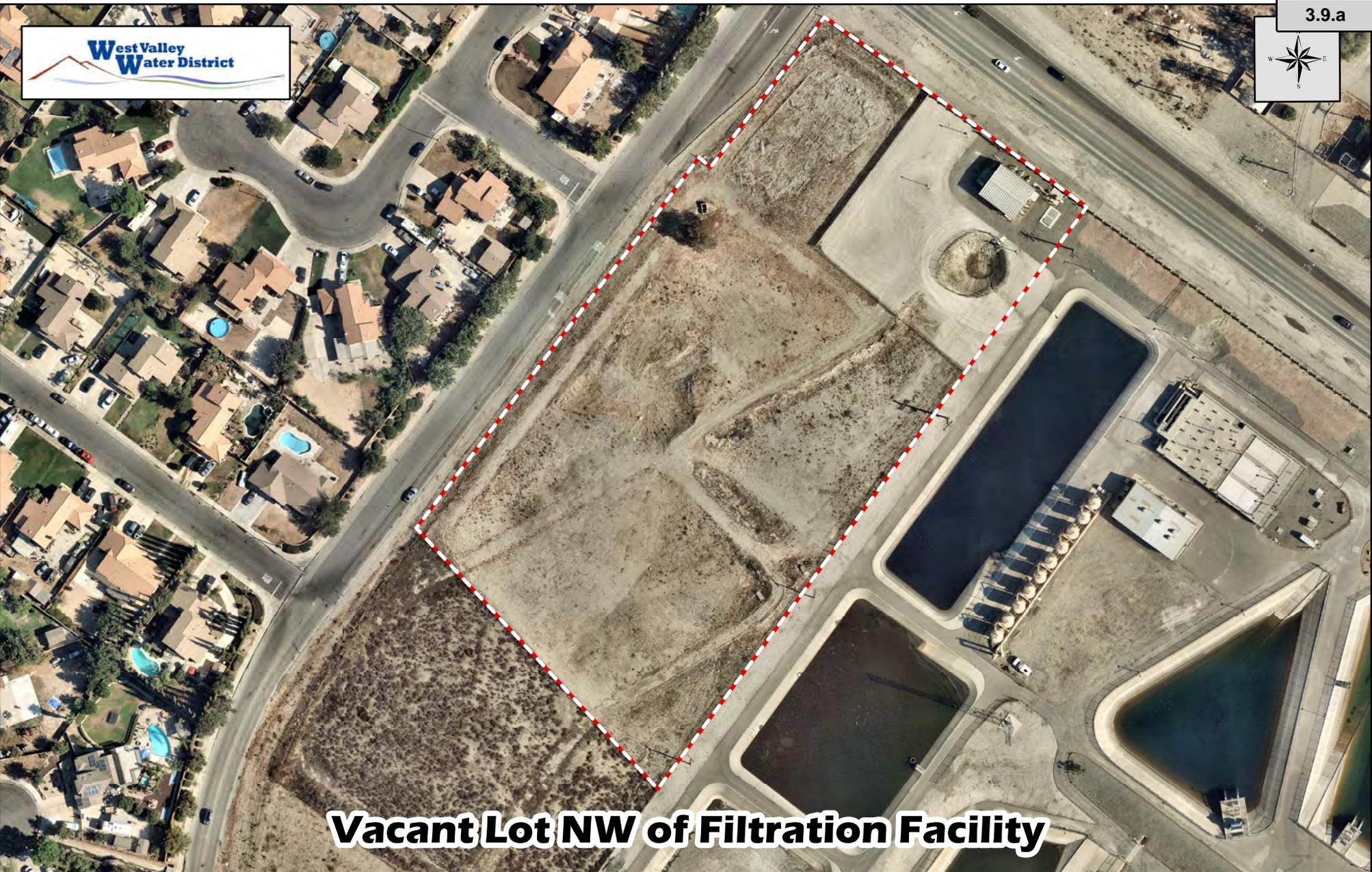
**Acreage: 6.25 acres**  
**Area: 272,400 sq. ft.**



# Zone 5 Reservoir Complex

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
6	Zone 5 Reservoir Complex	52	6	6		2						

**Acreage: 5.31 acres**  
**Area: 231,272 sq. ft.**



**Vacant Lot NW of Filtration Facility**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
7	Vacant Lot NW of Filtration Facility	4	4	4		2						2

**Acreage: 4.75 acres**  
**Area: 206,816 sq. ft.**



# Oliver P. Roemer Water Filtration Facility

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
8	Oliver P. Roemer Water Filtration Facility	52	6	4	2	2		2	1			

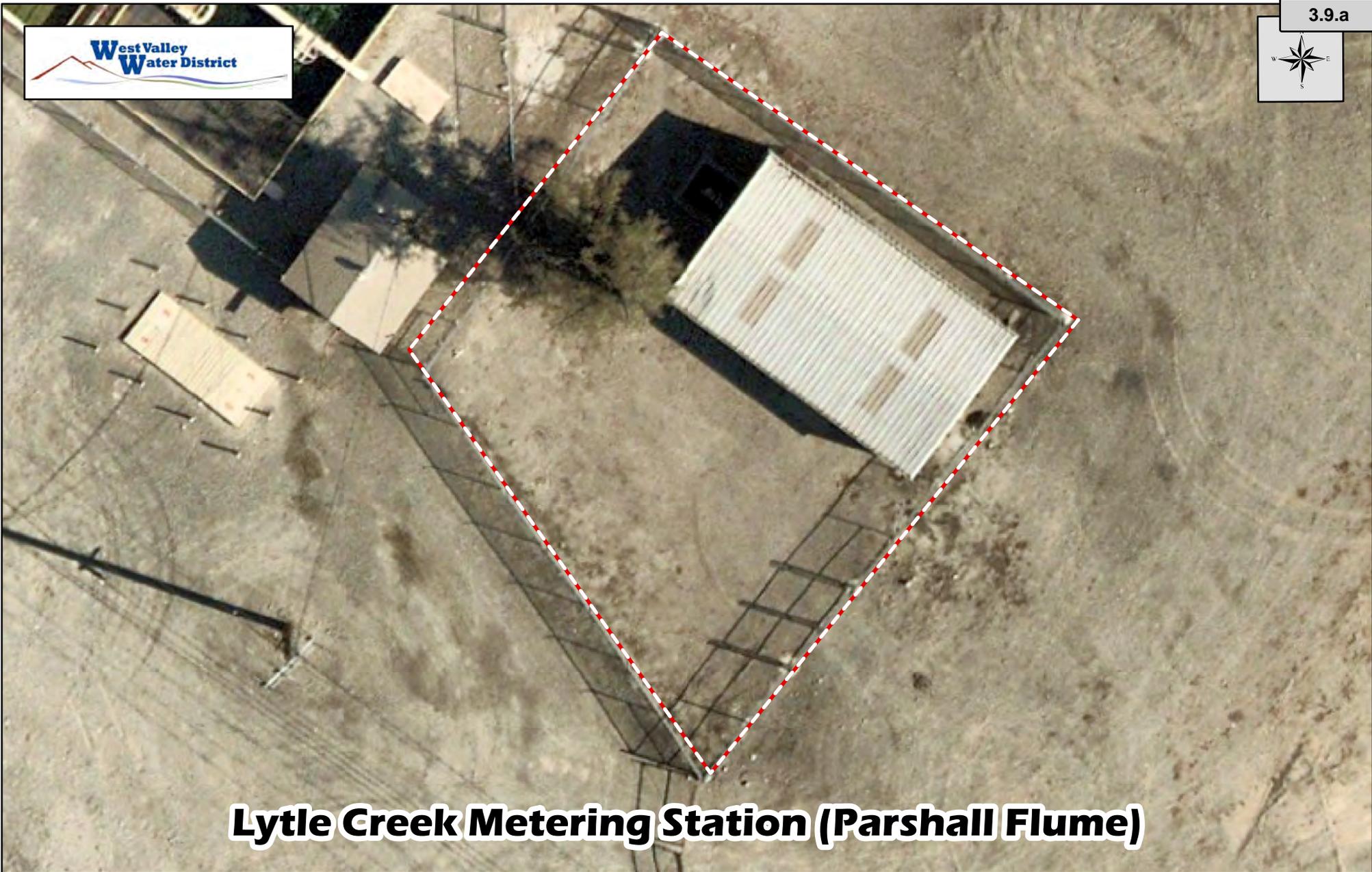
**Acreage: 13.00 acres**  
**Area: 566,407 sq. ft.**



**Lytle Creek Sandbox**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
9	Lytle Creek Sandbox	26	4	4		2						

**Acreage: 0.057 acres**  
**Area: 2,469 sq. ft.**



## Lytle Creek Metering Station (Parshall Flume)

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
10	Lytle Creek Metering Station (Parshall Flume)	26	4	4	2	2			1			

**Acreeage: 0.11 acres**

**Area: 4,877 sq. ft.**



3.9.a



**Well 22**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
11	Well 22	52		4								

**Acreage: 0.85 acres**

**Area: 36,866 sq. ft.**



# Zone 4 Reservoir Complex

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
12	Zone 4 Reservoir Complex	52	4	4	2			2	3	26	26	

**Acreage: 2.68 acres**

**Area: 116,534 sq. ft.**



**Reservoir 4-3**

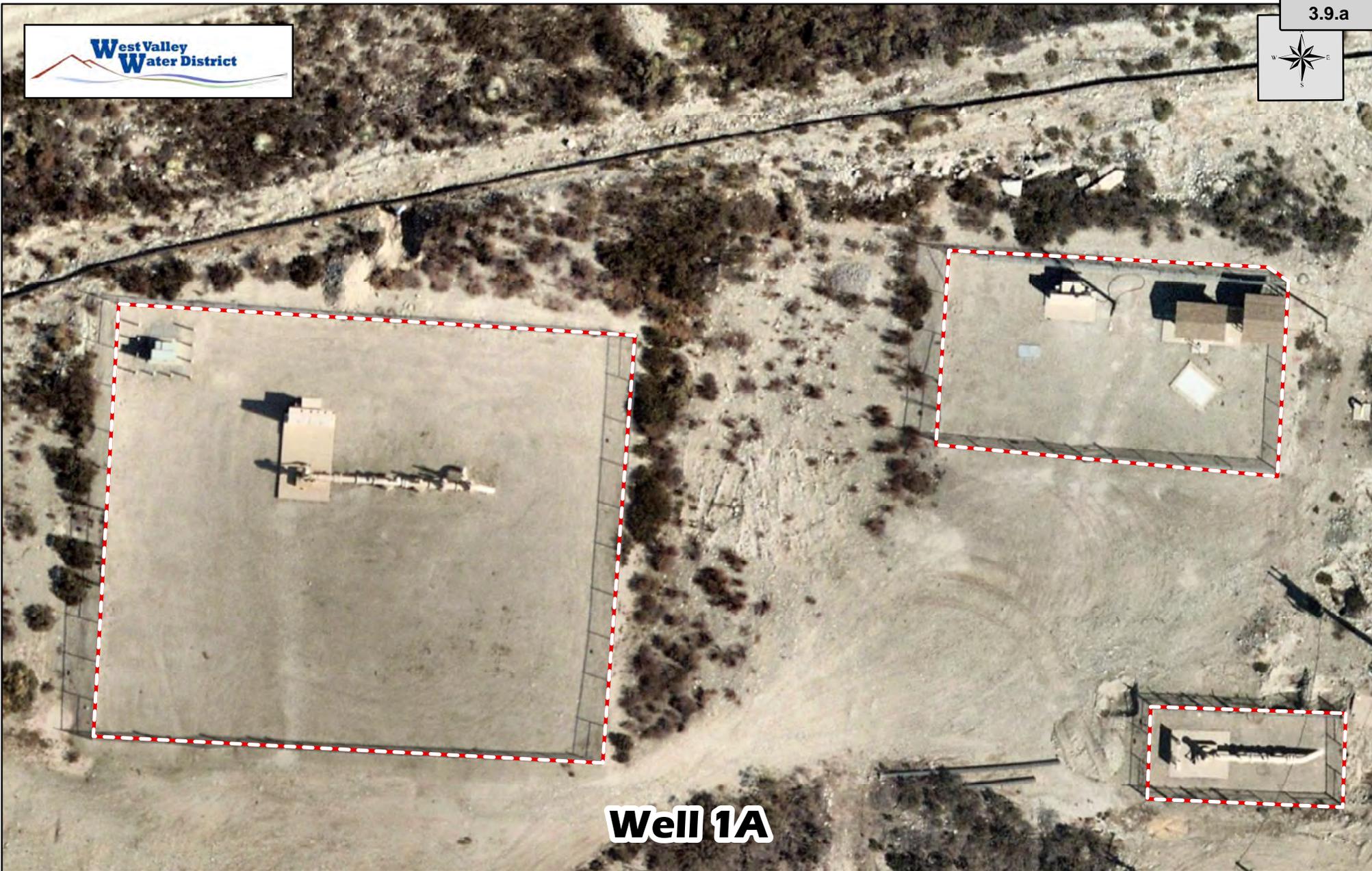
No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
13	Reservoir 4-3	26	4	4		4						

**Acreeage: 5.10 acres**

**Area: 222,217 sq. ft.**



3.9.a



**Well 1A**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
14	Well 1A	26		4								

**Acreage: 0.39 acres**  
**Area: 17,199 sq. ft.**



**Arsenic Plant**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
15	Arsenic Plant	26	4	4								

**Acreage: 0.49 acres**  
**Area: 21,172 sq. ft.**



**Well 34**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
16	Well 34	26		4								

**Acreage: 0.091 acres**

**Area: 3,964 sq. ft.**



**Well 2**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
17	Well 2	26		4								

**Acreage: 0.11 acres**

**Area: 4,792 sq. ft.**



**Well 4A**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
18	Well 4A	26		4								

**Acreage: 0.40 acres**

**Area: 17,633 sq. ft.**



**Well 5A**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
19	Well 5A	26		4								

**Acres: 0.16 acres**

**Area: 6,820 sq. ft.**



**Well 35A**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
20	Well 35A	26		4								

**Acreage: 0.20 acres**  
**Area: 8,917 sq. ft.**



# Lord Ranch

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
21	Lord Ranch	52	6	6	2	4		2				2

