



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, JUNE 9TH, 2021 - 1:00 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.

Teleconference Notice: In an effort to prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20 and the order of the County of San Bernardino dated March 17, 2020, there will be no public location for attending this Committee Meeting in person. Members of the public may listen and provide public comment via telephone by calling the following number and access code: Dial: (888) 475-4499, Access Code: 840-293-7790 or you may join the meeting using Zoom by clicking this link: <https://us02web.zoom.us/j/8402937790>. Public comment may also be submitted via email to administration@wvwd.org. If you require additional assistance, please contact the Executive Assistant at administration@wvwd.org.

BOARD OF DIRECTORS

Director Dr. Clifford Young (Chair)

Director Dr. Michael Taylor

1. **CONVENE MEETING**
2. **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.

3. **DISCUSSION ITEMS**
 - A. General Updates to Finance Committee

- B. Financial Reports for May
- C. Contract Management Policy
- D. Amending Schedule of Charges- Resolution No. 2021-15
- E. Surplus Property Policy- Resolution No. 2021-16
- F. Bulk Meter Purchase

4. **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 June 3rd, 2021.



Maisha Mesa, Executive Assistant



**BOARD OF DIRECTORS
FINANCE COMMITTEE
STAFF REPORT**

DATE: June 9, 2021
TO: Finance Committee
FROM: Shamindra Manbahal, Interim General Manager
SUBJECT: CASH DISBURSEMENTS REPORT - MAY 2021

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, and payroll Disbursements. Payroll is processed bi-weekly and accounts payable is processed weekly. Information to justify each payment is available through the Accounting Department. For reference, Customer Refunds are credits due as a result of closing a water account.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Staff recommends that this item be submitted for consideration, and that the Board of Directors approve this item and authorize the Interim General Manager to execute the necessary documents.

Respectfully Submitted,

Shamindra Manbahal

Shamindra Manbahal, Interim General Manager

SM:jv

ATTACHMENT(S):

1. 2021 May Cash Disbursements Board Report
2. 2021 May Cash Disbursement Payroll Board Report

WEST VALLEY WATER DISTRICTCASH DISBURSEMENT REPORT
MAY 2021

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
5353	3D SOUNDS, LLC	State of the District video 2021	\$ 1,650.00	
5354	BERTOLINE, GINA E	2021 CPP REMOTE EXAM	\$ 380.00	
5355	BRENTAG PACIFIC INC	ACETIC ACID 80%	\$ 19,935.96	
5356	CHANDLER ASSET MANAGEMENT	JANUARY 2021 SERVICES	\$ 2,021.35	
5356	CHANDLER ASSET MANAGEMENT	APRIL 2021 SERVICES	\$ 2,043.81	
5357	HACH COMPANY	Hach Sonatax sc Sludge Level	\$ 3,328.40	
5357	HACH COMPANY	Hach Sonatax sc Sludge Level	\$ 643.27	
5357	HACH COMPANY	Hach Sonatax sc Sludge Level	\$ 501.51	
5357	HACH COMPANY	Hach Sonatax sc Sludge Level	\$ 643.27	
5357	HACH COMPANY	Hach Sonatax sc Sludge Level	\$ 3,328.40	
5357	HACH COMPANY	ROEMER SUPPLIES	\$ 114.45	
5357	HACH COMPANY	Roemer Alkalinity Analyser		\$ 857.80
5358	HARRINGTON INDUSTRIAL PLASTICS	ROEMER SUPPLIES	\$ 91.23	
5359	HASA INC.	CHEMICALS-WELL#30	\$ 281.44	
5359	HASA INC.	CHEMICALS-WELL#54	\$ 102.92	
5359	HASA INC.	CHEMICALS-FBR	\$ 2,205.36	
5359	HASA INC.	CHEMICALS-ROEMER	\$ 3,803.23	
5360	INFOSEND INC	Blanket Order Printing for CS Bills and Notices	\$ 2,601.53	
5360	INFOSEND INC	Blanket Order Printing for CS Bills and Notices	\$ 8,014.81	
5360	INFOSEND INC	InfoSend monthly newsletter insert	\$ 1,890.43	
5361	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 22.12	
5361	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 190.73	
5361	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 42.55	
5361	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 256.34	
5361	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 168.86	
5361	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 485.71	
5361	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 276.23	
5361	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 475.08	
5361	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 162.44	
5361	MCMaster-CARR SUPPLY COMPANY	PRODUCTION SUPPLIES	\$ 339.49	
5361	MCMaster-CARR SUPPLY COMPANY	FBR SUPPLIES	\$ 461.98	
5361	MCMaster-CARR SUPPLY COMPANY	FBR SUPPLIES	\$ 248.66	
5361	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 32.74	
5361	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 159.27	
5361	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 147.40	
5361	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 144.81	
5361	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 57.40	
5361	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 453.81	
5361	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 102.32	
5361	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 297.51	
5361	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 101.82	
5361	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 388.68	
5362	PLANETBIDS, INC.	CONTRACTS/LICENSE	\$ 12,632.00	
5363	ABF PRINTS INC	SUPPLIES-WORK REPORTS	\$ 371.74	
5363	ABF PRINTS INC	OFFICE SUPPLIES	\$ 155.16	
5364	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Services for District	\$ 5,760.00	
5364	CALIFORNIA LANDSCAPE & DESIGN INC.	Landscape Services for District	\$ 1,540.00	
5365	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 385.11	
5365	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 267.95	
5365	FASTENAL COMPANY	VENDING SUPPLIES	\$ 165.20	
5366	HACH COMPANY	ROEMER SUPPLIES	\$ 186.48	
5367	HALL, BARBARA A.	MEDICARE PART B-JAN-MAR 2021	\$ 445.50	
5368	HASA INC.	Chemicals for Roemer	\$ 3,114.05	
5369	MCMaster-CARR SUPPLY COMPANY	ROEMER SUPPLIES	\$ 75.08	

WEST VALLEY WATER DISTRICTCASH DISBURSEMENT REPORT
MAY 2021

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
5370	MURPHY, RONALD	MEDICARE PART B-JAN-MAR 2021	\$ 445.50	
5371	SAFETY COMPLIANCE COMPANY	SAFETY MTG FIELD-4/13/21	\$ 225.00	
5371	SAFETY COMPLIANCE COMPANY	SAFETY MTG OFFICE-4/13/21	\$ 200.00	
5372	SB VALLEY MUNICIPAL	MARCH BASELINE FEEDER	\$ 2,200.00	
5372	SB VALLEY MUNICIPAL	MARCH BASELINE FEEDER	\$ 26,794.07	
5372	SB VALLEY MUNICIPAL	MARCH BASELINE FEEDER	\$ 60,494.61	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 36.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 31.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-BLF	\$ 13.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 94.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 87.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 74.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 54.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 25.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 191.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 42.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 45.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 33.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 216.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 33.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 166.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 257.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 449.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 45.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 135.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 15.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELLS	\$ 33.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 12.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 94.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 87.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 67.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 60.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES	\$ 6.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	\$ 124.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	\$ 211.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	\$ 218.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	\$ 15.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-PECHLORATE	\$ 211.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 169.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 167.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 35.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 167.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 169.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FXB	\$ 167.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FXB	\$ 249.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 35.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 295.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 167.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FXB	\$ 167.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL 6	\$ 165.75	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
MAY 2021