**Acreage: 12.09 acres**  
**Area: 526,794 sq. ft.**



# Meridian Turnout

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
22	Meridian Turnout	26	4	4								

**Acreage: 0.037 acres**

**Area: 1,605 sq. ft.**

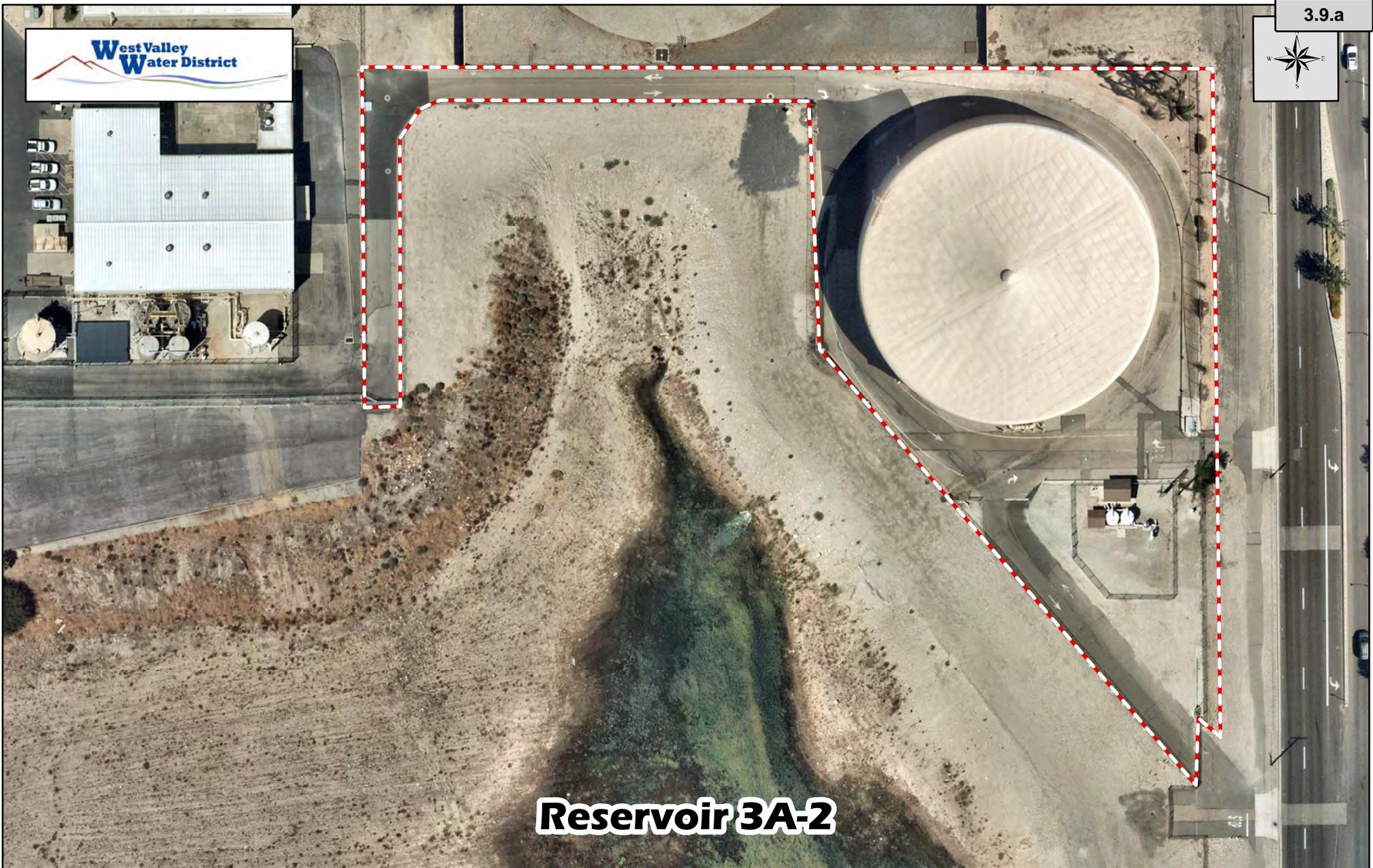


## Booster Station 4-2

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
23	Booster Station 4-2	52	3	3								

**Acreage: 0.12 acres**

**Area: 5,294 sq. ft.**

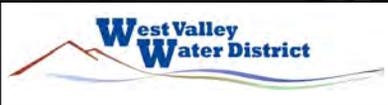


# Reservoir 3A-2

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
24	Reservoir 3A-2	52	3	3	2				1			

**Acreage: 1.88 acres**

**Area: 81,799 sq. ft.**



**Well 6**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
25	Well 6	52		3	1							

**Acreage: 0.23 acres**  
**Area: 10,123 sq. ft.**



3.9.a



**Well 11**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
26	Well 11	52		3	2							

**Acreage: 0.24 acres**

**Area: 10,570 sq. ft.**



**Well 30**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
27	Well 30	26		4								

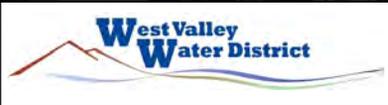
**Acreage: 1.77 acres**  
**Area: 77,134 sq. ft.**



**Well 15**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
28	Well 15	26		4								

**Acreage: 0.36 acres**  
**Area: 15,668 sq. ft.**



# East Complex

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
29	East Complex	52	6	6	2				1		26	

**Acreage: 2.07 acres**  
**Area: 89,991 sq. ft.**



**Well 16**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
30	Well 16	52		4		2						

**Acreage: 0.20 acres**  
**Area: 8,520 sq. ft.**



**Well 17**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
31	Well 17	52		4		2						

**Acreage: 0.10 acres**  
**Area: 4,477 sq. ft.**



# Zone 2-3 Perchlorate Treatment System

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
32	Zone 2-3 Perchlorate Treatment System	52	4	4								

**Acreage: 1.93 acres**

**Area: 84,213 sq. ft.**



**Vacant Lot on Willow Avenue**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
33	Vacant Lot on Willow Avenue	4		3								

**Acreage: 0.21 acres**

**Area: 9,353 sq. ft.**

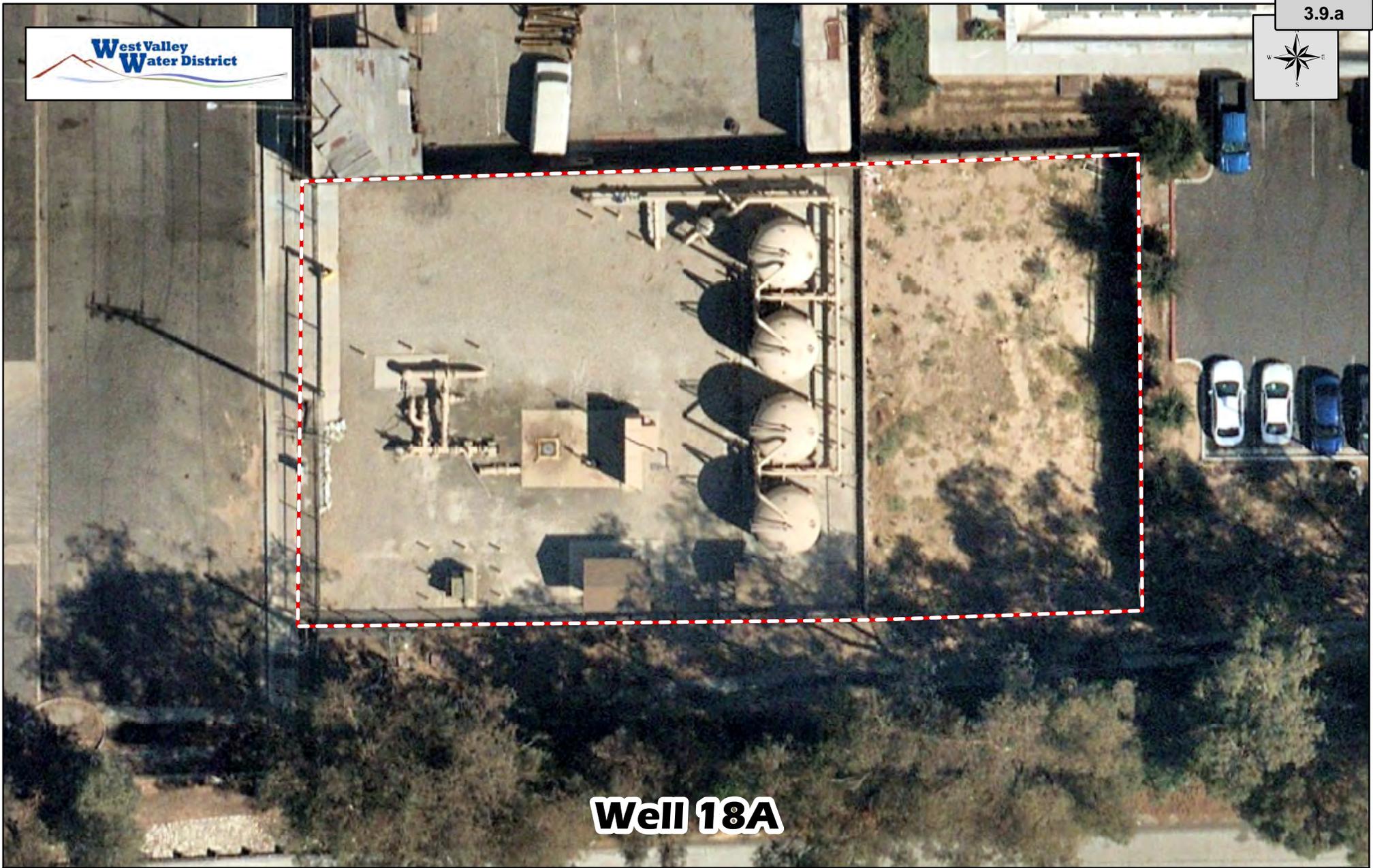


**Well 42**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
34	Well 42	52		4								

**Acreage: 0.21 acres**

**Area: 9,353 sq. ft.**

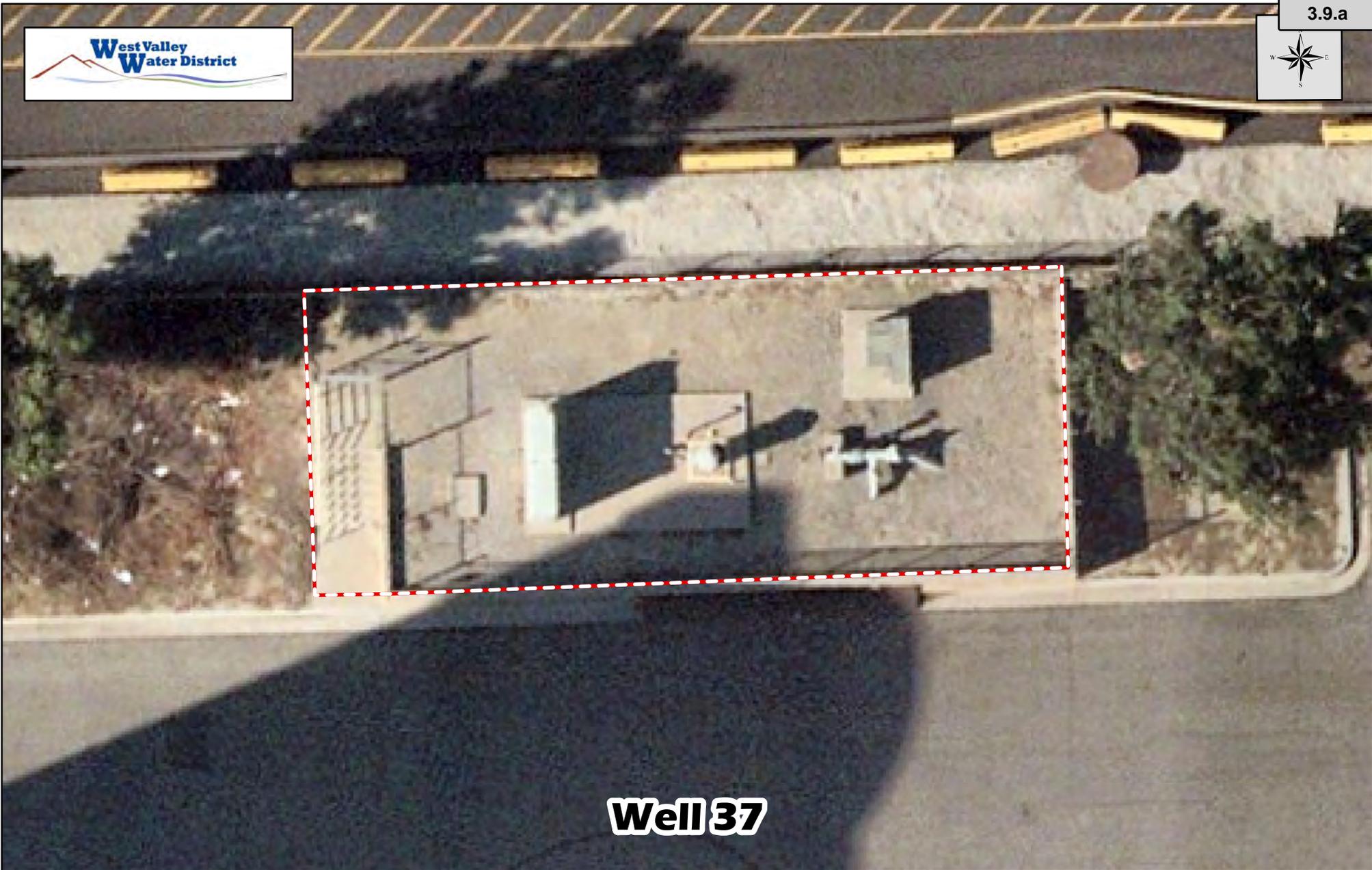


**Well 18A**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
35	Well 18A	52		3								

**Acreage: 0.29 acres**

**Area: 12,580 sq. ft.**



**Well 37**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
36	Well 37	52		3								

**Acreage: 0.041 acres**  
**Area: 1,788 sq. ft.**

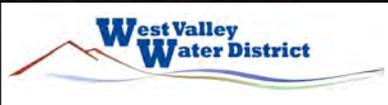


**Well 39 - South Shop**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
37	Well 39 - South Shop	52		3								

**Acreage: 0.33 acres**

**Area: 14,233 sq. ft.**



**Vacant Lot on 12th Street**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
38	Vacant Lot on 12th Street	4		2								2

**Acreage: 0.23 acres**

**Area: 10,140 sq. ft.**



**Well 40**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
39	Well 40	26		4								

**Acreage: 0.18 acres**

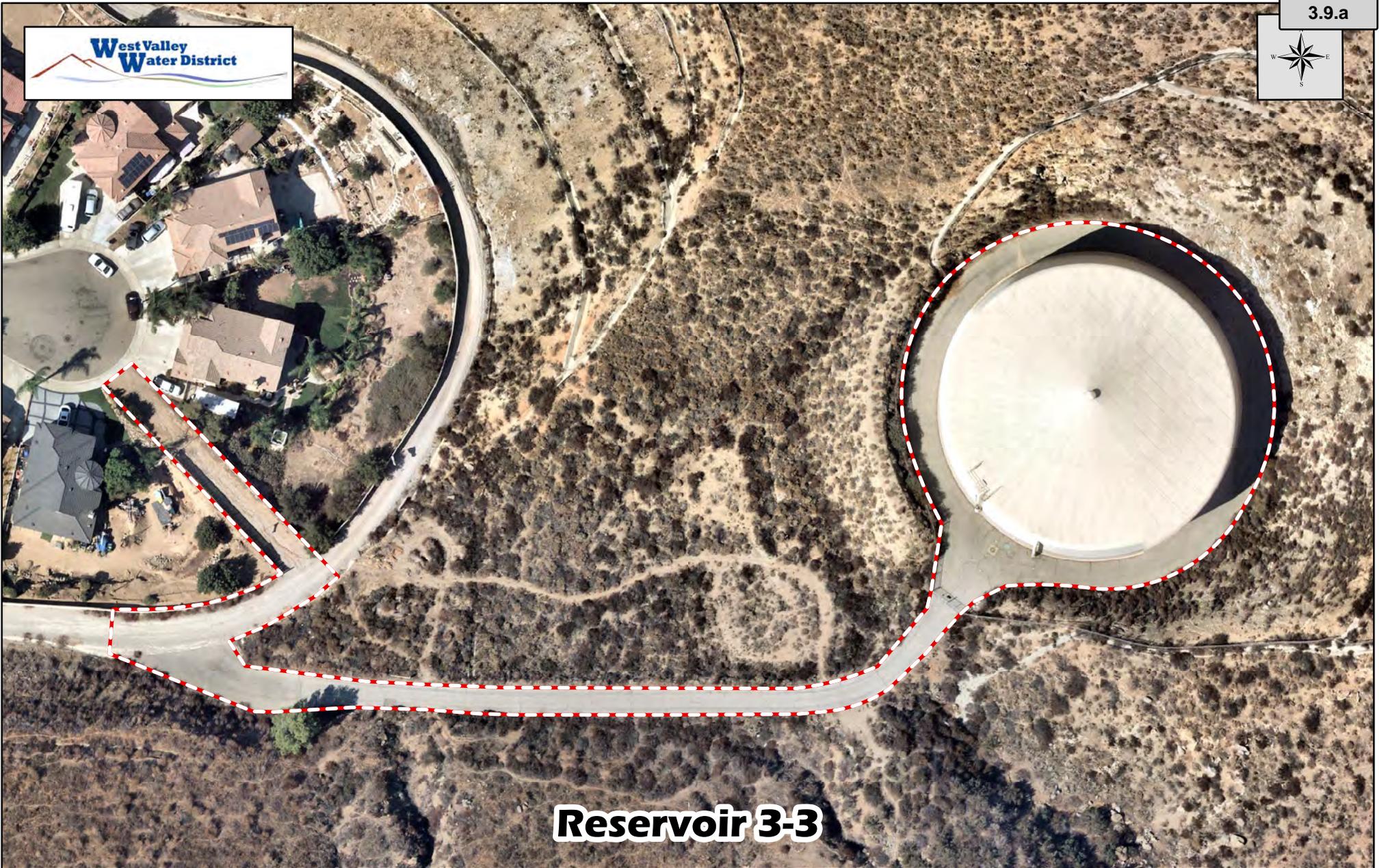
**Area: 7,995 sq. ft.**



**Well 41**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
40	Well 41	26		4								

**Acreage: 0.11 acres**  
**Area: 4,716 sq. ft.**

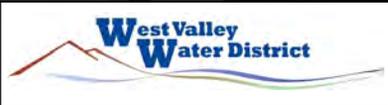


# Reservoir 3-3

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
41	Reservoir 3-3	52	4	4			2					

**Acreage: 1.1 acres**

**Area: 47,701 sq. ft.**



**Reservoir 3-1 (Big Alder)**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
42	Reservoir 3-1 (Big Alder)	26	4	4								

**Acreage: 0.82 acres**

**Area: 35,881 sq. ft.**



## Zone 2 Reservoir Complex (Little Alder)

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
43	Zone 2 Reservoir Complex (Little Alder)	26	4	4								

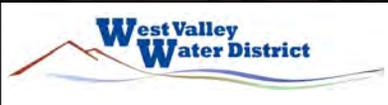
**Acreage: 1.26 acres**  
**Area: 55,297 sq. ft.**



# Reservoir 2-4

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
44	Reservoir 2-4	52	4	4	2		2					

**Acreage: 1.69 acres**  
**Area: 73,705 sq. ft.**



# Reservoir 2-4 Overflow Basin

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
45	Reservoir 2-4 Overflow Basin	52	4	4	2		2	2	1			

**Acreage: 0.77 acres**

**Area: 33,517 sq. ft.**



**San Bernardino Valley Well Site  
( NWC of Perris St & 9th St)**

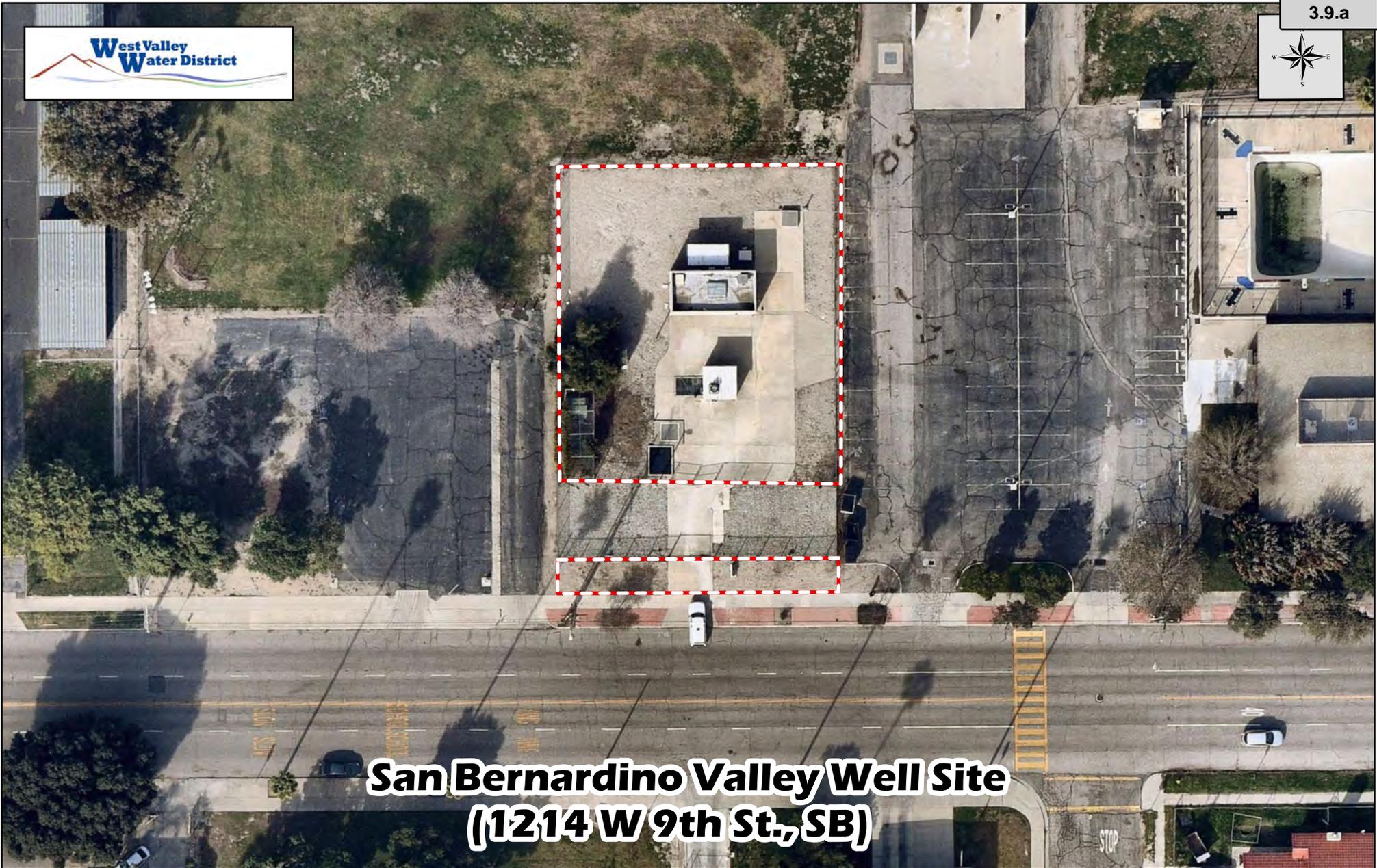
No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
46	San Bernardino Valley Well Site	26		4								

**Acreage: 0.17 acres**

**Area: 7,584 sq. ft.**



3.9.a

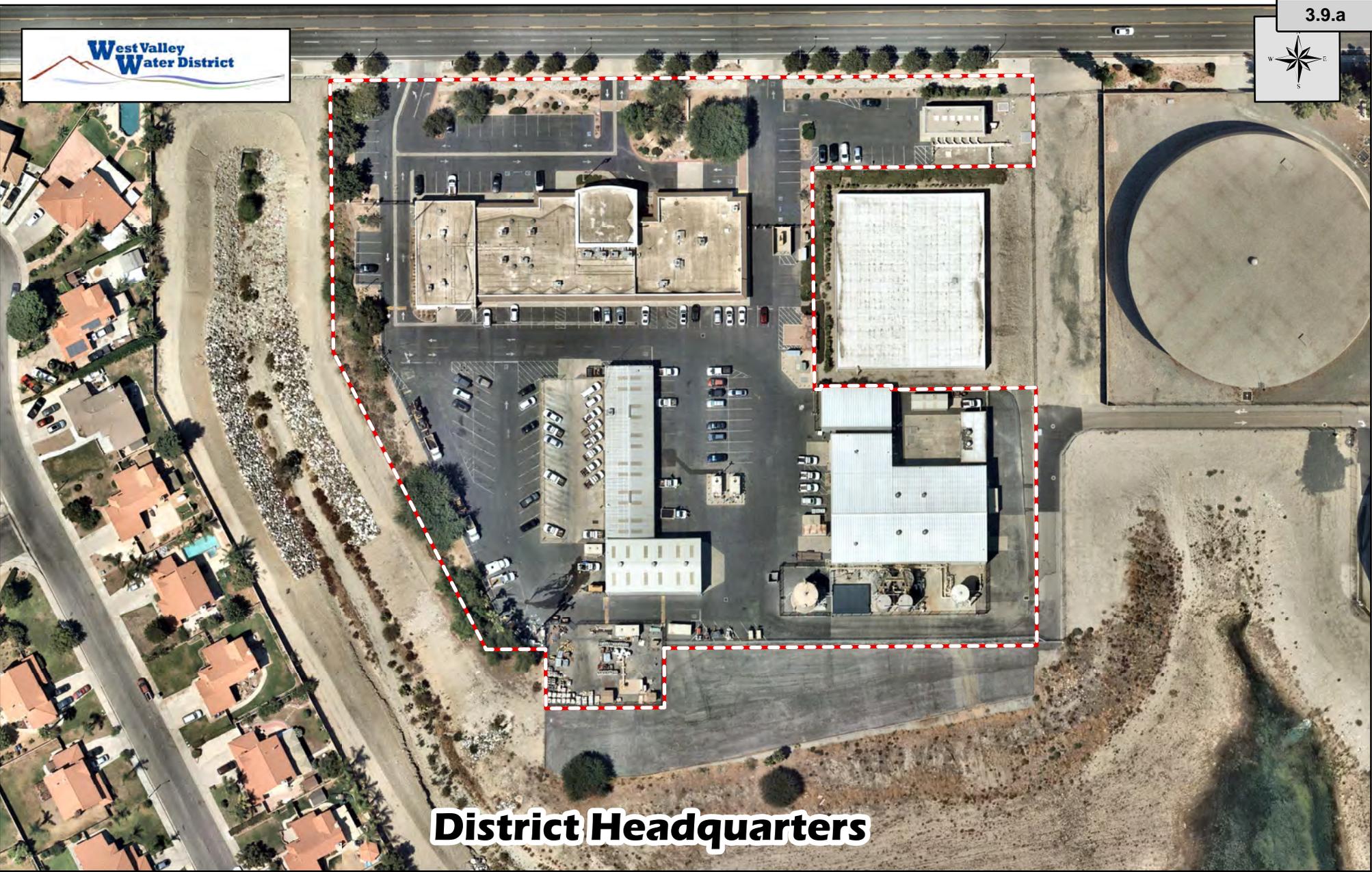


**San Bernardino Valley Well Site  
(1214 W 9th St., SB)**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
47	San Bernardino Valley Well Site	26		4								

**Acreage: 0.30 acres**

**Area: 13,194 sq. ft.**



# District Headquarters

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
48	District Headquarters	52	4	4	2	2		52	1			

**Acreage: 5.47 acres**

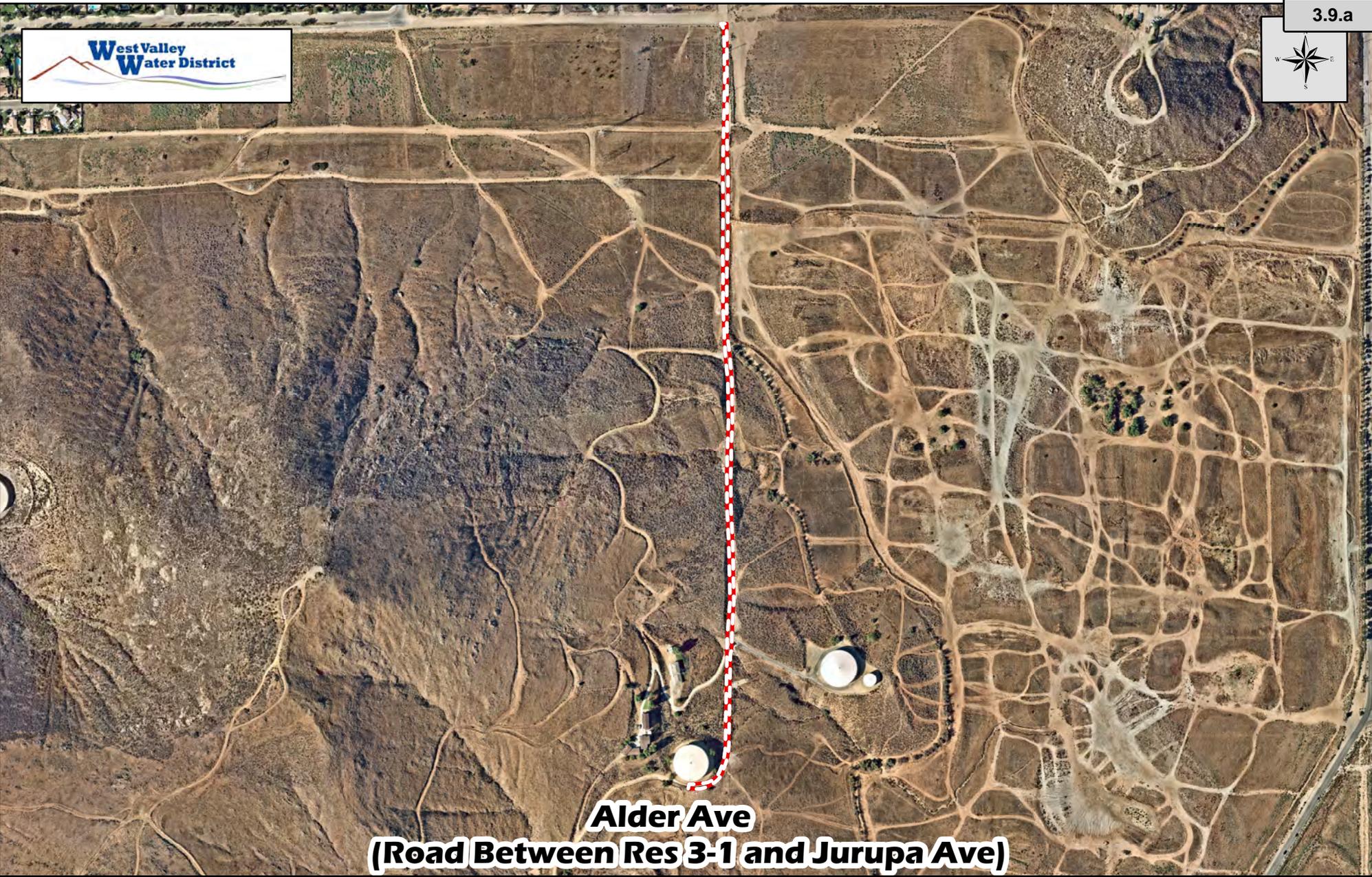
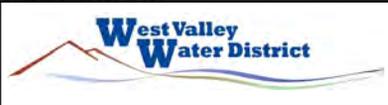
**Area: 238,359 sq. ft.**



**Reservoir 3A-1**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
49	Reservoir 3A-1	52	3	3	2				1			

**Acreage: 0.80 acres**  
**Area: 34,647 sq. ft.**



**Alder Ave  
(Road Between Res 3-1 and Jurupa Ave)**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
50	Alder Ave. (Road Between Reservoir 3-1 & Jurupa Ave.)	26										