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-WELL 11	\$ 140.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FXB	\$ 249.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-FBR	\$ 105.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 475.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 497.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 30.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 497.75	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 262.50	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 113.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 80.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 30.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 30.00	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ARSENIC	\$ 33.25	
5373	CLINICAL LAB OF SAN BERNARDINO INC	LAB FEES-ROEMER	\$ 30.00	
5376	COMPUTERIZED EMBROIDERY COMPANY INC	WVWD CAPS	\$ 478.41	
5377	ENGINEERING RESOURCES INC	Task Order 3 ERSC for Modifications Zone 8-3 Res.		\$ 6,873.75
5378	FASTENAL COMPANY	VENDING MACHINE SUPPLIES	\$ 302.96	
5378	FASTENAL COMPANY	VENDING MACHINE SUPPLIES	\$ 109.52	
5378	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 16.23	
5378	FASTENAL COMPANY	SHOP SUPPLIES	\$ 65.87	
5379	MILLER SPATIAL SERVICES LLC	GIS Field Applications Update	\$ 3,800.00	
5380	POUND, ROGER A	MEDICARE PART B REIMB JAN-MAR 2021	\$ 445.50	
5381	RED WING BUSINESS ADVANTAGE ACCOUNT	SAFETY BOOTS-BERTHA PEREZ	\$ 155.15	
5382	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MTG 4/27/21	\$ 225.00	
5383	SAMBA HOLDINGS INC	HR SERVICES-APRIL 2021	\$ 107.20	
5384	SHARP EXTERMINATOR COMPANY	DISTRICT MAINTENANCE-APRIL 2021	\$ 185.00	
5385	WARD, KRYSTAL	HR-FITNESS VOUCHER REIMB	\$ 40.00	
5386	AIR & HOSE SOURCE INC	MAINTENANCE SUPPLIES	\$ 45.26	
5387	ARROWHEAD UNITED WAY	Gina Bertoline	\$ 5.00	
5387	ARROWHEAD UNITED WAY	Gina Bertoline	\$ 5.00	
5388	COMPUTERIZED EMBROIDERY COMPANY INC	SHIRTS-CHANNING	\$ 114.17	
5388	COMPUTERIZED EMBROIDERY COMPANY INC	HR SHIRTS NEW EMPLOYEES	\$ 57.09	
5388	COMPUTERIZED EMBROIDERY COMPANY INC	HR SHIRTS NEW EMPLOYEES	\$ 291.91	
5389	DIAMOND ENVIRONMENTAL SERVICES LLC	RESTROOM RENTAL-10272 S CEDAR PL-5/10-6/06	\$ 117.24	
5389	DIAMOND ENVIRONMENTAL SERVICES LLC	RESTROOM RENTAL-18451 VINEYARD AVE-5/10-6/06	\$ 117.24	
5390	RAMIREZ, YOLANDA	MOTHERS DAY EVENT EXPENSE REIMB	\$ 189.48	
5391	SAFETY COMPLIANCE COMPANY	FIELD SAFETY MTG 5/11/21	\$ 225.00	
5391	SAFETY COMPLIANCE COMPANY	OFFICE SAFETY MTG 5/11/21	\$ 200.00	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.13	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.77	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 5.39	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.68	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 6.01	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.98	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.71	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.72	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.68	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.71	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.13	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 6.01	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.98	
5392	UNIFIRST CORPORATION	UNIFORMS-PRODUCTION DEPT	\$ 4.77	

WEST VALLEY WATER DISTRICTCASH DISBURSEMENT REPORT
MAY 2021

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
5392	UNIFIRST CORPORATION	ROEMER JANITORIAL SERVICES	\$ 106.22	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.99	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.29	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.29	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.99	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.99	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.29	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.29	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.99	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.29	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.99	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.29	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.99	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.99	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.29	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.29	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.99	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.99	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 4.29	
5392	UNIFIRST CORPORATION	UNIFORMS-ROEMER DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.18	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.05	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.90	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.68	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 27.78	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.05	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.90	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.68	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 4.80	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 6.03	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.68	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
MAY 2021

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.90	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.05	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.18	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.90	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.05	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.68	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.18	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.05	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.90	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.68	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.18	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.05	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.68	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.18	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 5.06	
5392	UNIFIRST CORPORATION	UNIFORMS-MAINTENANCE DEPT	\$ 4.90	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 5.25	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.92	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.22	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.68	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 5.00	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.68	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.92	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 5.25	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.22	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 5.00	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.92	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.75	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 5.00	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 5.25	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.22	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.68	
5392	UNIFIRST CORPORATION	UNIFORMS-METERS DEPT	\$ 4.22	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
MAY 2021

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
5392	UNIFIRST CORPORATION	UNIFORMS-ENGINEERING DEPT	\$ 4.29	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 6.03	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 4.80	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 4.80	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 6.03	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 6.03	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 4.80	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 6.03	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 4.80	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 1.00	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 4.80	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 6.03	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 6.03	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 4.80	
5392	UNIFIRST CORPORATION	UNIFORMS-PURCHASING DEPT	\$ 1.00	
79908	AIRGAS USA LLC	MAINTENANCE SUPPLIES	\$ 385.67	
79908	AIRGAS USA LLC	MAINTENANCE SUPPLIES	\$ 12.12	
79908	AIRGAS USA LLC	MAINTENANCE SUPPLIES	\$ 113.76	
79908	AIRGAS USA LLC	MAINTENANCE SUPPLIES	\$ 498.68	
79909	AMAZON	Computer Supplies for December 2020	\$ 82.67	
79909	AMAZON	Computer Supplies for December 2020	\$ 21.96	
79909	AMAZON	COMPUTER SUPPLIES	\$ 135.67	
79909	AMAZON	CONTRACTS/LICENSES	\$ 1,047.20	
79909	AMAZON	CONTRACTS/LICENSES	\$ 1,093.71	
79909	AMAZON	CONTRACTS/LICENSES	\$ 989.85	
79910	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 287.27	
79910	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 75.36	
79910	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 85.40	
79910	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 134.45	
79910	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 369.69	
79910	AMAZON.COM SALES INC	EQUIPMENT REPAIR SUPPLIES	\$ 60.84	
79910	AMAZON.COM SALES INC	SAFETY SUPPLIES-COVID19	\$ 318.94	
79911	AQUA-METRIC SALES CO	5/8 X 3/4 Sensus SR11 Meter		\$ 15,561.43
79911	AQUA-METRIC SALES CO	5/8 X 3/4 Sensus SR11 Meter		\$ 9,346.97
79912	AT&T	WTP FIRE SVC-4/22-5/21	\$ 265.68	
79912	AT&T	CIRCUIT LINES-3/19/21-4/18/21	\$ 881.82	
79912	AT&T	CIRCUIT LINES-4/19/21-5/18/21	\$ 916.24	
79913	AT&T LONG DISTANCE	ROEMER LONG DISTANCE	\$ 24.43	
79914	AUTOMATED GATE SERVICES INC	Emergency Repairs to Cactus Gate	\$ 2,025.00	
79915	CINTAS CORPORATION	JANITORIAL SVCS	\$ 150.85	
79916	CITY OF RIALTO	UUTAX-APRIL 2021	\$ 37,758.72	
79916	CITY OF RIALTO	UUTAX-APRIL 2021	\$ (179.81)	
79917	CITY OF SAN BERNARDINO	LYTLE CREEK STREAMFLOW-APRIL	\$ 22,516.94	
79918	EMPLOYEE RELATIONS	HR SERVICES	\$ 534.12	
79919	FAST SERVICE	APRIL 2021 CUST SERVICES	\$ 232.00	
79920	FISH WINDOW CLEANING	JANITORIAL SVCS WINDOWS	\$ 175.00	
79921	GRAINGER INC	PRODUCTION SUPPLIES	\$ 13.12	
79921	GRAINGER INC	PUMP FROM SLUDGE TO DAFT	\$ 3,382.81	
79922	ISMAEL IBARRA	6-FRAMES 11X14	\$ 270.00	
79923	JOHNSON CONTROLS FIRE PROTECTION LP	FBR Fire Control Panel	\$ 988.00	

WEST VALLEY WATER DISTRICT

CASH DISBURSEMENT REPORT
MAY 2021

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
79924	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 30.13	
79924	JOHNSON'S HARDWARE INC	WTR QLTY SUPPLIES	\$ 15.06	
79925	KARBONOUS INC	GAC Media Replacement		\$ 319,476.80
79926	LG HOLDINGS, INC.	Final payment to LG Holdings	\$ 25,064.00	
79927	LIBERTY PROPERTY LIMITED PARTNERSHIP	REFUNDS-CONT/METERS/VALVE BOX		\$ 2,700.00
79927	LIBERTY PROPERTY LIMITED PARTNERSHIP	REFUNDS-CONT/METERS/VALVE BOX		\$ 2,280.00
79927	LIBERTY PROPERTY LIMITED PARTNERSHIP	REFUNDS-CONT/METERS/VALVE BOX		\$ 32,578.57
79928	LOWES	ROEMER SUPPLIES	\$ 388.16	
79928	LOWES	ROEMER SUPPLIES	\$ 440.12	
79928	LOWES	ROEMER SUPPLIES	\$ 499.52	
79928	LOWES	ROEMER SUPPLIES	\$ 429.02	
79928	LOWES	ROEMER SUPPLIES	\$ 500.37	
79929	MARTIN, JOHN	PRODUCTION SUPPLIES	\$ 86.87	
79930	MCCALLS METERS INC	Hydrant Meter Calibration	\$ 3,055.00	
79930	MCCALLS METERS INC	WTR TRTMT SUPPLIES	\$ 268.32	
79931	NTS MIKEDON LLC	Modular Aluminum Panel Shoring Box	\$ 14,950.20	
79932	ONTARIO REFRIGERATION SERVICES INC	TROUBLE SHOOT AC AT WELL 6	\$ 1,786.30	
79933	O'REILLY AUTO PARTS	ROEMER FORKLIFT BATTERY	\$ 119.34	
79934	PACK N MAIL	APRIL 2021 CUST SERVICES	\$ 184.00	
79935	R&F AUTO COLLISION CENTER	Body Repairs to Unit 231	\$ 2,424.93	
79936	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION SUPPLIES	\$ 221.09	
79937	SAN BERNARDINO COUNTY RECORDER	LIEN RELEASE	\$ 20.00	
79938	SB & RIVERSIDE COUNTIES FIRE EQUIP	Fire Extinguisher Service	\$ 1,015.86	
79939	SC COMMERCIAL LLC	Gasoline Order 04/26/21	\$ 12,414.29	
79940	SHAWN HR CONSULTING, INC.	HR CONSULTING	\$ 300.00	
79941	SILVERSKY	EMAIL SERVICES-MACH	\$ 3,005.58	
79941	SILVERSKY	EMAIL SERVICES-APRIL	\$ 2,928.55	
79941	SILVERSKY	EMAIL SERVICES-MAY	\$ 2,970.55	
79942	SO CALIFORNIA EDISON	BLF ELECTRICITY	\$ 110.22	
79943	SOUTH COAST AQMD	PERMIT FEES-JUL2020-JUN2021	\$ 137.63	
79943	SOUTH COAST AQMD	PERMIT FEES-JUL2020-JUN2021	\$ 137.63	
79944	SOUTH COAST AUTOMATION SYSTEMS INC	SCADA Assessment at Roemer	\$ 1,472.00	
79945	SOUTHWEST VALVE & EQUIPMENT	Henry Pratt Pneumatic Valves & Positioners	\$ 10,765.18	
79946	SPECTRUM	INTERNET SVC	\$ 1,838.40	
79947	TAMARIND AVENUE INDUSTRIAL OWNER LP	REFUNDS-CONTINGENCY/METER/VALVE		\$ 2,700.00
79947	TAMARIND AVENUE INDUSTRIAL OWNER LP	REFUNDS-CONTINGENCY/METER/VALVE		\$ 600.00
79947	TAMARIND AVENUE INDUSTRIAL OWNER LP	REFUNDS-CONTINGENCY/METER/VALVE		\$ 10,585.52
79947	TAMARIND AVENUE INDUSTRIAL OWNER LP	REFUNDS-CONTINGENCY/METER/VALVE		\$ 3,754.20
79948	TIME WARNER CABLE	CABLE SERVICE	\$ 323.55	
79949	TOKAY SOFTWARE INC	SOFTWARE MAINTENANCE	\$ 790.00	
79950	TYLER TECHNOLOGIES INC	Tyler Incode 10 - Implementation		\$ 1,079.00
79950	TYLER TECHNOLOGIES INC	Tyler Incode 10 - Implementation		\$ 1,040.00
79951	UNDERGROUND SERVICE ALERT	USA TICKET FEES	\$ 233.11	
79952	USA BLUEBOOK	WTP SUPPLIES	\$ 401.51	
79953	VAN JEW	CIVIL ENG LICENSE#56637	\$ 180.00	
79954	VERIZON WIRELESS PHONES	CELL PHONES	\$ 51.46	
79955	WESTERN WATER WORKS SUPPLY CO INC	Water Meter Union Nut Locks	\$ 1,090.38	
79956	YO FIRE	MAINTENANCE SUPPLIES	\$ 224.24	
79956	YO FIRE	MAINTENANCE SUPPLIES	\$ 23.71	
79956	YO FIRE	SHOP SUPPLIES	\$ 490.87	
79974	ACWA /JPIA	COBRA PAYMENTS	\$ 1,466.04	
79974	ACWA /JPIA	DELTA CARE DENTAL PPO	\$ 431.54	
79974	ACWA /JPIA	HEALTH INSURANCE	\$ 7,933.86	
79974	ACWA /JPIA	VISION	\$ 86.05	

WEST VALLEY WATER DISTRICTCASH DISBURSEMENT REPORT
MAY 2021

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
79974	ACWA /JPIA	DELTACARE DENTAL HMO	\$ 741.41	
79974	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 6,084.03	
79974	ACWA /JPIA	EMPLOYEE ASSISTANCE PROGRAM	\$ 173.74	
79974	ACWA /JPIA	HEALTH INSURANCE	\$ 123,959.10	
79974	ACWA /JPIA	VISION	\$ 1,256.33	
79974	ACWA /JPIA	EE ADJUSTMENTS	\$ 3,044.82	
79974	ACWA /JPIA	HEALTH INSURANCE	\$ 697.92	
79974	ACWA /JPIA	DELTACARE DENTAL PPO	\$ 35.36	
79974	ACWA /JPIA	VISION	\$ 17.21	
79974	ACWA /JPIA	RETIREE - HEALTH	\$ 25,606.30	
79974	ACWA /JPIA	RETIREE - DENTAL	\$ 1,579.10	
79974	ACWA /JPIA	RETIREE - VISION	\$ 516.30	
79975	AMAZON	LATE FEE	\$ 10.06	
79975	AMAZON	LATE FEE	\$ 2.09	
79975	AMAZON	LATE FEE	\$ 1.65	
79975	AMAZON	LATE FEE	\$ 0.28	
79975	AMAZON	LATE FEE	\$ 1.23	
79975	AMAZON	LATE FEE	\$ 20.94	
79975	AMAZON	LATE FEE	\$ 0.52	
79975	AMAZON	OFFICE SUPPLIES	\$ 19.80	
79975	AMAZON	LATE FEE	\$ 2.71	
79975	AMAZON	LATE FEE	\$ 0.86	
79975	AMAZON	OFFICE SUPPLIES	\$ 82.30	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 812.42	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 78.57	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 64.63	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 63.00	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 193.92	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 274.92	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 79.71	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 107.71	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 399.24	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 62.48	
79976	AMAZON.COM SALES INC	Computer Supplies and Web cams	\$ 150.80	
79977	AQUA-METRIC SALES CO	METERS SUPPLIES	\$ 289.92	
79978	AT&T	WTP TELEMETRY-5/1/21-5/31/21	\$ 83.02	
79979	BAVCO	Backflow Tester Kit	\$ 838.69	
79980	BURRTEC WASTE INDUSTRIES INC	ROEMER TRASH	\$ 254.01	
79980	BURRTEC WASTE INDUSTRIES INC	HQ TRASH	\$ 693.19	
79981	CINTAS CORPORATION	Vehicle/Bathroom Elecstat Cleaning 04/29/21	\$ 514.66	
79981	CINTAS CORPORATION	Vehicle/Bathroom Elecstat Cleaning 05/06/21	\$ 679.56	
79982	CITY OF RIALTO-ALARM PROGRAM	FALSE ALARM FEE	\$ 260.70	
79983	COLTON PUBLIC UTILITIES	WELL 18A ELECTRIC-3/25/21-4/26/21	\$ 363.10	
79984	GARDA CL WEST INC	ARMORED TRANSPORTATION	\$ 216.17	
79985	GHD INC	Professional Engineering Services Roemer Expansion		\$ 28,282.87
79985	GHD INC	Professional Engineering Services Roemer Expansion		\$ 74,473.68
79986	GOLDEN METERS SERVICE INC.	FBR Annual Meter Testing	\$ 2,320.00	
79987	JOHNSON'S HARDWARE INC	WATER TRTMT DEPT SUPPLIES	\$ 27.96	
79987	JOHNSON'S HARDWARE INC	ROEMER SUPPLIES	\$ 17.20	
79988	LES SCHWAB TIRE CENTERS OF CENTRAL CALIFORNIA	VEHICLES MAINTENANCE	\$ 342.80	
79989	MARCUS STUART	MAY 4TH PAINT PARTY	\$ 700.00	
79990	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA,	HR SERVICES	\$ 149.50	
79991	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	\$ 79.67	
79992	PG MECHANICAL	Repairs to Truck 136	\$ 1,260.90	