**Acreage: 1.17 acres**

**Area: 50,967 sq. ft.**

APPENDIX C - ANTICIPATED ANNUAL QUANTITIES

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc	Address	Acreage
1	Zone 8 Reservoir Complex	4	4	2	2		2						3364 Lytle Creek Road, San Bernardino County	1.77
2	Zone 7 Reservoir Complex	26	4	4	3	2	2	2	1				3296 Lytle Creek Rd, San Bernardino County	3.69
3	Semi-Tropic Flume	26	2	2	2	2							3434 Lytle Creek Rd., San Bernardino County	0.42
4	Well 54	52		2									5101 Coyote Canyon Rd., Fontana	0.62
5	Zone 6 Reservoir Complex	52	6	6	3		2	2	1				4334 N. Riverside Ave., Rialto	6.25
6	Zone 5 Reservoir Complex	52	6	6		2							5210 N. Riverside Ave., Rialto	5.31
7	Vacant Lot NW of Filtration Facility	4	4	4		2						2	Riverside Ave. & N. Linden Ave., Rialto	4.75
8	Oliver P. Roemer Water Filtration Facility	52	6	4	2	2		2	1				3010 N Cedar Ave., Rialto	13.00
9	Lytle Creek Sandbox	26	4	4		2							3139 N. Riverside Ave., Rialto	0.057
10	Lytle Creek Metering Station (Parshall Flume)	26	4	4	2	2			1				3139 N. Riverside Ave., Rialto	0.11
11	Well 22	52		4									8624 N. Linden, Rialto	0.85
12	Zone 4 Reservoir Complex	52	4	4	2			2	3	26	26		5700 N. Riverside Ave., Rialto	2.68
13	Reservoir 4-3	26	4	4		4							19920 Country Club Dr., Rialto	5.10
14	Well 1A	26		4									19523 Country Club Dr., Rialto	0.39
15	Arsenic Plant	26	4	4									19578 Country Club Dr., Rialto	0.49
16	Well 34	26		4									19655 Country Club Dr., Rialto	0.091
17	Well 2	26		4									19973 Country Club Dr., Rialto	0.11
18	Well 4A	26		4									5914 N. Sycamore, Rialto	0.40
19	Well 5A	26		4									5914 N. Sycamore, Rialto	0.16
20	Well 35A	26		4									5855 N. Sycamore, Rialto	0.20
21	Lord Ranch	52	6	6	2	4		2				2	6871 Martin Rd., San Bernardino	12.09
22	Meridian Turnout	26	4	4									2656 W. Baseline Rd., San Bernardino	0.037
23	Booster Station 4-2	52	3	3									855 W. Base Line, Rialto	0.12
24	Reservoir 3A-2	52	3	3	2			1					1120 N. Cactus Ave., Rialto	1.88
25	Well 6	52		3	1								204 W. Etiwanda Ave., Rialto	0.23
26	Well 11	52		3	2								238 W. Victoria St., Rialto	0.24
27	Well 30	26		4									2015 W. 9th St., San Bernardino	1.77
28	Well 15	26		4									1950 W. 9th St., San Bernardino	0.36
29	East Complex	52	6	6	2			1			26		1811 W. 9th St., San Bernardino	2.07
30	Well 16	52		4		2							296 S. Eucalyptus, Rialto	0.20
31	Well 17	52		4		2							404 S. Acacia, Rialto	0.10
32	Zone 2-3 Perchlorate Treatment System	52	4	4									691 S. Eucalyptus, San Bernardino	1.93
33	Vacant Lot on Willow Avenue	4		3									Willow Ave. 500 feet south of Tullok St., Rialto	0.21
34	Well 42	52		4									295 E. San Bernardino, Rialto	0.21
35	Well 18A	52		3									1783 S. Sycamore, Rialto	0.29
36	Well 37	52		3									17186 Slover Ave., Fontana	0.041
37	Well 39 - South Shop	52		3									10272 Cedar Place, Bloomington	0.33
38	Vacant Lot on 12th Street	4		2								2	18892 12th Street, Bloomington	0.23
39	Well 40	26		4									157 W. Resource Dr., Rialto	0.18
40	Well 41	26		4									3353 S. Industrial Dr., Rialto	0.11
41	Reservoir 3-3	52	4	4			2						17121 Vista Cielo Ct., Fontana	1.1
42	Reservoir 3-1 (Big Alder)	26	4	4									11654 Alder Ave., Fontana	0.82
43	Zone 2 Reservoir Complex (Little Alder)	26	4	4									11733 Alder Ave., Fontana	1.26
44	Reservoir 2-4	52	4	4	2		2						18531 Peach St., Bloomington	1.69
45	Reservoir 2-4 Overflow Basin	52	4	4	2		2	2	1				Pine St. 400 feet southeast of Peach St., Bloomington	0.77
46	San Bernardino Valley Well Site (NWC of 9th St & Perris)	26		4									9 <sup>th</sup> Street & Perris Street, San Bernardino (Parcel is on the NW Corner of the Intersection)	0.17
47	San Bernardino Valley Well Site (1214 W 9th St)	26		4									Next to 6 <sup>th</sup> Street boys and Girls Club in San Bernardino (1180 W 9th St, San Bernardino, CA 92411)	0.30
48	District Headquarters	52	4	4	2	2		52	1				855 W. Baseline Road, Rialto	5.47
49	Reservoir 3A-1	52	4	4	2	2		52	1				855 W Base Line Rd., Rialto	0.8
50	Alder Ave (Road Between Res 3-1 and Jurupa Ave)	26											Alder and Jurupa Ave.	1.17
51	As Needed On Call Basis for District Cleanup												Weed abatement, bee removal, bush/hedge trimming, tree removal/trimming etc around various assets.	
All sites that have Irrigation Systems shall be adjusted and operated for leaks at a minimum 4 times a year.														
													<b>Total Acreage</b>	<b>82.63</b>



**ADDENDUM NO. 1 – May 11, 2023**

**REQUEST FOR PROPOSALS (RFP)  
DISTRICT LANDSCAPING SERVICES**

Except as otherwise stated below and by any prior or subsequent Addenda to the above referenced RFP, which was released on April 27, 2023 the RFP remains unchanged:

**1. SCOPE OF SERVICES**

- a. The sites in this addendum were slightly modified to include areas identified during job walk to be included in the Scope of Work.
- b. Landscaping Maintenance Services was confirmed by the Department of Industrial Relations to be paid as Prevailing Wages. All Landscaping Companies submitting a Proposal must also be registered with the DIR and provide their DIR# in their proposal as Certified Payrolls will need to be uploaded to DIR by Landscape Maintenance Contractor.
- c. It is expected Contractor and District will address any routine or requests by the District to address complaints from the community or District staff regarding the work in the Scope of Services as part of the Fixed Monthly Cost and not an additional charge.

**\*\*\* ACKNOWLEDGEMENT OF THIS ADDENDUM IS REQUIRED. This addendum must be acknowledged via the designated section on the bidding website as part of your bid response. Failure to acknowledge an addendum will immediately cause your bid to be deemed nonresponsive.**

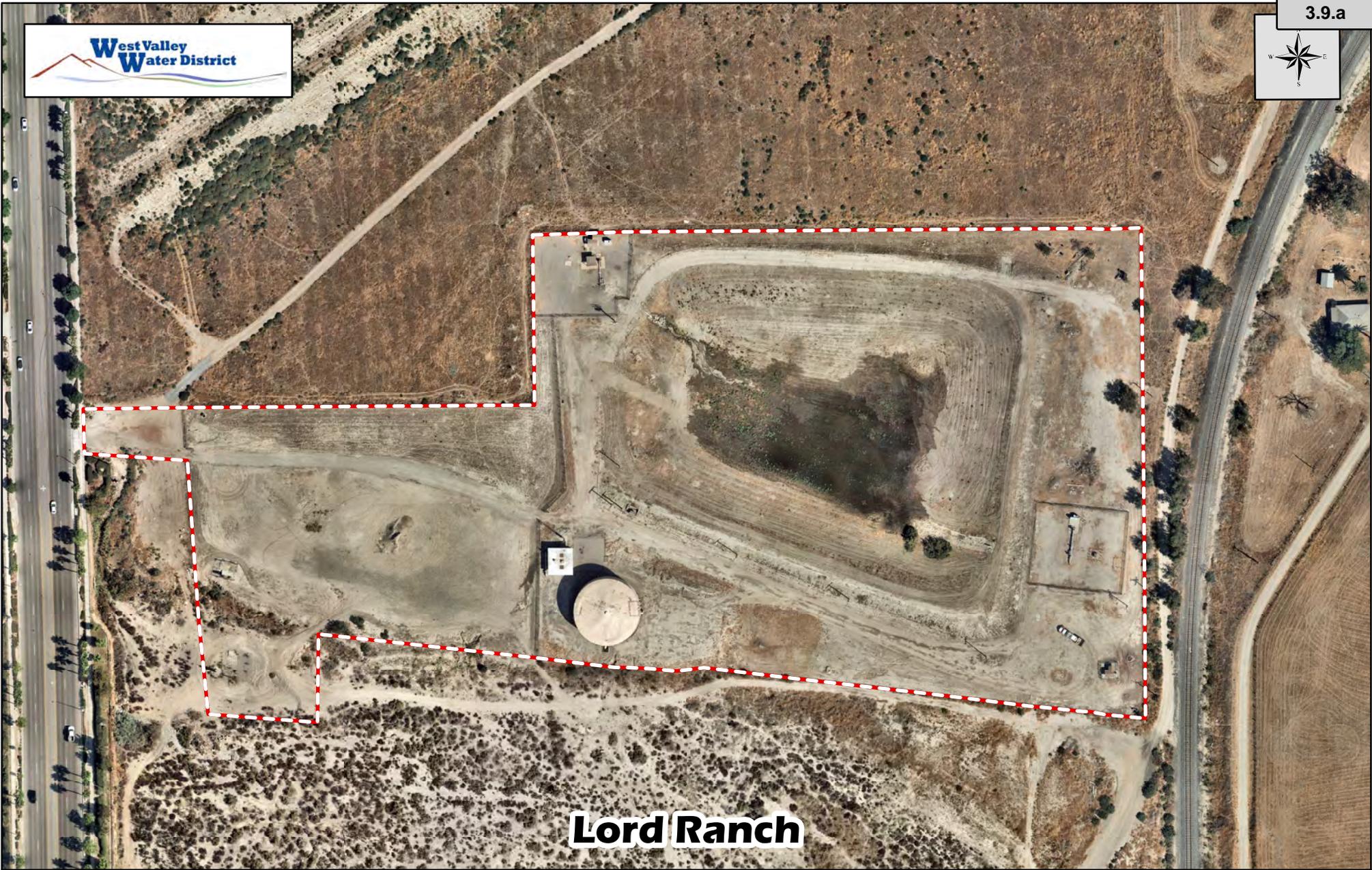
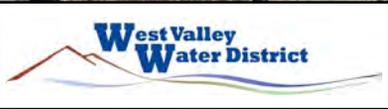


**Well 16**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
30	Well 16	52		4		2						

**Acreage: 0.210 acres**

**Area: 9,166 sq. ft.**

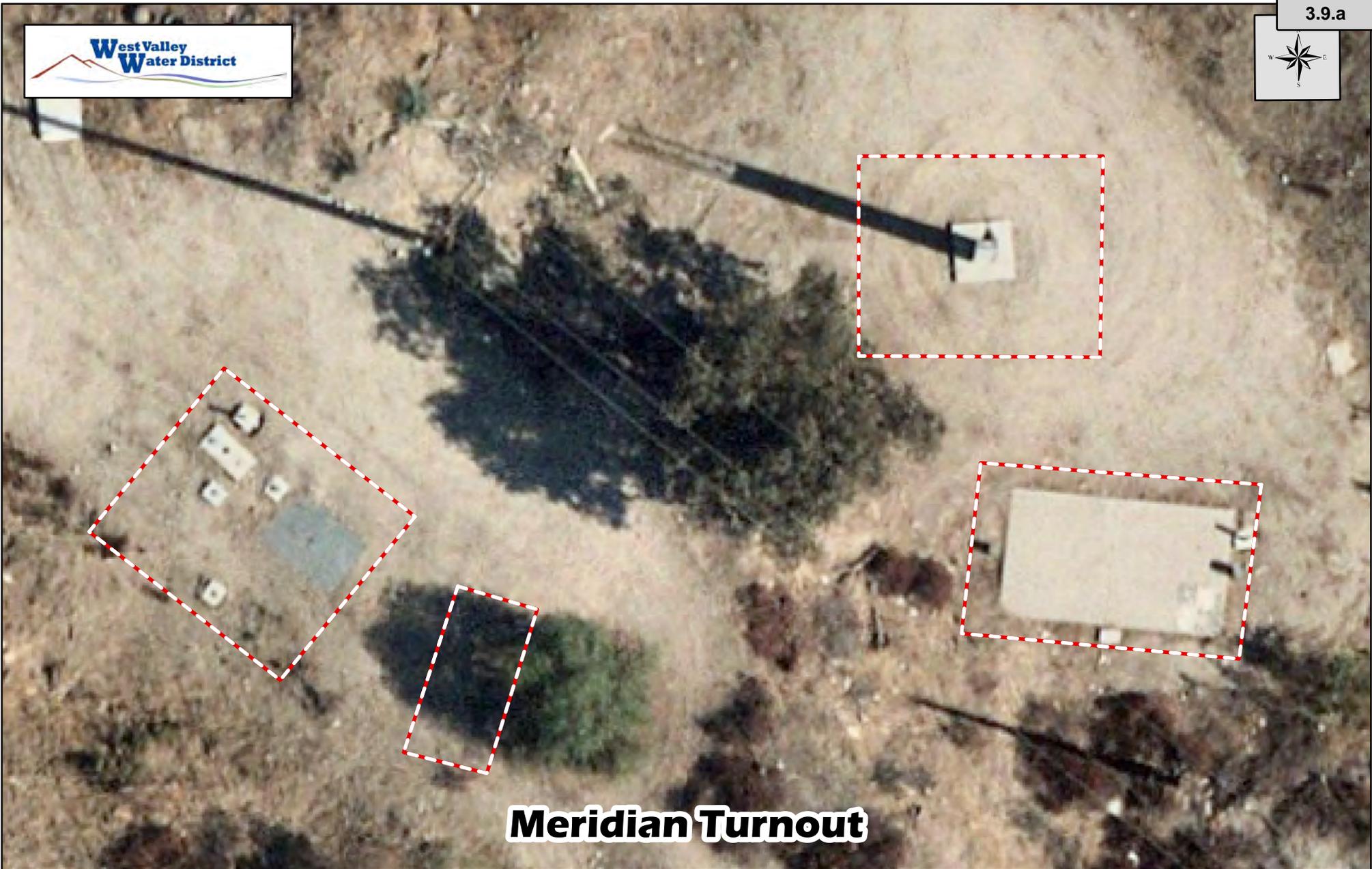
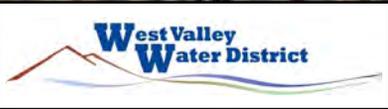


# Lord Ranch

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
21	Lord Ranch	52	6	6	2	4		2				2

**Acreage: 12.43 acres**

**Area: 541,825 sq. ft.**



**Meridian Turnout**

No.	Site Name	Blow Down and Pick Up Trash	Spray for Weeds	Weed Whack	Trim Hedges and Trees	Remove Tumble Weeds	Clean Drainage Ditches	Rake and Remove Leaves	Fertilize	Mow	Manual Watering	Disc
22	Meridian Turnout	26	4	4								

**Acreage: 0.040 acres**  
**Area: 1,762 sq. ft.**

**West Valley Water District  
Rating Sheet - Review of Proposal**

Project: \_\_\_\_\_  
 Consultant: \_\_\_\_\_  
 Rater: \_\_\_\_\_  
 Date: \_\_\_\_\_

No.	Max. Points	Description	Rating	Notes
1	20	<b>Technical Expertise</b> – Determine the proposer has demonstrated expertise to complete project in time as requested by WVWD. Items considered include: years of similar experience, individuals possess adequate experience, firm understanding of what is expected of the project, depth of knowledge, meet all requirements of the RFP	_____	_____
2	10	<b>Timeline of Project</b> – Proposer demonstrates ability to complete project timely.	_____	_____
4	10	<b>Reference Checks</b> – Determine the proposer has complete their previous projects on schedule, had questionable change orders, past clients recommend proposer. Reference check is based upon assigned team member's assessment.	_____	_____
5	60	<b>Score for Proposed Fee</b> Total price provided for project completion	_____	_____
<b>Maximum Points</b>	<b>100</b>		<b>Total Score: 0</b>	



**BOARD OF DIRECTORS  
FINANCE COMMITTEE  
STAFF REPORT**

**DATE:** May 24, 2023  
**TO:** Finance Committee  
**FROM:** Van Jew, Acting General Manager  
**SUBJECT:** THREE-EAR AGREEMENT FOR JANITORIAL SERVICES

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**BACKGROUND:**

The West Valley Water District (“District”) contracts out Janitorial Services for the District. The Finance Department is committed to ensuring contracts are formally solicited through an RFP or RFB process when the total contracted amount requires approval by the Board of Directors. Additionally, because of the COVID-19 pandemic this was a service that could not be stopped or changed without potentially creating additional exposure to staff and vendors.