WEST VALLEY WATER DISTRICTCASH DISBURSEMENT REPORT
MAY 2021

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
79992	PG MECHANICAL	REPAIRS-UNITS 104 & 105	\$ 200.00	
79993	RIALTO WATER SERVICES	FBR WELLHEAD DISCHARGE	\$ 67.17	
79993	RIALTO WATER SERVICES	HQ WATER	\$ 119.51	
79994	SO CALIFORNIA EDISON	ROEMER ELECTRICITY-4/1/21-4/29/21	\$ 38,469.44	
79995	VERIZON CONNECT NWF INC	CONTRACTS/LICENSES APRIL 2021	\$ 679.98	
79996	VERIZON WIRELESS PHONES	CELL PHONES/IPADS/EQUIPMENT	\$ 4,404.19	
79996	VERIZON WIRELESS PHONES	CELL PHONES/IPADS/EQUIPMENT	\$ 771.58	
79996	VERIZON WIRELESS PHONES	CELL PHONES/IPADS/EQUIPMENT	\$ 1,310.55	
79997	VICTOR DANNY TOVAR	TURF REBATE	\$ 510.00	
79998	YO FIRE	INVENTORY SUPPLIES	\$ 317.86	
79998	YO FIRE	INVENTORY SUPPLIES	\$ 317.86	
79998	YO FIRE	Hydrant Diffuser	\$ 641.11	
79998	YO FIRE	Clow Lbi400 Hydrant Check Valve	\$ 3,394.13	
80003	AMAZON.COM SALES INC	OFFICE SUPPLIES	\$ 24.54	
80004	AUTOMATED GATE SERVICES INC	GATES MAINTENANCE	\$ 381.00	
80004	AUTOMATED GATE SERVICES INC	GATES MAINTENANCE	\$ 217.50	
80004	AUTOMATED GATE SERVICES INC	GATES MAINTENANCE	\$ 250.00	
80005	BECERRA, JESSE	HR-FITNESS VOUCHER REIMB	\$ 40.00	
80006	BROWN, TRACI L	HR-FITNESS VOUCHER REIMB	\$ 40.00	
80007	CITY OF SAN BERNARDINO	BLF WATER-4/9/21-5/10/21	\$ 34.30	
80008	DIGITAL IMAGE SOLUTIONS, LLC	COPIER MAINTENANCE-4/4/21-5/3/21	\$ 176.19	
80008	DIGITAL IMAGE SOLUTIONS, LLC	COPERS MAINT 4/5/21-5/4/21	\$ 275.68	
80009	FMB TRUCK OUTFITTERS, INC.	MAINTENANCE SUPPLIES	\$ 114.72	
80009	FMB TRUCK OUTFITTERS, INC.	Safety Strobe Lights/step for Two Yard Dump Truck	\$ 2,735.19	
80010	HUB CONSTRUCTION SPECIALTIES	APT 155 Rock Drill	\$ 1,519.17	
80011	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 39.19	
80012	KONICA MINOLTA BUSINESS SOLUTIONS USA INC	COPIER MAINTENANCE 3/29/21-4/27/21	\$ 105.96	
80013	MINCHEZ, JOSE	HR-FITNESS VOUCHER REIMB	\$ 40.00	
80014	NEO GOV	SUBSCRIPTION-GOVERNMENT JOBS	\$ 6,687.05	
80015	O'REILLY AUTO PARTS	VEHICLE MAINTENANCE	\$ 131.36	
80016	RIALTO WATER SERVICES	WELL#16 WATER 03/26/21-4/26/21	\$ 30.42	
80017	ROBLES, AL	HR-FITNESS VOUCHER REIMB	\$ 40.00	
80018	ROYAL INDUSTRIAL SOLUTIONS	PRODUCTION SUPPLIES	\$ 232.98	
80019	SCOTT OLSON	HR-REIMB FITNESS VOUCHER	\$ 40.00	
80020	SDRMA (SPECIAL DISTRICT RISK	WORKERS COMP INSURANCE	\$ 163,183.27	
80021	SO CALIFORNIA EDISON	WELL #22 4/14/21-5/12/21	\$ 14.30	
80021	SO CALIFORNIA EDISON	S END SHOP ELECTRICITY-4/9/21-5/9/21	\$ 74.68	
80021	SO CALIFORNIA EDISON	WELL#17 03/15/21-04/12/21	\$ 3,020.38	
80021	SO CALIFORNIA EDISON	WELL#6 4/13/21-5/11/21	\$ 14,837.26	
80021	SO CALIFORNIA EDISON	WELL#11 4/14/21-5/12/21	\$ 45.20	
80022	SOUTH COAST AQMD	AQMD FEE JULY 2020- JUNE 2021	\$ 137.63	
80023	THE GAS COMPANY	ROEMER GAS 4/5/21-5/4/21	\$ 18.58	
80023	THE GAS COMPANY	HQ GAS BILL-4/9/21-5/10/21	\$ 56.87	
80024	THE PUN GROUP LLP	FY2020 Annual Audit Services	\$ 1,500.00	
80025	Westside Story Newspaper	Publication Escheat process	\$ 1,250.00	
80026	YO FIRE	MAINTENANCE SUPPLIES	\$ 188.56	
80026	YO FIRE	Clow LBI 400 hydrant check valve	\$ 1,637.80	
80027	UNION PACIFIC RAILROAD CO	I-10 PEPPER UPRC CROSSING FOLDER 03265-92		\$ 11,800.00
80034	AIRGAS USA LLC	MAINTENANCE SUPPLIES	\$ 409.45	
80035	ALL PRO ENTERPRISES INC.	Monthly Janitorial Services FY 20-21	\$ 280.00	
80035	ALL PRO ENTERPRISES INC.	Monthly Janitorial Services FY 20-21	\$ 1,224.72	
80035	ALL PRO ENTERPRISES INC.	Monthly Janitorial Services FY 20-21	\$ 2,797.24	
80036	AT&T	TELEMETRY LINE-05/07/21-06/06/21	\$ 67.70	
80036	AT&T	OFFICE LINES-05/13/21-06/12/21	\$ 395.94	

WEST VALLEY WATER DISTRICTCASH DISBURSEMENT REPORT
MAY 2021

EFT/Check #	Vendor Name	Description	O & M Amount	CIP Amount
80037	AT&T INTERNET	INTERNET SERVICES-05/07/21-06/06/21	\$ 90.95	
80038	AT&T MOBILITY	CELL PHONES-05/02/21-06/01/21	\$ 23.32	
80039	CALIFORNIA SPECIAL DIST ASSOC	CERTIFICATE	\$ 45.00	
80040	CARLO, NICHOLAS	REIMB FITNESS VOUCHER EXP	\$ 40.00	
80041	CINTAS CORPORATION	Vehicle/Bathroom Elecstat Cleaning 05/13/21	\$ 514.66	
80041	CINTAS CORPORATION	Vehicle/Bathroom Elecstat Cleaning 05/20/21	\$ 514.66	
80042	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 786.67	
80042	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 263.77	
80042	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 786.56	
80042	COLONIAL SUPPLEMENTAL INSURANCE	COLONIAL	\$ 263.71	
80043	COUNTY OF SAN BERNARDINO	ROAD EXCAVATION PERMIT	\$ 284.00	
80044	EDWARD A ALMANZA	TURF REPLACEMENT REBATE	\$ 1,507.00	
80045	GEOSCIENCE SUPPORT SVCS INC	Bunker Hill Well Siting Evaluation		\$ 2,918.25
80046	HILL, JAROLD D	T3 CERTIFICATION	\$ 230.00	
80047	IFLOW ENERGY SOLUTIONS INC	Large Meters for Inventory 03/23/21	\$ 5,216.02	
80048	JOHNSON'S HARDWARE INC	MAINTENANCE SUPPLIES	\$ 150.84	
80048	JOHNSON'S HARDWARE INC	PRODUCTION SUPPLIES	\$ 8.17	
80049	LEGAL SHIELD	LEGALSHIELD	\$ 300.99	
80049	LEGAL SHIELD	LEGALSHIELD	\$ 300.96	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	AD&D	\$ 0.70	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	DEPENDENT LIFE	\$ 2.82	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	LIFE INSURANCE	\$ 13.95	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY	\$ 21.27	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	AD&D	\$ 0.93	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	LIFE INSURANCE	\$ 18.60	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY	\$ 21.99	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	AD&D	\$ 87.28	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	DEPENDENT LIFE	\$ 88.83	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	LIFE INSURANCE	\$ 1,745.60	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	LONG TERM DISABILITY	\$ 2,507.61	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	EMPLOYEE AFTER-TAX	\$ 895.95	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	EMPLOYEE AFTER-TAX	\$ 895.85	
80050	MUTUAL OF OMAHA INSURANCE COMPANY	EE ADJUSTMENTS MAY 2021	\$ 72.69	
80051	NETWORK	Network Fleet Service 05/17/21	\$ 1,994.45	
80052	RAHBAN CPA & CONSULTING INC	Professional Consultant Services for District	\$ 20,272.50	
80053	SC COMMERCIAL LLC	Diesel for New Generator	\$ 2,961.14	
80054	SO CALIFORNIA EDISON	BLF ELECTRICITY	\$ 102.85	
80054	SO CALIFORNIA EDISON	ELECTRIC BILL VARIOUS LOCATIONS MARCH/APRIL	\$ 71,268.07	
80054	SO CALIFORNIA EDISON	ELECTRIC BILL VARIOUS LOCATIONS MARCH/APRIL	\$ 17,518.95	
80054	SO CALIFORNIA EDISON	ELECTRIC BILL VARIOUS LOCATIONS MARCH/APRIL	\$ 94,507.44	
80054	SO CALIFORNIA EDISON	ELECTRIC BILL VARIOUS LOCATIONS MARCH/APRIL	\$ 35,461.13	
80054	SO CALIFORNIA EDISON	ELECTRIC BILL VARIOUS LOCATIONS MARCH/APRIL	\$ 4,557.00	
80054	SO CALIFORNIA EDISON	ELECTRIC BILL VARIOUS LOCATIONS MARCH/APRIL	\$ 16,432.91	
80054	SO CALIFORNIA EDISON	ELECTRIC BILL VARIOUS LOCATIONS MARCH/APRIL	\$ 4,848.17	
80054	SO CALIFORNIA EDISON	ELECTRIC BILL VARIOUS LOCATIONS MARCH/APRIL	\$ 302.61	
80054	SO CALIFORNIA EDISON	ELECTRIC BILL VARIOUS LOCATIONS MARCH/APRIL	\$ 13,102.47	
80055	YO FIRE	Washer Rings for Non Stock Inventory	\$ 595.09	
SUBTOTALS			1,102,405.92	526,908.84
GRAND TOTAL			1,629,314.76	

**WEST VALLEY WATER DISTRICT
PAYROLL GROSS WAGES
FISCAL YEAR 2020 - 2021**

Report Month	Description	From	To	Gross Wages Paid
July 2020	Pay Period #14	06/13/20	06/26/20	261,597.02
July 2020	Monthly Pay Period #7	06/01/19	06/30/19	7,810.34
July 2020	Manual Check	06/27/20	07/02/19	1,706.34
July 2020	Manual Check	8836 11/17/05	07/06/19	832.04
July 2020	Pay Period #15	06/27/20	07/10/20	272,469.48
July 2020	Pay Period #16	07/11/20	07/24/20	270,538.64
Total for July 2020				814,953.86
August 2020	Monthly Pay Period #8	07/01/20	07/31/20	6,961.39
August 2020	Pay Period #17	07/25/20	08/07/20	271,635.85
August 2020	Manual Check	08/08/20	08/20/20	42,094.20
August 2020	Manual Check	08/08/20	08/20/20	3,081.90
August 2020	Pay Period #18	08/08/20	08/21/20	271,942.01
Total for August 2020				595,715.35
September 2020	Manual Check	08/22/20	09/02/20	585.60
September 2020	Monthly Pay Period #9	08/01/20	08/30/20	6,961.39
September 2020	Pay Period #19	08/22/20	09/04/20	267,659.14
September 2020	Pay Period #20	09/05/20	09/18/20	264,909.70
September 2020	Manual Check	09/19/20	09/24/20	43,096.15
Total for September 2020				583,211.98
October 2020	Monthly Pay Period #10	09/01/20	09/30/20	8,319.71
October 2020	Pay Period #21	09/19/20	10/02/20	305,686.46
October 2020	Manual Check	09/19/20	10/21/20	55,680.19
October 2020	Pay Period #22	10/03/20	10/16/20	256,813.65
Total for October 2020				618,180.30
November 2020	Pay Period #23	10/17/20	10/30/20	284,620.77
November 2020	Monthly Pay Period #11	10/01/20	10/31/20	7,131.18
November 2020	Manual Check	10/31/19	11/06/20	2,799.42
November 2020	Pay Period #24	10/31/20	11/13/20	326,367.63
Total for November 2020				620,919.00
December 2020	Pay Period #25	11/14/20	11/27/20	262,546.12
December 2020	Monthly Pay Period #12	11/01/20	11/30/20	6,112.44
December 2020	Manual Check	11/28/20	12/09/20	3,188.80
December 2020	Pay Period #26	11/28/20	12/11/20	279,413.49
December 2020	Pay Period #27	12/12/20	12/25/20	284,514.87
Total for December 2020				835,775.72

**WEST VALLEY WATER DISTRICT
PAYROLL GROSS WAGES
FISCAL YEAR 2020 - 2021**

Report Month	Description	From	To	Gross Wages Paid
January 2021	Pay Period #1	12/25/20	01/08/21	286,690.06
January 2021	Monthly Pay Period #1	12/01/20	12/31/20	5,772.86
January 2021	Pay Period #2	01/08/21	01/22/21	288,150.80
Total for January 2021				<u>580,613.72</u>
February 2021	Monthly Pay Period #2	01/01/21	01/31/21	6,791.60
February 2021	Pay Period #3	01/23/21	02/05/21	291,287.10
February 2021	Pay Period #4	02/06/21	02/19/21	276,198.70
February 2021	Manual Check	02/06/21	02/24/21	2,261.56
February 2021	Manual Check	02/20/21	02/25/21	4,692.90
Total for February 2021				<u>581,231.86</u>
March 2021	Monthly Pay Period #3	02/01/21	02/28/21	7,300.97
March 2021	Pay Period #5	02/19/21	03/05/21	270,514.22
March 2021	Pay Period #6	03/05/21	03/19/21	268,576.61
Total for March 2021				<u>546,391.80</u>
April 2021	Monthly Pay Period #4	03/01/21	03/31/21	7,300.97
April 2021	Pay Period #7	03/19/21	04/02/21	264,267.56
April 2021	Pay Period #8	04/02/21	04/16/21	267,596.24
April 2021	Manual Check	04/16/21	04/30/21	3,702.41
Total for April 2021				<u>542,867.18</u>
May 2021	Manual Check	04/17/21	05/01/21	2,228.23
May 2021	Monthly Pay Period #5	04/01/21	04/30/21	6,791.60
May 2021	Pay Period #9	04/16/21	04/30/21	267,664.89
May 2021	Pay Period #10	04/30/21	05/14/21	267,318.41
Total for May 2021				<u>544,003.13</u>

**WEST VALLEY WATER DISTRICT
EFT AND PAYROLL ITEMS
MAY 2021**

Date	Item	Check No. or EFT	Amount
05/06/21	Manual Check	8837	1,604.25
05/06/21	Monthly Pay Period #5	none	
05/06/21	Pay Period #09	8838	1,850.20
05/20/21	Pay Period #10	8839	2,148.57
	Total Checks		5,603.02
05/06/21	Federal Tax Withheld Social Security & Medicare	EFT	570.03
05/06/21	State Tax Withheld and State Disability Insurance	EFT	104.30
05/06/21	Monthly Pay Period #5 Direct Deposits	EFT	5,923.41
05/06/21	Federal Tax, Social Security & Medicare	EFT	1,343.86
05/06/21	State Tax Withheld and State Disability Insurance	EFT	43.88
05/06/21	Pay Period #09 Direct Deposits		176,379.99
05/06/21	Federal Tax Withheld Social Security & Medicare	EFT	69,353.93
05/06/21	State Tax Withheld and State Disability Insurance	EFT	15,250.41
05/06/21	Lincoln Deferred Compensation Withheld	EFT	12,615.77
05/06/21	Lincoln - Employer Match Benefit	EFT	3,200.00
05/06/21	Nationwide Deferred Compensation Withheld	EFT	2,743.22
05/06/21	Nationwide - Employer Match Benefit	EFT	700.00
05/06/21	Nationwide - 401a Employer Match Benefit	EFT	400.00
05/06/21	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	25,406.20
05/06/21	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	16,490.14
05/06/21	California State Disbursement	EFT	638.31
05/13/21	EDD Unemployment Benefit Charge	EFT	3,777.50
05/20/21	Pay Period #10 Direct Deposits	EFT	177,787.61
05/20/21	Federal Tax Withheld Social Security & Medicare	EFT	67,715.46
05/20/21	State Tax Withheld and State Disability Insurance	EFT	14,661.98
05/20/21	Lincoln Deferred Compensation Withheld	EFT	12,658.73
05/20/21	Lincoln - Employer Match Benefit	EFT	3,175.00
05/20/21	Nationwide Deferred Compensation Withheld	EFT	2,743.22
05/20/21	Nationwide - Employer Match Benefit	EFT	700.00
05/20/21	Nationwide - 401a Employer Match Benefit	EFT	400.00
05/20/21	CalPERS Retirement - Classic (EPMC and ER contribution)	EFT	25,406.20
05/20/21	CalPERS Retirement - 2nd Tier (EE and ER contribution)	EFT	16,109.36
05/20/21	California State Disbursement	EFT	638.31
	Total EFT		656,936.82
	Grand Total Payroll Cash		662,539.84