**DISCUSSION:**

Staff prepared and released a Request for Proposals (“RFP”) on May 3, 2023 for Janitorial Services at Headquarters, Building C, FBR Treatment Plant and the Roemer Treatment Plant as shown in **Exhibit A**. A mandatory job walk was conducted on May 10, 2023 where eleven companies attended, including the District’s current janitorial company, All-Pro Enterprises. Proposals were due on May 15, 2023 and ten companies submitted a proposal for Janitorial Services. The evaluation process was based upon experience, timeline of project, reference checks and cost for a total of 100 points as shown in **Exhibit B**. Cost was a significant factor in the decision-making process for this particular service and was assigned 60 points. A breakdown summary of the evaluation score and monthly cost for each company is shown in the table below.

<b>Company</b>	<b>Evaluation Score</b>	<b>Monthly Cost</b>
Coastal Building Services	96	\$ 3,089.00
Base Hill	90	\$ 3,562.57
Crossroad Environmental Services	87	\$ 3,551.03
CleanStart Cleaning Services	84	\$ 3,750.00
Ultra Shine Group	83	\$ 3,812.00
Santa Fe Janitorial Maintenance Services	82	\$ 3,942.97
Premier Property Preservation	80	\$ 4,004.00
JJ Property Maintenance	78	\$ 4,135.00
All-Pro Enterprises	58	\$ 4,222.06
Joncowest	57	\$ 5,230.00

Through this evaluation process, Coastal Building Services would offer the best value at the lowest cost to the District for Janitorial Services.

**FISCAL IMPACT:**

The total 3-year agreement cost for Janitorial Services is \$111,204.00. Janitorial Services will be budgeted in FY-2023-24 and foreseen as a cost that will be budgeted in future fiscal years.

**STAFF RECOMMENDATION:**

Forward a recommendation to the Board of Directors to authorize entering into a 3-year contract with Coastal Building Services in the amount of \$111,204.00 for Janitorial Services.

Respectfully Submitted,

*Van Jew*

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Van Jew, Acting General Manager

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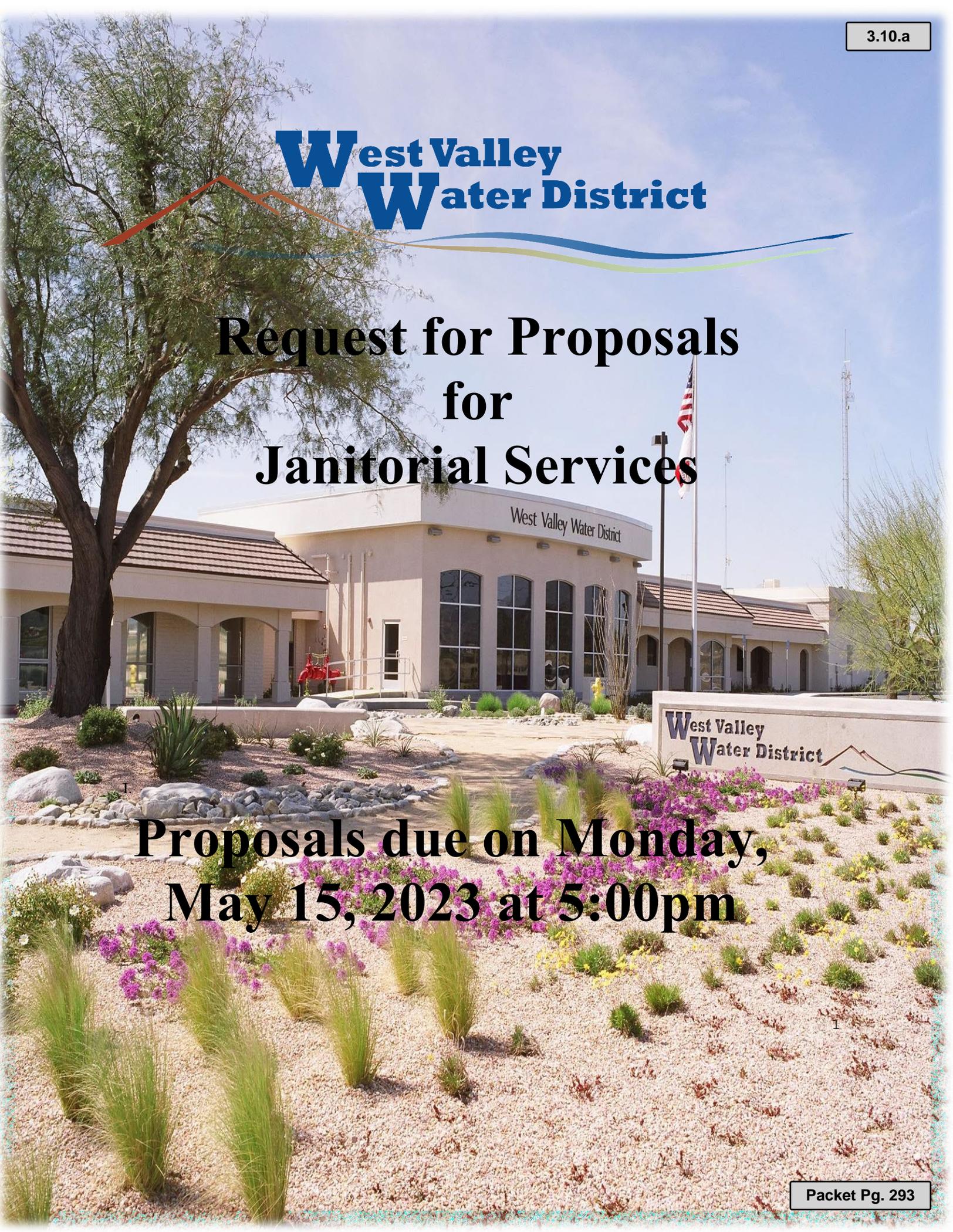
**ATTACHMENT(S):**

1. Exhibit A - RFP Janitorial Services
2. Exhibit B - Evaluation Sheet Sample



# West Valley Water District

## Request for Proposals for Janitorial Services



**Proposals due on Monday,  
May 15, 2023 at 5:00pm**

## **I. INTRODUCTION**

This Request for Proposals (“RFP”) describes the requested Services, the selection process, and the minimum information that must be included in proposals. Failure to submit information in accordance with the RFP requirements and procedures may be cause for disqualification. The District reserves the right to: (1) reject any and all proposals; (2) waive minor proposal deviations, irregularities or omissions at its sole discretion; or (3) disqualify any proposal that contains false or misleading information.

The West Valley Water District (“District”) is requesting proposals from qualified firms for Janitorial Services using industry standards to comply with all applicable laws, statutory requirements, and regulations.

Proposals submitted will be evaluated by individuals from the District and/or outside agencies. During the evaluation process, the District reserves the right, where it may serve the District’s best interest, to request additional information or clarifications from applicants, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between the District and the firm selected. The District has a standard two-party Professional Service Agreement (Sample Agreement), to which adherence is assumed.

## **II. GENERAL INFORMATION**

There is no expressed or implied obligation for the District to reimburse proposers for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt.

### III. DISTRICT BACKGROUND

The District began on February 28, 1952, when West San Bernardino County Water District was founded and became the owner and operator of three local mutual water companies. During those early years, the District supplied more water for agricultural purposes than for domestic use.

During the 1970s and 1980s, the District grew with new homes, businesses and schools soon surpassing agricultural use. There were other mergers where smaller water companies became a part of the Water District. By the end of the 1980s, the District water facilities included 180 miles of pipeline, 12 reservoirs and 15 water wells. It was during this time that the District built its office and maintenance yard on Baseline Road in Rialto, where we're still located today.

In 1992, the District was a partner in building five miles of new pipeline to bring much-needed water from the Bunker Hill Basin in San Bernardino to our area. Continuing the trend of working with our neighbors, in 1993 the District partnered with the City of Rialto to build a treatment facility for the water flowing from Lytle Creek. The Oliver P. Roemer Water Filtration Facility has been expanded twice where it accepts and treats State Water Project water, which increases the amount of water available for our customers.

In 2003, we changed our name to West Valley Water District (WVWD). By this time the District had five treatment plants, 360 miles of pipeline, 25 reservoirs, 17 wells, 20,000 service connections, and we served drinking water to approximately 66,000 residents.

In 2016, WVWD opened the nation's first perchlorate treatment facility to bring clean water directly to ratepayers using natural, bioremediation technology. Our second perchlorate treatment facility was completed in 2017. In 2018 we opened our hydroelectric generation plant and increased housing developments in our service area. Today the District serves over 80,000 residents and is continuing to grow.

### IV. PRE-SUBMITTAL ACTIVITIES

All communications relating to the RFP shall be facilitated solely through PlanetBids. **There will be a mandatory job walk on Wednesday May 10, 2023 at 10am at District Headquarters, 855 W Base Line Rd, Rialto, CA 92376.**

### V. PROPOSAL REQUIREMENTS

Proposers shall upload their proposals on PlanetBids no later than 5:00 PM, Pacific Standard Time, on Monday May 15, 2023.

These guidelines govern the format and the content of the proposal, and the approach to be used in its development and presentation. The proposal should be concise, well-organized and demonstrate the Consultant's and the individual team member's qualifications related to the requested Scope of Services. Each proposal shall include sections addressing the following information in the listed order. The Proposer shall be sure to include all information that it feels will enable the District to make a final decision. Failure of the Proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently detailed proposal.

Any necessary exhibits or other information, including information not specifically requested by this RFP but deemed as helpful, shall be attached to the end of the proposal. While additional data may be presented, the following subjects (Items 1 through 5) must be included. They represent the criteria against which the proposal will be evaluated:

1. **Executive Summary** – Provide a brief overview of the entire proposal describing the highlights of the proposal. In addition to the proposal overview, please provide the following basic description information required the proposer:
  - A. Legal name and address of proposer:
  - B. Legal form of proposer (partnership, corporation, joint venture, etc.). If joint venture, identify the members of the joint venture and provide all information required within this section for each member;
  - C. If company is a wholly owned subsidiary of a “parent company”
  - D. Address(es) of office(s) involved in providing the services; and
  - E. Name, title, address and telephone number of the person to contact concerning the proposal and the proposed lead staff person for providing the Services.
2. **Proposing Firm’s Profile** - This section shall include contact person information, address and telephone number of the Firm’s main office and branch offices. Each Firm shall identify itself as to the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). A brief firm history, including the current permanent staff size as well as local organization structure; and a discussion of the firm’s financial stability, capacity and resources.

Additionally, this section shall include a listing of any claim, lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer either as a contractor or subcontractor or by its subcontractors where litigation is still pending or has occurred within the last five (5) years, or (b) any type of project where claims or settlements were paid by the consultant or its insurers within the last five (5) years. Supplemental information that the Firm believes may be pertinent to the selection process may be provided.

3. **Experience and References** – This section shall include a brief description of the Proposer’s qualifications and previous experience during the last five (5) years supplying like services to similar public agencies. Include all areas of expertise, scope of services provided, and relevant experience, including description of each project, role of professional for that project and date completed.

**Proposer shall provide a minimum of five (5) references, within the past five (5) years of clients for whom services have been performed that are comparable in quality and scope to that specified in this RFP.** The references shall include names, addresses, and telephone numbers of the clients for whom prior work was performed and include an explanation of the services provided for each of the five (5) references. Give a brief statement of the firm’s adherence to the schedule and budget for each project. The Proposal must demonstrate that the Company, or its key personnel, has at least five (5) years of experience, within the past five (5)

years with a legally registered business name, that provides services of a similar type and scope as described in the Scope of Services. A Company shall not have filed for bankruptcy under any business name over the past five (5) years.

4. **Proposal** – The purpose of the Proposal is to demonstrate the qualifications, pricing, competence and capacity of the firm seeking to provide the scope of services. This shall succinctly describe the proposed approach for addressing the required services, providing the required product and the firm’s ability to meet the District’s schedule, outlining the approach that would be undertaken in providing the requested services.

The Proposal should address all the points outlined in the Request for Proposal including the Cost. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the applicant’s capabilities to satisfy the requirements of the Request for Proposals.

The Proposal shall discuss how the Proposer will staff the project. **Company is expected to have onsite two persons at all times during janitorial services.** Key personnel will be an important factor considered by the review committee. Key personnel will also be named in the final agreement and any changes at that time may be cause for rejection of proposal. Please include resumes of key personnel which includes names, contact numbers and description of experience, including licenses and/or certifications, of all key personnel who would be assigned to perform the Services. Members of the company’s professional team (managers, contact person, etc.) should be identified by name and title and should include contact phone numbers. Any subcontractors to be used in the performance of the study should be identified and the scope of services to be provided.

**The Proposal shall include the projected daily timeline for completing the janitorial services.**

**The Proposal should contain all monthly pricing information relative to performing the project as described in this Request for Proposal in the Scope of Work to be performed. The District is looking to secure a 3 year fixed price contract.**

The District will not be responsible for expenses incurred in preparing and submitting the Proposal. Such costs should not be included in either of the proposals submitted.

The Proposal should also include the following information:

- Certification that the person signing the Proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with the District.
- Certification that the person signing the Proposal is entitled to represent the firm, empowered to submit the proposal, and authorized to sign a contract with the District.

5. **Evidence of Insurance** - Proposers shall provide evidence of possession of insurance in the coverage and amounts listed in the Sample Agreement (Attachment A).

### Scope of Work to be Performed:

#### Daily Services

1. Company begins janitorial service at 5pm and begins with offices/areas at Headquarters that are locked overnight due to confidential nature (CFO office, HR Assistant, HR Manager, HR Analyst, Executive Assistants, General Manager, Assistant General Manager).
  - a. All desks, keyboards, mouse, chairs, door handles, knobs are disinfected using an EPA approved disinfectant for COVID-19 (HDQ Neutral or equal).
  - b. Trash is emptied, liners replaced and floors are vacuumed.
  - c. Glass door entrance to General Manager's office to be wiped and cleaned.
2. Company next cleans East Breakroom
  - a. All counters, tables, handles, light switches, knobs, faucets, appliance handles and touch areas are disinfected using the EPA approved Disinfectant for COVID-19 (HDQ Neutral or equal). Microwave cleaned inside and out, rinse out all coffee pots, empty coffee grounds.
  - b. Supplies are restocked in dispensers.
  - c. Trash is emptied, liners replaced and floors are swept and mopped.
3. Company next cleans FBR Lab and Restroom
  - a. In the LAB all counters, desks, keyboards, mouse, chairs, door handles, light switches, faucet, appliance handles and touch areas are wiped and disinfected using the EPA approved Disinfectant for COVID-19 (HDQ Neutral or equal).
  - b. In the LAB, Supplies are restocked in dispensers.
  - c. In the LAB, trash is emptied, liners replaced and floors are swept and mopped.
  - d. In the Restroom, the sink, toilet, faucet, towel dispenser is cleaned, wiped and disinfected.
  - e. In the Restroom, trash is emptied, liners replaced then supplies are restocked in dispensers and floors are swept and mopped.
4. Company next cleans Building C
  - a. In the Maintenance and Meters breakrooms, all desks, keyboards, mouse, door handles, light switches, chairs, appliance handles and touch areas are wiped and disinfected using the EPA approved Disinfectant for COVID-19 (HDQ Neutral or equal).
  - b. Trash is emptied, liners replaced and floors are swept and mopped.
  - c. In the Restroom, the sinks, toilets, faucets and dispensers are cleaned, wiped and disinfected.
  - d. In the Restroom, the trash is emptied, liners replaced then supplies are restocked in dispensers and floors are swept and mopped.
  - e. Maintenance Supervisor office is cleaned including desk, keyboard, mouse, chair and door handle are disinfected using the EPA approved disinfectant for COVID-19 (HDQ Neutral or equal).
5. Company returns to Headquarters working from Customer Side (East) of the building all the way west to the Warehouse offices. Offices, Cubicles, Board Room and Conference Rooms are included as well as all Restrooms at Headquarters.
  - a. All desks, counters, keyboards, computer mice, door handles, light switches, chairs, faucets, appliance handles and touch areas are cleaned and disinfected using the EPA approved disinfectant for COVID-19 (HDQ Neutral or equal).
  - b. All trash is emptied, liners replaced and floors are vacuumed or swept and mopped.
  - c. Customer Service Lobby glass to be wiped and cleaned.

- d. In West Breakroom, All tables, counters, door handles, light switches, chairs, faucet, appliance handles and touch areas are cleaned and disinfected using the EPA approved disinfectant for COVID-19 (HDQ Neutral or equal). Microwave cleaned inside and out, rinse out all coffee pots, empty coffee grounds.
- e. Supplies are restocked in dispensers.
- f. Trash is emptied, liners replaced and floors are swept and mopped.
- g. Clean drinking fountain(s).
- h. For all restrooms the sinks, toilets, faucets and dispensers are cleaned, wiped and disinfected.
- i. In the Restrooms, the trash is emptied, liners replaced then supplies are restocked in dispensers and floors are swept and mopped.
- j. **SET ALARM ON AFTER COMPLETION OF SERVICES**

#### Weekly Services

- 1. Company cleans Roemer Lab and Roemer Restroom
  - a. In the LAB all counters, desks, keyboards, mouse, chairs, door handles, light switches, faucet, appliance handles and touch areas are wiped and disinfected using the EPA approved Disinfectant for COVID-19 (HDQ Neutral or equal).
  - b. In the LAB, Supplies are restocked in dispensers.
  - c. In the LAB, trash is emptied, liners replaced and floors are swept and mopped.
  - d. In the Restroom, the sink, toilet, faucet, towel dispenser is cleaned wiped and disinfected.
  - e. In the Restroom, trash is emptied, liners replaced then supplies are restocked in dispensers and floors are swept and mopped.

#### Monthly Services

- 1. Clean and wipe all refrigerators outside and inside. Identify and/or dispose of food and other refrigerator/freezer items that are expired or smell expired in the Breakrooms.

### **A. Acknowledgement of Agreement and Statement of Exceptions**

The proposer shall certify that it takes no exception(s) to this RFP, including, but not limited to, the Agency's Standard Professional Services Agreement, included as Attachment A. If the proposer does take exception(s) to any portion of the RFP and/or Standard Professional Services Agreement, the specific exception(s) shall be identified and explained. The District is not required to negotiate with proposer or to accept, any items to which any proposer takes exception.

### **B. Addenda to this Request for Proposals**

The proposer shall confirm in its proposal the receipt of all addenda issued to this RFP. Copies of the actual addenda do not need to be included in proposals.

**VI. SELECTION SCHEDULE**

The District anticipates the process for selecting a proposer and awarding the agreement will be according to the following schedule (dates not firm):

<b>Advertise and Issue RFP:</b>	Wednesday, May 3, 2023
<b>Mandatory Job Walk:</b>	Wednesday, May 10, 2023 at 10am at Headquarters.
<b>Proposal Due Date:</b>	No later than 5:00 PM Pacific Standard Time on Monday May 15, 2023
<b>Evaluation of Proposals:</b>	Week of May 15, 2023
<b>Finance Committee:</b>	Estimated end of May 2023
<b>Agreement Awarded:</b>	Estimated June 2023

**VII. SELECTION PROCESS**

1. Based upon the proposals submitted, the Evaluation Committee may identify a shortlist of qualified proposers to be interviewed. The evaluation process will be based upon submission of responses received and feedback obtained from the references provided. Scoring criteria will be based upon experience, timeline to complete the services, reference checks, and cost.
2. The Evaluation Committee may interview the short-listed proposers. Based upon the proposal and interview, the District will enter negotiations with the selected proposer. The negotiations will cover scope of work, schedule, terms and conditions, technical specifications, and price. If the District is unable to reach an acceptable agreement with the selected proposer, the District will terminate negotiations with the selected proposer and begin negotiations with the second ranked proposer.
3. After negotiating a proposed agreement that is fair and reasonable, it is anticipated that the Board will consider taking action to approve the agreement.

**VIII. SPECIAL CONDITIONS**

1. Reservations: This RFP does not commit the District to award an agreement, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for services.

2. **Public Records:** All proposals submitted in response to this RFP become the property of the District and public record, and as such may be subject to public review.
3. **Right to Cancel:** The District reserves the right to revise or cancel, for any or no reason, in part or in its entirety, this RFP, including, but not limited to: selection schedule, submittal date, and submittal requirements. If the District cancels or revises the RFP, all proposers of record will be notified in writing by the Agency.
4. **Additional Information:** The District reserves the right to request additional information and/or clarification from any or all proposers to this RFP.
5. **Public Information:** Proposers who wish to release information to the public regarding selection, agreement award, or data provided by the District must receive prior written approval from the District before disclosing such information to the public.
6. **Agreement for Professional Services:** The selected proposer will be required to sign the attached Standard Professional Services Agreement and to provide the insurance certificates and all other required documentation within seven (7) calendar days of notification of selection.
7. **Insurance Requirements:** The District requires consultants doing business with it to obtain insurance as shown in the Standard Professional Services Agreement. The required insurance certificates must comply with all requirements of the standards as shown in the agreement and must be provided (original copy) within seven (7) days of notice of selection and prior to the commencement of any Services.
8. **Disclosure Provision/ Conflict of Interest:** The District complies with all California statutes and regulations related to conflicts of interest. Under the applicable conflict of interest requirements, the selected proposer may be required to complete and file Form 700 with the District before starting.

## **IX. ATTACHMENTS**

Attachment A: Standard Professional Services Agreement

Attachment B: Map of District Facilities

**WEST VALLEY WATER DISTRICT AGREEMENT NO.  
FOR SERVICES**

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between the WEST VALLEY WATER DISTRICT, a County Water District organized and operating pursuant to California Water Code Section 30000 et seq. (hereinafter referred to as the "DISTRICT"), and \_\_\_\_\_, a \_\_\_\_ (hereinafter referred to as "CONTRACTOR").

**RECITALS**

WHEREAS, the DISTRICT desires to contract with CONTRACTOR to provide services for \_\_\_\_\_ referred to as "Project"); and (hereinafter referred to as "Project"); and

WHEREAS, CONTRACTOR is willing to contract with the DISTRICT to provide such services; and

WHEREAS, CONTRACTOR holds itself as duly licensed, qualified, and capable of performing said services; and

WHEREAS, this Agreement establishes the terms and conditions for the DISTRICT to retain CONTRACTOR to provide the services described herein for the Project.

**COVENANTS**

NOW, THEREFORE, in consideration of the faithful performance of the terms and conditions set forth herein, the parties hereto agree as follows:

**ARTICLE I**

**ENGAGEMENT OF CONTRACTOR AND AUTHORIZATION TO PROCEED**

1.1 ENGAGEMENT: The DISTRICT hereby engages CONTRACTOR, and CONTRACTOR hereby accepts the engagement, to perform certain services described in Section 2.1 of this Agreement for the term set forth in Section 6.7 of this Agreement.

1.2 AUTHORIZATION TO PROCEED: Authorization for CONTRACTOR to proceed with all or a portion of the work described in Section 2.1 of this Agreement will be granted in writing by the DISTRICT as soon as both parties sign the Agreement and all applicable insurance and other security documents required pursuant to Section 6.3 of this Agreement are received and approved by the DISTRICT. CONTRACTOR shall not proceed with said work until so authorized by the DISTRICT, and shall commence work immediately upon receipt of the Notice to Proceed.

1.3 **NO EMPLOYEE RELATIONSHIP:** CONTRACTOR shall perform the services provided for herein as an independent CONTRACTOR, and not as an employee of the DISTRICT. The DISTRICT shall have ultimate control over the work performed for the Project. CONTRACTOR is not to be considered an agent or employee of the DISTRICT for any purpose, and shall not be entitled to participate in any pension plans, insurance coverage, bonus, stock, or similar benefits that the DISTRICT provides for its employees. CONTRACTOR shall indemnify the DISTRICT for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment, which the DISTRICT may be required to make on behalf of CONTRACTOR or any employee of CONTRACTOR for work performed under this Agreement.

## ARTICLE II

### SERVICES OF CONTRACTOR

2.1 **SCOPE OF SERVICES:** The scope of services to be performed by the CONTRACTOR under this Agreement are described in the Scope of Work attached hereto as Exhibit "A" and incorporated herein by this reference ("Scope of Work"), and shall, where not specifically addressed, include all related services ordinarily provided by the CONTRACTOR under same or similar circumstances and/or otherwise necessary to satisfy the requirements of Section 3.3 of this Agreement. In case of conflict between the terms of this Agreement and the provisions of the Scope of Work, this Agreement shall govern.

2.2 **PREVAILING WAGES:** Where required, in accordance with the provisions of the California Labor Code, CONTRACTOR shall secure the payment of compensation to employees. To the extent required by the California Labor Code, CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director, Department of Industrial Relations, and State of California. Copies of such prevailing rate of per diem wages are on file at the DISTRICT's office, which copies will be made available to any interested party upon request. CONTRACTOR shall post a copy of such determination at each job site. If applicable, CONTRACTOR shall forfeit to the DISTRICT the amount of the penalty set forth in Labor Code Section 1777.7(b), or any subsequent amendments thereto, for each calendar day, or portion thereof, for each worker paid less than the specified prevailing rates for such work or craft in which such worker is employed, whether paid by CONTRACTOR or by any subcontractor.

2.3 **HOURS AND WORKING CONDITIONS:** The DISTRICT is a public entity in the State of California and is subject to the provisions of the Government Code and the Labor Code of the State. It is stipulated and agreed that all provisions of law applicable to public contracts are a part of this Agreement to the same extent as though set forth herein and will be complied with by CONTRACTOR. CONTRACTOR shall comply with all applicable provisions of the California Labor Code relating to working hours and the employment of apprentices on public works projects. CONTRACTOR shall, as a penalty to the DISTRICT, forfeit \$25.00 for each worker employed in the execution of this Agreement by CONTRACTOR or by any

subcontractor, for each calendar day during which such worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week, unless such worker received compensation for all hours worked in excess of 8 hours at not less than 1½ times the basic rate of pay.

### ARTICLE III

#### RESPONSIBILITIES OF THE DISTRICT AND OF CONTRACTOR

3.1 DUTIES OF THE DISTRICT: The DISTRICT, without cost to CONTRACTOR, will provide all pertinent information necessary for CONTRACTOR'S performance of its obligations under this Agreement that is reasonably available to the DISTRICT unless otherwise specified in the Scope of Work, in which case the CONTRACTOR is to acquire such information. The DISTRICT does not guarantee or ensure the accuracy of any reports, information, and/or data so provided. To the extent that any reports, information, and/or other data so provided was supplied to the DISTRICT by persons who are not employees of the DISTRICT, any liability resulting from inaccuracies and/or omissions contained in said information shall be limited to liability on behalf of the party who prepared the information for the DISTRICT.

3.2 REPRESENTATIVE OF DISTRICT: The DISTRICT will designate Facilities Maintenance Technician as the person to act as the DISTRICT's representative with respect to the work to be performed under this Agreement. Such person will have complete authority to transmit instructions, receive information, and interpret and define the DISTRICT's policies and decisions pertinent to the work. In the event the DISTRICT wishes to make a change in the DISTRICT's representative, the DISTRICT shall notify the CONTRACTOR of the change in writing.

3.3 DUTIES OF CONTRACTOR: CONTRACTOR shall perform the Project work in such a manner as to fully comply with all applicable professional standards of care, including professional quality, technical accuracy, timely completion, and other services furnished and/or work undertaken by CONTRACTOR pursuant to this Agreement. CONTRACTOR shall furnish and provide all labor, materials, services, tools and equipment necessary to comply with the responsibilities of the CONTRACTOR under this Agreement. The CONTRACTOR shall cause all work and deliverables to conform to all applicable federal, state, and local laws and regulations.

3.4 APPROVAL OF WORK: The DISTRICT's approval of work or materials furnished hereunder shall not in any way relieve CONTRACTOR of responsibility for the technical adequacy of its work. Neither the DISTRICT's review, approval or acceptance of, nor payment for any of the services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement. Where approval by the DISTRICT is indicated in this Agreement, it is understood to be conceptual approval only and does not relieve the CONTRACTOR of responsibility for complying with all laws, codes, industry standards, and liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of the CONTRACTOR or its

subcontractors. CONTRACTOR’S obligation to defend, indemnify, and hold harmless the DISTRICT, and its directors, officers, employees and agents as set forth in Section 6.9 of this Agreement also applies to the actions or omissions of the CONTRACTOR or its subcontractors as set forth above in this paragraph.

**ARTICLE IV**

**PAYMENTS TO CONTRACTOR**

4.1 PAYMENT: The DISTRICT will pay CONTRACTOR for work performed under this Agreement, which work can be verified by the DISTRICT, on the basis of the following: CONTRACTOR shall exercise its good faith best efforts to facilitate a full and clear definition of the scope of all assigned work so that the amount set forth in Section 4.3 of this Agreement will cover all tasks necessary to complete the work. The amount set forth in Section 4.3 of this Agreement is the maximum compensation to which CONTRACTOR may be entitled for the performance of services to complete the work for the Project, unless the Scope of Work or time to complete the work is changed by the DISTRICT in writing in advance of the work to be performed there under. Adjustments in the total payment amount shall only be allowed pursuant to Section 6.4 of this Agreement. In no event shall CONTRACTOR be entitled to compensation greater than the amount set forth in Section 4.3 of this Agreement where changes in the Scope of Work or the time for performance are necessitated by the negligence of CONTRACTOR or any subcontractor performing work on the Project.

4.2 PAYMENT TO CONTRACTOR: Payment will be made by the DISTRICT within thirty (30) calendar days after receipt of an invoice, provided that all invoices are complete and product and services are determined to be of sufficient quality by the DISTRICT. CONTRACTOR shall invoice DISTRICT monthly for services performed under this Agreement. In the event that a payment dispute arises between the parties, CONTRACTOR shall provide to the DISTRICT full and complete access to CONTRACTOR’S labor cost records and other direct cost data, and copies thereof if requested by the DISTRICT.

4.3 ESTIMATED CHARGES: The total estimated charges for all work under this Agreement is \$ \_\_\_\_\_ and such amount is the cost ceiling as described herein. The total estimated charges stated herein constitute the total amount agreed to.

4.4 COST FOR REWORK: CONTRACTOR shall, at no cost to the DISTRICT, prepare any necessary rework occasioned by CONTRACTOR’S negligent act or omission or otherwise due substantially to CONTRACTOR’S fault.

**ARTICLE V**

**COMPLETION SCHEDULE**

5.1 TASK SCHEDULE: The work is anticipated to be completed in accordance

with the schedule contained in the Scope of Work.

5.2 TIME OF ESSENCE: CONTRACTOR shall perform all services required by this Agreement in a prompt, timely, and professional manner in accordance with the above schedule. Time is of the essence in this Agreement.