**BOARD OF DIRECTORS
FINANCE COMMITTEE
STAFF REPORT**

DATE: June 9, 2021
TO: Finance Committee
FROM: Shamindra Manbahal, Interim General Manager
SUBJECT: TREASURER'S REPORT - MAY 2021

DISCUSSION:

West Valley Water District (“District”) engaged 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)). Report for the Month of May 2021 is presented to the Finance Committee for discussion.

FISCAL IMPACT:

None. Monthly Cost of \$2,625 was included in the FY 20-21 annual budget.

STAFF RECOMMENDATION:

Staff recommends that this item be submitted for consideration, and that the Board of Directors approve this item and authorize the Interim General Manager to execute the necessary documents.

Respectfully Submitted,

Shamindra Manbahal

Shamindra Manbahal, Interim General Manager

SM:jv

ATTACHMENT(S):

1. 2021 May Treasurer Report

West Valley Water District
Cash, Investment & Reserve Balances - May 31, 2021

Institution/Investment Type	April 2021 Balance	May 2021 Balance	RESERVE ACCOUNT	Minimum Balance	Target Balance	Maximum Balance
Funds Under Control of the District:			RESTRICTED FUNDS			
District Cash Drawers	\$ 4,300.00	\$ 4,300.00	2016A Bond	\$ 0.42	\$ 0.42	\$ 0.42
	\$ 4,300.00	\$ 4,300.00	Customer Deposit Accounts	\$ 3,185,596.81	\$ 3,185,596.81	\$ 3,185,596.81
Checking and Savings:			Capacity Charge Acct Balance	\$ 13,853,538.82	\$ 13,853,538.82	\$ 13,853,538.82
Chase - General Government Checking	\$ 4,996,414.07	\$ 6,069,813.94	CIP account in LAIF for capital purposes	\$ 3,000,000.00	\$ 3,000,000.00	\$ 3,000,000.00
Chase - Special Rebate Checking	\$ -	\$ -		\$ 20,039,136.05	\$ 20,039,136.05	\$ 20,039,136.05
Chase - UTC Routine Checking	\$ 5,000.56	\$ 5,000.56	CAPITAL RESERVE FUNDS			
Chase - UTC Non-Routine Checking	\$ 48,636.50	\$ 48,636.50	Capital Project Account - 100% FY 20-21	\$ 9,284,433.00	\$ 9,284,433.00	\$ 9,284,433.00
	\$ 5,050,051.13	\$ 6,123,451.00	Capital Project Account-80% FY 21-22	\$ 10,679,626.00	\$ 10,679,626.00	\$ 10,679,626.00
			Administrative & General Account	\$ 1,269,847.73	\$ 1,269,847.73	\$ 1,269,847.73
				\$ 21,233,906.73	\$ 21,233,906.73	\$ 21,233,906.73
State of California, Local Agency Investment Fund	\$ 20,359,537.91	\$ 20,359,537.91	LIQUIDITY FUNDS			
US Bank - Chandler Asset Mgmt	\$ 24,477,116.36	\$ 24,514,744.86	Rate Stabilization Account	\$ 782,806.31	\$ 2,348,418.93	\$ 3,914,031.55
CalTrust Pooled Investment Fund - Short Term	\$ 15,774,241.10	\$ 15,777,018.42	Operating Reserve Account	\$ 4,232,825.77	\$ 8,465,651.54	\$ 12,698,477.31
CalTrust Pooled Investment Fund - Medium Term	\$ -	\$ -	Emergency Account	\$ 1,300,009.57	\$ 2,600,019.15	\$ 3,900,028.72
U. S. Treasury Bills			Water Banking Account	\$ 125,000.00	\$ 625,000.00	\$ 1,250,000.00
Government Agencies (Federal Home Loan Bank)	\$ -	\$ -		\$ 6,440,641.65	\$ 14,039,089.62	\$ 21,762,537.58
			OTHER RESERVES			
Total	\$ 65,665,246.50	\$ 66,779,052.19	Self-Insurance Reserve	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00
				\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00
Funds Under Control of Fiscal Agents:			OPERATING CASH			
US BANK			Balance Available for Daily Operations	\$ 14,065,368.18	\$ 6,466,920.21	\$ (1,256,527.75)
2016A Bond - Principal & Payment Funds	\$ 0.21	\$ 0.21		\$ 14,065,368.18	\$ 6,466,920.21	\$ (1,256,527.75)
2016A Bond - Interest Fund	\$ 0.21	\$ 0.21				
Total	\$ 0.42	\$ 0.42	Grand Total	\$ 66,779,052.61	\$ 66,779,052.61	\$ 66,779,052.61
Grand Total	\$ 65,665,246.92	\$ 66,779,052.61	UNRESTRICTED RESERVES	\$ 46,739,916.56		

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.

Shamindra Manbahal
Acting General Manager/Chief Financial & Administrative Officer



**BOARD OF DIRECTORS
FINANCE COMMITTEE
STAFF REPORT**

DATE: June 9, 2021
TO: Finance Committee
FROM: Shamindra Manbahal, Interim General Manager
SUBJECT: MONTHLY REVENUE & EXPENDITURES REPORT - MAY 2021

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 Reports 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 May 31. 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:

None.

STAFF RECOMMENDATION:

Staff recommends that this item be submitted for consideration, and that the Board of Directors approve this item and authorize the Interim General Manager to execute the necessary documents.

Respectfully Submitted,

Shamindra Manbahal

Shamindra Manbahal, Interim General Manager

SM;jv

ATTACHMENT(S):

1. 2021 May Monthly Revenue & Expenditures Report



West Valley Water District, CA

Budget Report

Group Summary

For Fiscal: 2020-2021 Period Ending: 05/31/2021

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Revenue							
4000 - Water consumption sales	15,656,126.20	15,656,126.20	1,567,894.59	18,467,469.93	0.00	2,811,343.73	117.96 %
4010 - Water service charges	6,299,071.01	6,299,071.01	663,577.88	7,128,052.93	0.00	828,981.92	113.16 %
4020 - Other operating revenue	3,043,643.97	3,043,643.97	412,263.52	2,804,155.65	0.00	-239,488.32	92.13 %
4030 - Property Taxes	1,773,000.00	1,773,000.00	536,215.36	2,785,103.86	0.00	1,012,103.86	157.08 %
4040 - Interest & Investment Earnings	337,500.00	337,500.00	40,697.73	55,516.75	0.00	-281,983.25	16.45 %
4050 - Rental Revenue	30,000.00	30,000.00	2,988.48	32,602.40	0.00	2,602.40	108.67 %
4060 - Grants and Reimbursements	0.00	0.00	1,924.93	83,044.39	0.00	83,044.39	0.00 %
4070 - Gain on Sale of Capital Assets	0.00	0.00	0.00	31,000.00	0.00	31,000.00	0.00 %
4080 - Other Non-Operating Revenue	10,820.00	10,820.00	4,209.87	19,913.60	0.00	9,093.60	184.04 %
Revenue Total:	27,150,161.18	27,150,161.18	3,229,772.36	31,406,859.51	0.00	4,256,698.33	115.68 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 05/31/2021