## ARTICLE VI

### GENERAL PROVISIONS

6.1 COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS: CONTRACTOR shall at all times observe all applicable provisions of Federal, State, and Local laws and regulations including, but not limited to, those related to Equal Opportunity Employment.

6.2 SUBCONTRACTORS AND OUTSIDE CONTRACTORS: No subcontract shall be awarded by CONTRACTOR if not identified as a subcontractor in its Proposal unless prior written approval is obtained from the DISTRICT. CONTRACTOR shall be responsible for payment to subcontractors used by them to perform the services under this Agreement. If CONTRACTOR subcontracts any of the work to be performed, CONTRACTOR shall be as fully responsible to the DISTRICT for the performance of the work, including errors and omissions of CONTRACTOR'S subcontractors and of the persons employed by the subcontractor, as CONTRACTOR is for the acts and omissions of persons directly employed by the CONTRACTOR. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor of CONTRACTOR and the DISTRICT. CONTRACTOR shall bind every subcontractor and every subcontractor of a subcontractor to the terms of this Agreement that are applicable to CONTRACTOR'S work unless specifically noted to the contrary in the subcontract in question and approved in writing by the DISTRICT.

6.3 INSURANCE: CONTRACTOR shall secure and maintain in full force and effect, until the satisfactory completion and acceptance of the Project by DISTRICT, such insurance as will protect it and the DISTRICT in such a manner and in such amounts as set forth below. The premiums for said insurance coverage shall be paid by the CONTRACTOR. The failure to comply with these insurance requirements may constitute a material breach of this Agreement, at the sole discretion of the DISTRICT.

- (a) Certificates of Insurance: Prior to commencing services under this Agreement, and in any event no later than ten (10) calendar days after execution of this Agreement, CONTRACTOR shall furnish DISTRICT with Certificates of Insurance and endorsements verifying the insurance coverage required by this Agreement is in full force and effect. The DISTRICT reserves the right to require complete and accurate copies of all insurance policies required under this Agreement.
- (b) Required Provisions: The insurance policies required by this

Agreement shall include the following provisions or have them incorporated by endorsement(s):

- (1) Primary Coverage: The insurance policies provided by CONTRACTOR shall be primary insurance and any self-insured retention and/or insurance carried by or available to the DISTRICT or its employees shall be excess and non-contributory coverage so that any self-insured retention and/or insurance carried by or available to the DISTRICT shall not contribute to any loss or expense under CONTRACTOR'S insurance.
- (2) Additional Insured: The policies of insurance provided by CONTRACTOR, except Workers' Compensation and Professional Liability, shall include as additional insureds: the DISTRICT, its directors, officers, employees, and agents when acting in their capacity as such in conjunction with the performance of this Agreement. Such policies shall contain a "severability of interests" provision, also known as "Cross liability" or "separation of insured".
- (3) Cancellation: Each certificate of insurance and insurance policy shall provide that the policy may not be non-renewed, canceled (for reasons other than non-payment of premium) or materially changed without first giving thirty (30) days advance written notice to the DISTRICT, or ten (10) days advance written notice in the event of cancellation due to non-payment of premium.
- (4) Waiver of Subrogation: The insurance policies provided by CONTRACTOR shall contain a waiver of subrogation against DISTRICT, its directors, officers, employees and agents for any claims arising out of the services performed under this Agreement by CONTRACTOR.
- (5) Claim Reporting: CONTRACTOR shall not fail to comply with the claim reporting provisions or cause any breach of a policy condition or warranty of the insurance policies required by this Agreement that would affect the coverage afforded under the policies to the DISTRICT.
- (6) Deductible/Retention: If the insurance policies provided by CONTRACTOR contain deductibles or self-insured retentions, any such deductible or self-insured retention shall not be applicable with respect to the coverage provided to DISTRICT under such policies. CONTRACTOR shall be solely responsible for any such deductible or self-

insured retention and the DISTRICT, in its sole discretion, may require CONTRACTOR to secure the payment of any such deductible or self-insured retention by a surety bond or an irrevocable and unconditional letter of credit.

(7) CONTRACTOR'S Subcontractors: CONTRACTOR shall include all subcontractors as additional insureds under the insurance policies required by this Agreement to the same extent as the DISTRICT or shall furnish separate certificates of insurance and policy endorsements for each subcontractor verifying that the insurance for each subcontractor complies with the same insurance requirements applicable to CONTRACTOR under this Agreement.

- (c) Insurance Company Requirements: CONTRACTOR shall provide insurance coverage through insurers that have at least an "A" Financial Strength Rating and a "VII" Financial Size Category in accordance with the current ratings by the A. M. Best Company, Inc. as published in Best's Key Rating Guide or on said company's web site. In addition, any and all insurers must be admitted and authorized to conduct business in the State of California and be a participant in the California Insurance Guaranty Association, as evidenced by a listing in the appropriate publication of the California Department of Insurance.
- (d) Policy Requirements: The insurance required under this Agreement shall meet or exceed the minimum requirements as set forth below:
- (1) Workers' Compensation: CONTRACTOR shall maintain Workers' Compensation insurance as required by law in the State of California to cover CONTRACTOR'S obligations as imposed by federal and state law having jurisdiction over CONTRACTOR'S employees and Employers' Liability insurance, including disease coverage, of not less than \$1,000,000.
  - (2) General Liability: CONTRACTOR shall maintain Comprehensive General Liability insurance with a combined single limit of not less than \$1,000,000 per occurrence or claim and \$1,000,000 aggregate. The policy shall include, but not be limited to, coverage for bodily injury, property damage, personal injury, products, completed operations and blanket contractual to cover, but not be limited to, the liability assumed under the indemnification provisions of this Agreement. In the event the Comprehensive General

Liability insurance policy is written on a "claims made" basis, coverage shall extend for two years after the satisfactory completion and acceptance of the Project by DISTRICT.

- (3) Automobile Liability: CONTRACTOR shall maintain Commercial Automobile Liability insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence for any owned, hired, or non-owned vehicles.
- (4) Professional Liability: CONTRACTOR shall maintain Professional Liability insurance covering errors and omissions arising out of the services performed by the CONTRACTOR or any person employed by him, with a limit of not less than \$1,000,000 per occurrence or claim and \$1,000,000 aggregate. In the event the insurance policy is written on a "Claims made" basis, coverage shall extend for two years after the satisfactory completion and acceptance of the Project by DISTRICT.
- (5) Property Coverage - Valuable Papers: Property coverage on an all-risk, replacement cost form with Valuable Papers insurance sufficient to assure the restoration of any documents, memoranda, reports, plans or other similar data, whether in hard copy or electronic form, relating to the services provided by CONTRACTOR under this Agreement.

6.4 CHANGES IN SCOPE OR TIME: If the DISTRICT requests a change in the Scope of Work or time of completion by either adding to or deleting from the original scope or time of completion, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. CONTRACTOR must assert any claim for adjustment under this clause in writing within thirty-(30) calendar days from the date of receipt from CONTRACTOR of the notification of change unless the DISTRICT grants a further period of time before the date of final payment under this Agreement.

6.5 NOTICES: All notices to either party by the other shall be made in writing and delivered or mailed to such party at their respective addresses as follows, or to other such address as either party may designate, and said notices shall be deemed to have been made when delivered or, if mailed, five (5) days after mailing.

To DISTRICT:	West Valley Water District 855 West Base Line Road Rialto, CA 92377 Attn: General Manager
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To CONTRACTOR:

6.6 **CONTRACTOR'S ASSIGNED PERSONNEL:** CONTRACTOR designates \_\_\_\_\_ to have immediate responsibility for the performance of the work and for all matters relating to performance under this Agreement. Substitution of any assigned personnel shall require the prior written approval of the DISTRICT. If the DISTRICT determines that a proposed substitution is not acceptable, then, at the request of the DISTRICT, CONTRACTOR shall substitute with a person acceptable to the DISTRICT.

6.7 **TERMINATION:**

- (a) **If the engagement of CONTRACTOR is not extended by the mutual written consent of the DISTRICT and CONTRACTOR, then this Agreement shall expire after (3) three years from the date Agreement is approved by the DISTRICT's Board of Directors. Thereafter, this Agreement may be extended for two 1 year periods upon approval of the DISTRICT.**
- (b) **Notwithstanding the above, the DISTRICT may terminate this Agreement without cause or abandon any portion of the Project by giving ten (10) days written notice thereof to CONTRACTOR. CONTRACTOR may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar day's written notice only in the event of substantial failure by the DISTRICT to perform in accordance with the terms of this Agreement through no fault of the CONTRACTOR.**
- (c) **In the event of termination of this Agreement or abandonment of any portion of the Project, the DISTRICT shall be immediately given title to all original drawings and other documents developed for the Project, and the sole right and remedy of CONTRACTOR shall be to receive payment for all amounts due and not previously paid to CONTRACTOR for services completed or in progress in accordance with the Agreement prior to such date of termination. If termination occurs prior to completion of any task for which payment has not been made, the fee for services performed during such task shall be based on an amount mutually agreed to by the DISTRICT and CONTRACTOR. Such payments available to the CONTRACTOR under this paragraph shall not include costs related to lost profit associated with the expected completion of the work or other such payments relating to the benefit of this Agreement.**

6.8 ATTORNEYS' FEES: In the event that either the DISTRICT or CONTRACTOR brings an action or proceeding for damages for an alleged breach of any provision of this Agreement, to interpret this Agreement or determine the rights of and duties of either party in relation thereto, the prevailing party shall be entitled to recover as part of such action or proceeding all litigation, arbitration, mediation and collection expenses, including witness fees, court costs, and reasonable attorneys' fees. Such fees shall be determined by the Court in such litigation or in a separate action brought for that purpose. Mediation will be attempted if both parties mutually agree before, during, or after any such action or proceeding has begun.

6.9 INDEMNITY:

- (a) CONTRACTOR shall defend, indemnify and hold DISTRICT, including its directors, officers, employees and agents, harmless from and against any and all claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, with respect to or arising out of the work to be performed under this Agreement, including without limitation, any and all such claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, arising by reason of death or bodily injury to one or more persons, including the employees of CONTRACTOR; injury to property of any kind, including loss of use; or economic damages of any kind, caused by, or arising out of, any alleged or actual act or omission, regardless of whether such act or omission is active or passive, by CONTRACTOR, any of CONTRACTOR'S subcontractors or DISTRICT, including their respective directors, officers, employees, agents and assigns, excepting only such matters arising from the sole negligence or willful misconduct of the DISTRICT.
- (b) CONTRACTOR shall defend, indemnify and hold DISTRICT, including its directors, officers, employees and agents, harmless from and against any and all claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, with respect to or arising out of any infringement or alleged infringement of any patent, copyright or trademark and arising out of the use of any equipment or materials furnished under this Agreement by the CONTRACTOR or CONTRACTOR'S subcontractors, including their respective directors, officers, employees, agents and assigns, or out of the processes or actions

employed by, or on behalf of, the CONTRACTOR or CONTRACTOR'S subcontractors, including their respective directors, officers, employees, agents and assigns, in connection with the performance of services under this Agreement. CONTRACTOR shall have the right, in order to avoid such claims or actions, to substitute at its expense non-infringing equipment, materials or processes, or to modify at its expense such infringing equipment, materials, and processes so they become non-infringing, provided that such substituted and modified equipment, materials, and processes shall meet all the requirements and be subject to all the provisions of this Agreement.

- (c) CONTRACTOR shall defend, indemnify and hold DISTRICT, including its directors, officers, employees and agents, harmless from and against any and all claims, demands, causes of action, suits, debts, obligations, liabilities, losses, damages, costs, expenses, attorney's fees, awards, fines, settlements, judgments or losses of whatever nature, character, and description, with respect to or arising out of any breach by CONTRACTOR or CONTRACTOR'S subcontractors, including their respective directors, officers, employees, agents and assigns, of the aforesaid obligations and covenants, and any other provision or covenant of this Agreement.
- (d) It is the intent of the parties to this Agreement that the defense, indemnity and hold harmless obligation of CONTRACTOR under this Agreement shall be as broad and inclusive as may be allowed under *California Civil Code* §§ 2778 through 2784.5, or other similar state or federal law.

6.10 SAFETY: CONTRACTOR shall perform the work in full compliance with applicable State and Federal safety requirements including, but not limited to, Occupational Safety and Health Administration requirements.

- (a) CONTRACTOR shall take all precautions necessary for the safety of, and prevention of damage to, property on or adjacent to the Project site, and for the safety of, and prevention of injury to, persons, including DISTRICT's employees, CONTRACTOR'S employees, and third persons. All work shall be performed entirely at CONTRACTOR'S risk. CONTRACTOR shall comply with the insurance requirements set forth in Section 6.3 of this Agreement.
- (b) CONTRACTOR shall also furnish the DISTRICT with a copy of any injury prevention program established for the CONTRACTOR'S employees pursuant to Labor Code Section 6401.7, including any

necessary documentation regarding implementation of the program. CONTRACTOR hereby certifies that its employees have been trained in the program, and procedures are in place to train employees whenever new substances, processes, procedures, or equipment are introduced. CONTRACTOR shall demonstrate compliance with Labor Code Section 6401.7 by maintaining a copy of its Injury and Illness Prevention Plan at the Project site and making it available to the DISTRICT.

6.11 EXAMINATION OF RECORDS: All original drawings, specifications, reports, calculations, and other documents or electronic data developed by CONTRACTOR for the Project shall be furnished to and become the property of the DISTRICT. CONTRACTOR agrees that the DISTRICT will have access to and the right to examine any directly pertinent books, documents, papers, and records of any and all of the transactions relating to this Agreement.

6.12 ASSIGNMENT: Neither party shall sign or transfer its interest in this Agreement without written consent of the other party. All terms, conditions, and provisions of this Agreement shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors, and assigns.

6.13 GOVERNING LAW: This Agreement shall be construed as if it was jointly prepared by both parties hereto, and any uncertainty or ambiguity contained herein shall not be interpreted against the party drafting same. This Agreement shall be enforced and governed by the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state court situated in the County of San Bernardino, State of California, or in a federal court with in rem jurisdiction over the Project.

6.14 HEADINGS: Article and Section headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, and conditions of this Agreement.

6.15 PARTIAL INVALIDITY: If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

6.16 EFFECT OF DISTRICT'S WAIVER: Any failure by the DISTRICT to enforce any provision of this Agreement, or any waiver thereof by the DISTRICT, shall not constitute a waiver of its right to enforce subsequent violations of the same or any other terms or conditions herein.

6.17 AUTHORITY: The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to sign this Agreement on behalf of and to so bind their respective legal entities.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**WEST VALLEY WATER DISTRICT**

**CONTRACTOR NAME**

By: \_\_\_\_\_

By: \_\_\_\_\_

(Authorized Representative of Contractor)

Printed Name: Gregory Young

Printed Name: \_\_\_\_\_

Title: President, Board of Directors

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

(Attach Acknowledgment for Authorized Representative of Contractor)

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Van Jew

License No.: \_\_\_\_\_

Title: Acting General Manager

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Elvia Dominguez

Title: Board Secretary

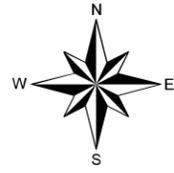
Dated: \_\_\_\_\_

**APPROVED AS TO FORM**

**ALVAREZ-GLASMAN & COLVIN**

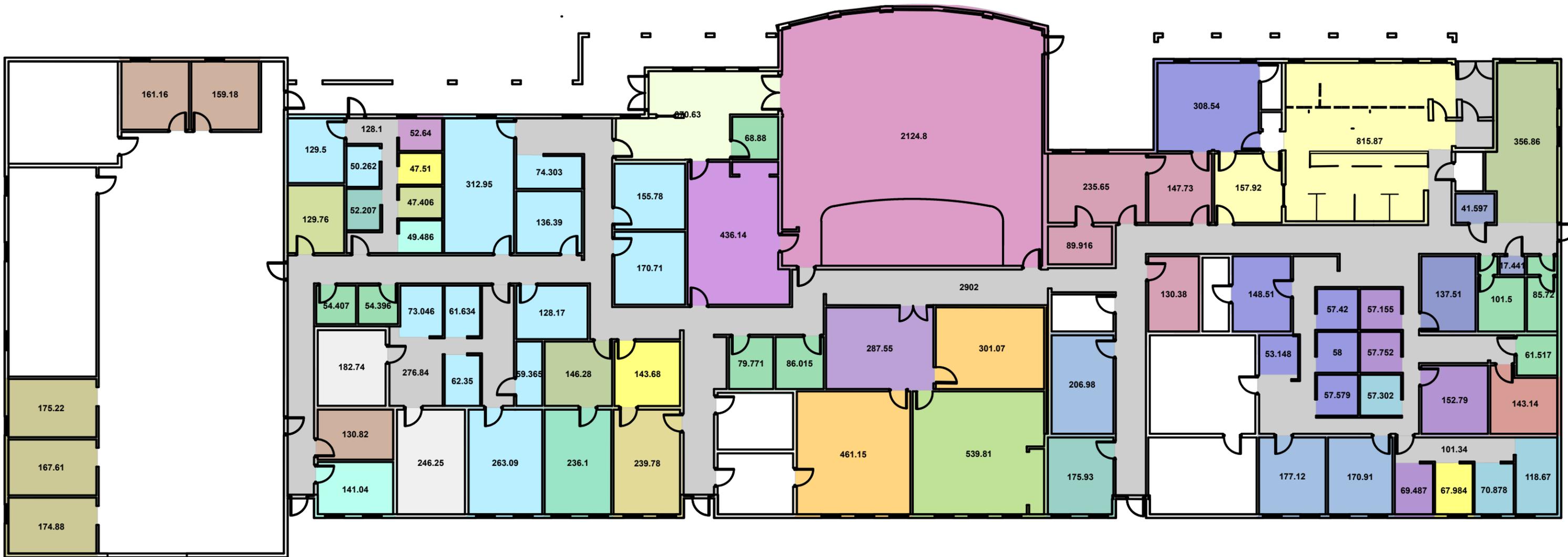
By: \_\_\_\_\_

Printed Name: Vincent Ewing

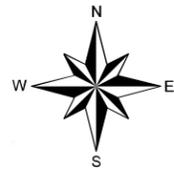


# WVWD HQ Floor Plan

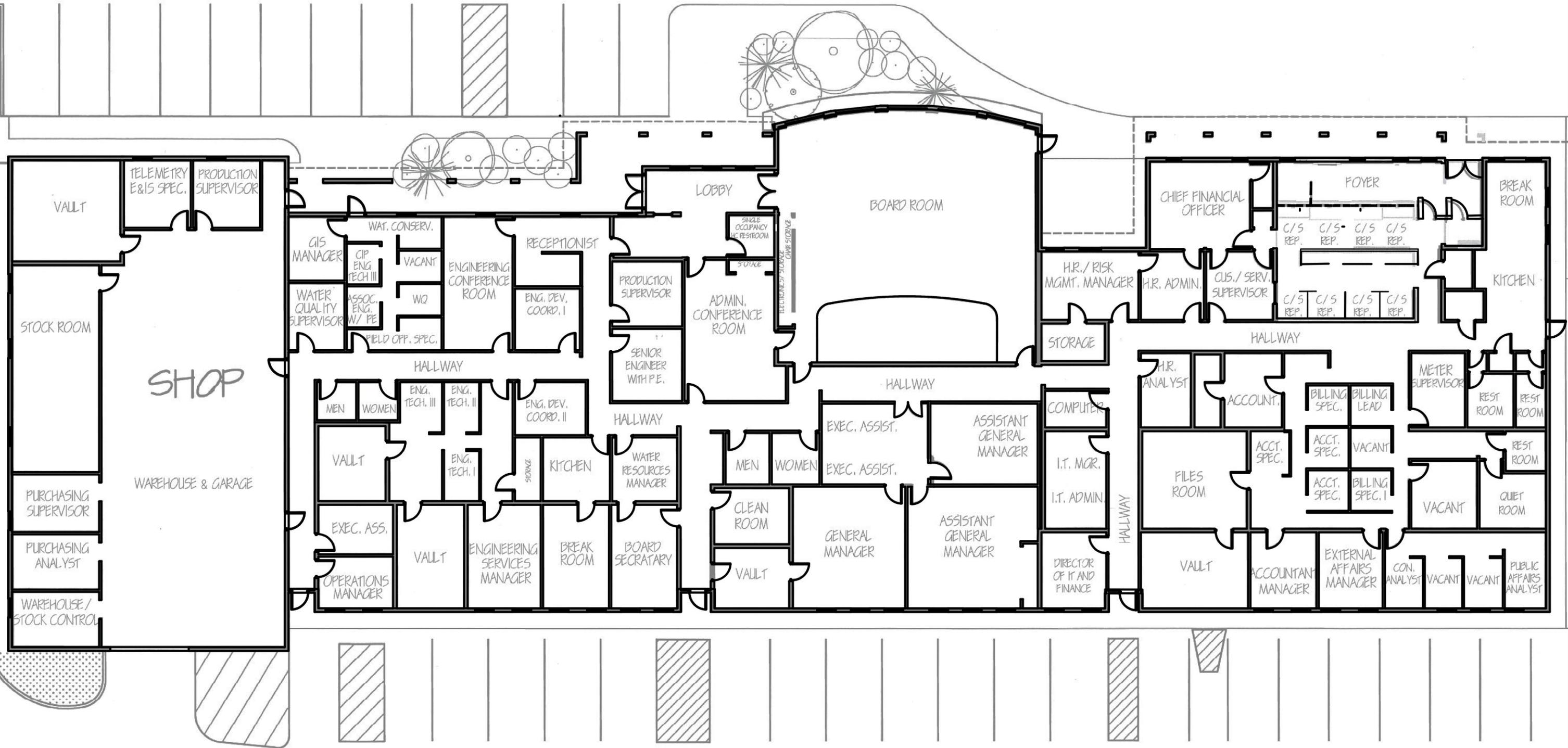
Total Area: 17,225 sq. ft.



Rooms					
	GM		Break Room		GIS
	A GM		Conference Room		GM
	Accounting		Customer Service		Hallway
	Billing		Electrical Room		IT
	Board Room		Engineering		Kitchen
	Board Secretary		Executive Assistant		Lobby
	Meter		Restroom		Shop
	Operations		Vacant		Vault
	Production		Public Affairs		Water Conservation
	Purchasing		Quiet Room		Water Quality
	Receptionist				

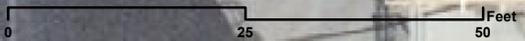
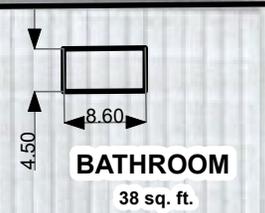
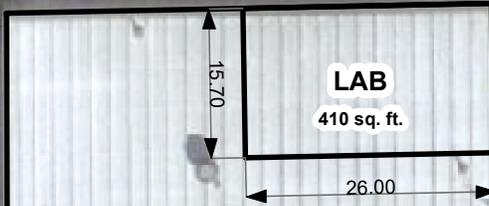
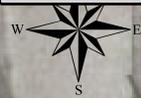


# WVWD HQ Floor Plan



**FBR BUILDING**

3.10.a





# WVWD BLD C FLOOR PLAN

**Total Area: 929 sq.ft.**

273 sq. ft.

65 sq. ft.

300 sq. ft.

152 sq. ft.

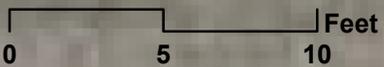
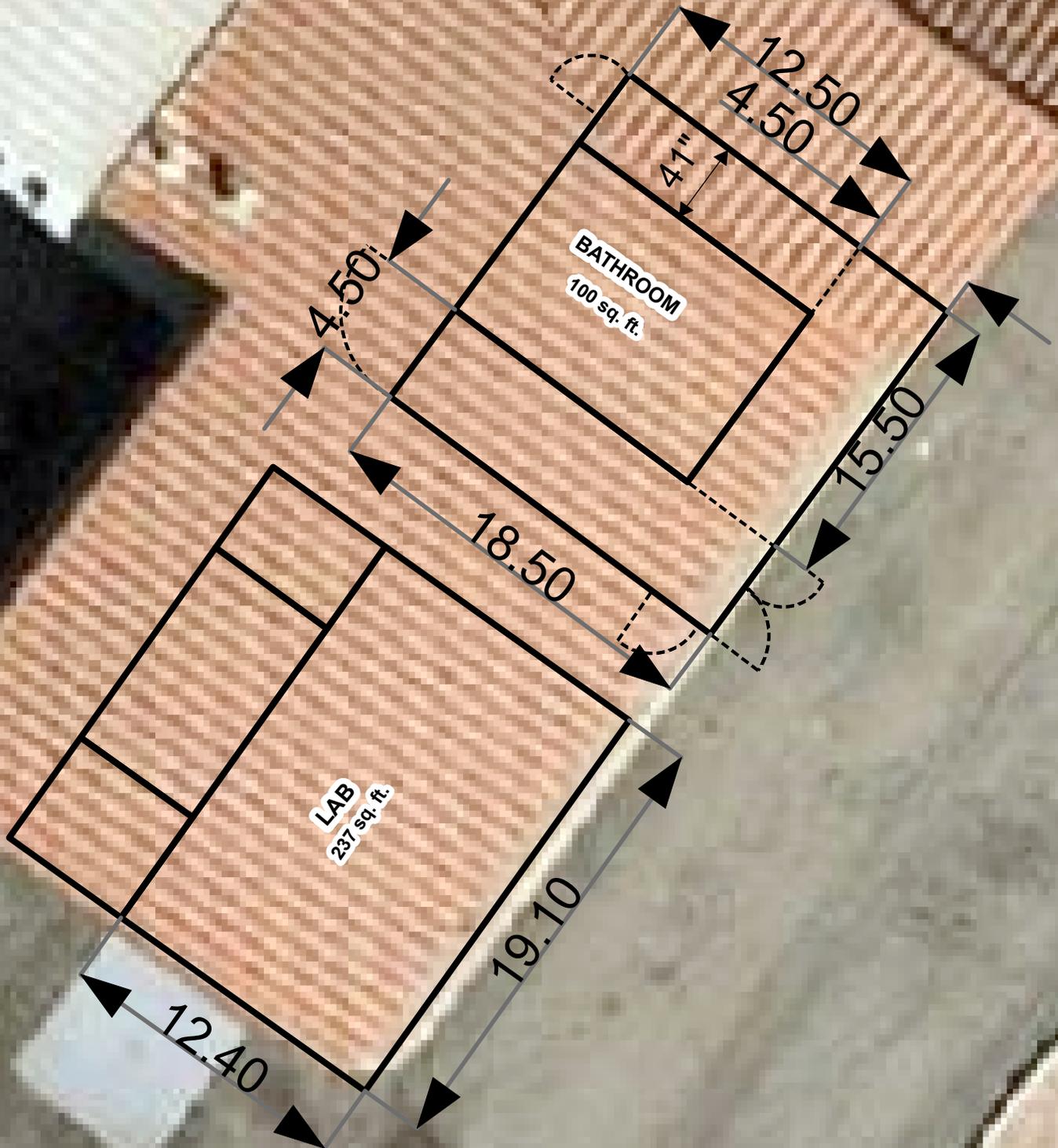
138 sq. ft.

### Building C

#### Name

-  KITCHEN
-  MAINT SUPERVISOR
-  MAINTENANCE OFFICE
-  METER OFFICE
-  RESTROOM
-  ROEMER
-  MAIN GARAGE
-  STAIRS
-  STORAGE
-  WELD SHOP

0 25 50 Feet





**ADDENDUM NO. 1 – May 10, 2023**

**REQUEST FOR PROPOSALS (RFP)  
JANITORIAL SERVICES**

Except as otherwise stated below and by any prior or subsequent Addenda to the above referenced RFP, which was released on May 3, 2023 the RFP remains unchanged:

**1. SCOPE OF SERVICES**

- a. Under Monthly Services, include wiping and cleaning 6x exterior glass doors at District Headquarters or when glass doors are dirty or have excessive handprints.
- b. Under Monthly Services, include collecting 2x containers of recycled bottles and cans at District Headquarters and placing bags in warehouse or when containers are full.
- c. Under Daily Services, observe and ensure inventory of kitchen and restroom supplies in warehouse is maintained and as needed order on behalf of District at no less than once per month. Typical orders should be no more than \$1,000 per order unless District personnel is notified. Costs are to be Pass-Through to District with no additional markups and receipts to be provided with billing for confirmation.

**2. CLARIFICATIONS**

- a. Janitorial company to provide all equipment including but not limited to, brooms, mops, buckets, vacuums, cloths, dustpans, latex gloves, disinfectants and cleaning supplies needed to perform services described in the Scope of Services.
- b. District will provide a dedicated space in the Warehouse for Janitorial Company to store and take inventory of Restroom and Kitchen supplies ordered by Janitorial Company on behalf of the District. These supplies will be used to replenish District's restrooms and kitchens.
- c. Janitorial Services are not subject to Prevailing Wages as defined by the Department of Industrial Relations. Public Works is for Construction, alteration, demolition, installation or repair.
- d. There are spaces in Warehouse and Building C that although are not required for janitorial cleaning service do have trash receptacles to be emptied and liners replaced.
- e. Maps have been updated and reuploaded on PlanetBids as Attachment B – Maps Revised.
- f. Daily Services is considered Monday through Friday.

**\*\*\* ACKNOWLEDGEMENT OF THIS ADDENDUM IS REQUIRED. This addendum must be acknowledged via the designated section on the bidding website as part of your bid response. Failure to acknowledge an addendum will immediately cause your bid to be deemed nonresponsive.**



**ADDENDUM NO. 2 – May 11, 2023**

**REQUEST FOR PROPOSALS (RFP)  
JANITORIAL SERVICES**

Except as otherwise stated below and by any prior or subsequent Addenda to the above referenced RFP, which was released on May 3, 2023 the RFP remains unchanged:

1. **CLARIFICATIONS**

- a. Instruct all bidders through this addenda that all questions and answers have been read and understood by bidder before submitting a proposal.

**\*\*\* ACKNOWLEDGEMENT OF THIS ADDENDUM IS REQUIRED. This addendum must be acknowledged via the designated section on the bidding website as part of your bid response. Failure to acknowledge an addendum will immediately cause your bid to be deemed nonresponsive.**

**West Valley Water District  
Rating Sheet - Review of Proposal**

Project: \_\_\_\_\_  
 Consultant: \_\_\_\_\_  
 Rater: \_\_\_\_\_  
 Date: \_\_\_\_\_

No.	Max. Points	Description	Rating	Notes
1	20	<b>Technical Expertise</b> – Determine the proposer has demonstrated expertise to complete project in time as requested by WVWD. Items considered include: years of similar experience, individuals possess adequate experience, firm understanding of what is expected of the project, depth of knowledge, meet all requirements of the RFP	_____	_____
2	10	<b>Timeline of Project</b> – Proposer demonstrates ability to complete project timely.	_____	_____
4	10	<b>Reference Checks</b> – Determine the proposer has complete their previous projects on schedule, had questionable change orders, past clients recommend proposer. Reference check is based upon assigned team member's assessment.	_____	_____
5	60	<b>Score for Proposed Fee</b> Total price provided for project completion	_____	_____
<b>Maximum Points</b>	<b>100</b>		<b>Total Score: 0</b>	