Departmen...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Used
Expense							
5110 - Source Of Supply	1,660,958.00	1,660,958.00	83,011.55	1,110,742.05	0.00	550,215.95	66.87 %
5210 - Production	3,293,040.00	3,463,040.00	312,868.60	3,208,958.99	79,203.02	174,877.99	94.95 %
5310 - Water Quality	689,330.00	689,330.00	36,595.29	429,213.97	7,908.79	252,207.24	63.41 %
5320 - Water Treatment - Perchlorate	272,500.00	262,500.00	39,262.76	185,416.88	11,109.96	65,973.16	74.87 %
5350 - Water Treatment - FBR/FXB	2,095,343.32	1,872,843.32	113,327.26	882,965.95	167,435.32	822,442.05	56.09 %
5390 - Water Treatment - Roemer/Arsenic	1,798,960.00	1,854,960.00	112,525.20	1,440,526.92	156,431.37	258,001.71	86.09 %
5410 - Maintenance - T & D	2,322,909.00	2,322,909.00	104,237.99	1,142,648.45	66,348.34	1,113,912.21	52.05 %
5510 - Customer Service	1,156,520.00	1,156,520.00	67,116.15	965,485.45	0.00	191,034.55	83.48 %
5520 - Meter Reading	991,555.00	991,555.00	56,675.88	690,095.74	20,574.63	280,884.63	71.67 %
5530 - Billing	507,950.00	507,950.00	34,857.69	342,117.41	57,757.13	108,075.46	78.72 %
5610 - Administration	1,980,910.00	2,060,590.00	100,409.91	1,456,993.62	1,930.50	601,665.88	70.80 %
5615 - General Operations	2,217,094.00	2,234,594.00	70,253.65	1,590,380.73	58,834.48	585,378.79	73.80 %
5620 - Accounting	828,088.00	828,088.00	63,066.30	696,494.81	4,500.00	127,093.19	84.65 %
5630 - Engineering	1,414,710.00	1,414,710.00	86,145.67	1,069,204.00	2,573.70	342,932.30	75.76 %
5640 - Business Systems	1,145,298.00	1,145,298.00	92,786.31	902,950.71	27,015.05	215,332.24	81.20 %
5645 - GIS	227,200.00	227,200.00	13,668.69	149,360.36	12,000.00	65,839.64	71.02 %
5650 - Board Of Directors	269,900.00	269,900.00	15,841.41	206,373.35	6,375.00	57,151.65	78.82 %
5660 - Human Resources/Risk Management	826,979.00	738,799.00	43,999.69	542,296.75	46,056.90	150,445.35	79.64 %
5680 - Purchasing	629,574.30	629,574.30	39,224.20	529,922.22	0.00	99,652.08	84.17 %
5710 - Public Affairs	1,027,136.00	1,024,636.00	41,921.62	567,874.07	191,310.72	265,451.21	74.09 %
5720 - Grants & Rebates	41,000.00	41,000.00	2,717.00	12,752.24	0.00	28,247.76	31.10 %
6200 - Interest Expense	978,450.00	978,450.00	0.00	675,132.66	0.00	303,317.34	69.00 %
6800 - Other Non-Operating Expense	0.00	0.00	0.00	700,000.00	0.00	-700,000.00	0.00 %
Expense Total:	26,375,404.62	26,375,404.62	1,530,512.82	19,497,907.33	917,364.91	5,960,132.38	77.40 %
Report Surplus (Deficit):	774,756.56	774,756.56	1,699,259.54	11,908,952.18	-917,364.91	10,216,830.71	1,418.71 %

Budget Report

For Fiscal: 2020-2021 Period Ending: 05/31/2021

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)
100 - Water Operations Fund	774,756.56	774,756.56	1,699,259.54	11,908,952.18	-917,364.91	10,216,830.71
Report Surplus (Deficit):	774,756.56	774,756.56	1,699,259.54	11,908,952.18	-917,364.91	10,216,830.71



**BOARD OF DIRECTORS
FINANCE COMMITTEE
STAFF REPORT**

DATE: June 9, 2021
TO: Finance Committee
FROM: Shamindra Manbahal, Interim General Manager
SUBJECT: MAY 2021 - PURCHASE ORDER REPORT

BACKGROUND:

The West Valley Water District (“District”) generated forty-five (45) Purchase Orders (“PO”) in the month of May 2021 to various vendors that provide supplies and services to the District. The total amount issued to PO’s for the month of May 2021 was **\$401,994.45**. A table listing all PO’s for May 2021 is shown in **Exhibit A**.

FISCAL IMPACT:

There is no fiscal impact for producing the May 2021 Purchase Order Report.

STAFF RECOMMENDATION:

Receive and file the May 2021 Purchase Order Report.

Respectfully Submitted,

Shamindra Manbahal

Shamindra Manbahal, Interim General Manager

SM;ar

ATTACHMENT(S):

1. May 2021 Purchase Order Report

Exhibit A



West Valley Water District, CA

Purchase Order Summary Report

Purchase Order Detail

Issued Date Range 05/01/2021 - 05/31/2021

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
21-0489	Publication Escheat process 02362 - Westside Story Newspaper	Completed West Valley Water District	5/7/2021 5/11/2021	0.00	1,250.00
21-0490	Dive inspections for 5 District reservoirs. 02366 - BLUE LOCKER COMMERCIAL DIVING SERVICES,	Outstanding West Valley Water District	5/4/2021 5/18/2021	0.00	5,900.00
21-0491	Tyler Incode 10 - Implementation 01727 - TYLER TECHNOLOGIES INC	Partially Received West Valley Water District	5/4/2021 5/18/2021	0.00	9,660.00
21-0492	TROUBLE SHOOT AC AT WELL 6 01219 - ONTARIO REFRIGERATION SERVICES INC	Completed West Valley Water District	5/4/2021 5/18/2021	0.00	1,786.30
21-0493	DigAlert Tickets for April 00068 - UNDERGROUND SERVICE ALERT	Outstanding West Valley Water District	5/4/2021 5/18/2021	0.00	509.95
21-0494	Body Repairs to Unit 231 02284 - R&F AUTO COLLISION CENTER	Completed West Valley Water District	5/5/2021 5/19/2021	0.00	2,424.93
21-0495	Vehicle/Bathroom Elecstat Cleaning 04/29/21 00337 - CINTAS CORPORATION	Completed West Valley Water District	5/5/2021 5/19/2021	0.00	514.66
21-0496	Clow Lbi400 Hydrant Check Valve 00748 - YO FIRE	Completed West Valley Water District	5/5/2021 5/19/2021	0.00	3,394.13
21-0497	GIS and Tyler System Integration Project 01328 - MILLER SPATIAL SERVICES LLC	Outstanding West Valley Water District	5/6/2021 5/20/2021	0.00	12,000.00
21-0498	Laptop Computers 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	5/6/2021 5/20/2021	0.00	8,168.88
21-0499	State of the District video 2021 02372 - 3D SOUNDS, LLC	Completed West Valley Water District	5/6/2021 5/20/2021	0.00	1,650.00
21-0500	CHEMICAL E38G 00810 - STERLING WATER TECHNOLOGIES LLC	Outstanding West Valley Water District	5/10/2021 5/24/2021	0.00	3,778.50
21-0501	TRANSMITTER FBR 01178 - ROSEMOUNT INC	Outstanding West Valley Water District	5/10/2021 5/24/2021	0.00	2,543.47
21-0502	Vehicle/Bathroom Elecstat Cleaning 05/06/21 00337 - CINTAS CORPORATION	Completed West Valley Water District	5/10/2021 5/24/2021	0.00	679.56
21-0504	Repairs to Truck 136 01700 - PG MECHANICAL	Completed West Valley Water District	5/11/2021 5/25/2021	0.00	1,260.90
21-0505	ClaVal pressure relief valves for Well 41 IX 00055 - WESTERN WATER WORKS SUPPLY CO INC	Outstanding West Valley Water District	5/11/2021 5/25/2021	0.00	7,870.06
21-0506	Well Meter rebuild kit. 00318 - MCCROMETER INC	Outstanding West Valley Water District	5/11/2021 5/25/2021	0.00	678.00
21-0507	12" Meter for Eff. booster #6 00318 - MCCROMETER INC	Outstanding West Valley Water District	5/11/2021 5/25/2021	0.00	2,612.00

Purchase Order Summary Report

Issued Date Range 05/01/2021 - 05/31/2021

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
21-0508	Barcode Scanning System 02374 - BMI SYSTEMS GROUP	Outstanding West Valley Water District	5/11/2021 5/25/2021	0.00	4,842.00
21-0509	Door Closer Repairs 01526 - SO CAL LOCKSMITH / MARY K DUNSMORE	Outstanding West Valley Water District	5/12/2021 5/26/2021	0.00	1,561.47
21-0511	Meter Box and Lids 05/13/21 00941 - OLDCASTLE INFRASTRUCTURE INC	Outstanding West Valley Water District	5/13/2021 5/13/2021	0.00	24,333.00
21-0512	Webinar: Landscaping postcard May 15 2021 01311 - MINUTEMAN PRESS OF RANCHO CUCAMONGA	Outstanding West Valley Water District	5/6/2021 5/20/2021	0.00	7,598.33
21-0513	Hydrant Registers 02329 - SOUTHLAND WATER TECHNOLOGIES LLC	Outstanding West Valley Water District	5/13/2021 5/27/2021	0.00	787.65
21-0514	Parts for Solarbee tank mixer install 01567 - MCMaster-CARR SUPPLY COMPANY	Outstanding West Valley Water District	5/13/2021 5/27/2021	0.00	507.61
21-0515	Legal Counsel for Roemer Expansion Project 02370 - HUNT ORTMANN PALFFY NIEVES DARLING & M	Outstanding West Valley Water District	5/14/2021 5/28/2021	0.00	100,000.00
21-0516	Clow LBI 400 hydrant check valve 00748 - YO FIRE	Completed West Valley Water District	5/17/2021 5/31/2021	0.00	1,637.80
21-0517	Vehicle/Bathroom Elecstat Cleaning 05/13/21 00337 - CINTAS CORPORATION	Completed West Valley Water District	5/18/2021 6/1/2021	0.00	514.66
21-0518	Washer Rings for Non Stock Inventory 00748 - YO FIRE	Completed West Valley Water District	5/18/2021 6/1/2021	0.00	595.09
21-0519	Diesel for New Generator 01783 - SC COMMERCIAL LLC	Completed West Valley Water District	5/19/2021 6/2/2021	0.00	2,994.06
21-0520	Network Fleet Service 05/17/21 01514 - NETWORK	Completed West Valley Water District	5/19/2021 6/2/2021	0.00	1,994.45
21-0521	1" Meters for Inventory 05/19/21 00255 - AQUA-METRIC SALES CO	Outstanding West Valley Water District	5/19/2021 5/19/2021	0.00	24,695.90
21-0522	Acetic Acid 00827 - BRENNTAG PACIFIC INC	Outstanding West Valley Water District	5/19/2021 6/2/2021	0.00	22,901.84
21-0523	East Complex South Well motor repair 01124 - GENERAL PUMP COMPANY INC	Outstanding West Valley Water District	5/19/2021 6/2/2021	0.00	21,605.10
21-0524	Replacement of stolen gate at Lord Ranch 02377 - EL ROD FENCE CO, INC	Outstanding West Valley Water District	5/19/2021 6/2/2021	0.00	1,398.00
21-0525	Meters for Lytle Creek Booster Station 00318 - MCCROMETER INC	Outstanding West Valley Water District	5/19/2021 6/2/2021	0.00	2,034.00
21-0526	Sprinkler 01567 - MCMaster-CARR SUPPLY COMPANY	Outstanding West Valley Water District	5/19/2021 6/2/2021	0.00	514.59
21-0527	Computer Parts and printers yr end 02325 - AMAZON.COM SALES INC	Outstanding West Valley Water District	5/20/2021 6/3/2021	0.00	4,671.88
21-0528	Surface Laptop computer replacments 00326 - CDW GOVERNMENT INC	Outstanding West Valley Water District	5/20/2021 6/3/2021	0.00	4,516.68

Purchase Order Summary Report

Issued Date Range 05/01/2021 - 05/31/2021

PO Number	Description Vendor	Status Ship To	Issue Date Delivery Date	Trade Discount	Total
21-0529	Vehicle/Bathroom Elecstat Cleaning 05/20/21 00337 - CINTAS CORPORATION	Completed West Valley Water District	5/24/2021 6/7/2021	0.00	514.66
21-0530	R&R Asphalt Subsidence for BLF Agreement 01321 - MIKE ROQUET CONSTRUCTION, INC.	Outstanding West Valley Water District	5/25/2021 6/8/2021	0.00	19,892.00
21-0531	Professional Consultant Services for District 02142 - RAHBAN CPA & CONSULTING INC	Completed West Valley Water District	5/26/2021 6/9/2021	0.00	20,272.50
21-0532	Lytle Creek Environmental Services 00582 - TOM DODSON & ASSOCIATES	Outstanding West Valley Water District	5/26/2021 6/9/2021	0.00	49,200.00
21-0533	Hydrant Meter Calibrtrion Verifications 00492 - MCCALLS METERS INC	Outstanding West Valley Water District	5/27/2021 6/10/2021	0.00	4,366.38
21-0534	Emergency Purchase of Mixing Pump 02268 - US BANK-CAL CARD (AL)	Outstanding West Valley Water District	5/27/2021 6/10/2021	0.00	6,068.04
21-0535	Additional repairs to FBR fire panel. 01112 - JOHNSON CONTROLS FIRE PROTECTION LP	Outstanding West Valley Water District	5/27/2021 6/10/2021	0.00	5,295.42

Purchase Order Count: (45)

Total Trade Discount: 0.00

Total: 401,994.45

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

SECTION I: PURPOSE

The purpose of this contracts management policy is to establish efficient and effective practices for all staff at the District to follow during the contract cycle to ensure the successful execution and implementation of contracts that will provide needed goods and services for District operations. The contract cycle consists of the purchasing process, contract award, contract term preparation, contract processing, notice to proceed, contract monitoring, and contract modification.

SECTION 2: GENERAL POLICY & OBJECTIVES

District staff must act ethically and honestly when participating in the contracts cycle. Further, District staff must provide clear communication to all internal and external parties which also participate in the contracts cycle for the effective and efficient use of District staff time when executing and monitoring contracts. All District staff is expected to adhere to all other District policies at all times, especially when implementing the provisions of the Contracts Management Policy.

SECTION 3: AUTHORITY

~~Unless a contract gets approved by the Board~~All contracts need to comply with the purchasing policy authorization table in order to be ~~it is not~~ a valid contract. The General Manager will have the authority to appoint one or more designees to act on his/her behalf, as required, subject to this policy and to the establishment of proper procedure and controls governing such designees' authority.

SECTION 4: RESPONSIBILITIES

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

A. Contracting/Division Manager or designee responsibilities include:

- Ensuring their contracts contain a clear scope of work that defines performance and deliverable requirements.
- Once a contract is executed, immediately communicate with the new contractor and confirm expectations.
 - Verify the obligations of the parties and timelines for performance
- Being familiar with all of the terms and conditions of the agreement
- Managing and documenting on-going and day-to-day contract issues and monitoring the progress of the work performed by a contractor.
- Being the contact and lead for their contract and being responsible for the timely initiation and execution of assigned contracts.
 - For each contract that is executed, participation and approval is required from the Contracting Division staff ~~(see Exhibit A)~~, the Department Head, General Counsel, CFO, and General Manager (as needed, based on delegation of signature authority)

B. The Purchasing Division responsibilities and objectives include:

- Providing physical custody and security over all District contractual documents with the exceptions of Legal and/or confidential agreements.
- Ensuring consistent and compliant coordination, tracking and administration of all contract activities.
- Providing guidance and training to District contracting and program managers.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- Have a back-up protocol to ensure continuity and timeliness of operations during vacations and other leaves, including training of staff.
 - Must actively participate in and support the implementation of the internal controls contained in this policy, and immediately follow up if deviation is suspected, in order to avoid the appearance and existence of fraud, misappropriation of District assets, or of conflicts of interest.
 - Additional responsibilities are stated in the remaining sections within this policy.
- C. The primary responsibilities of the Purchasing Supervisor regarding contracts are:
- Must sign and date the Contract Initiation Form
 - The Purchasing Supervisor must verify that the contract is acceptable to the contractor and that the scope of work and budgets are acceptable.
 - Maintaining appropriate records while overseeing the contract routing process and supervising Purchasing Division staff.
 - Have a back-up protocol to ensure continuity and timeliness of operations during vacations and other leaves, including training of staff.
 - Must actively participate in and support the implementation of the internal controls contained in this policy, and immediately follow up if deviation is suspected, in order to avoid the appearance and existence of fraud, misappropriation of District assets, or of conflicts of interest.
 - Additional responsibilities are stated in the remaining sections within this policy.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

D. The General Manager or designee’s responsibilities include

- Must sign and date the Contract Initiation Form
- Must review reports on monitored activities
- Direct and manage the preparation, designing, implementation, monitoring, and evaluation of internal control policies and procedures
- Have a back-up protocol to ensure continuity and timeliness of operations during vacations and other leaves.
- Must actively participate in and support the implementation of the internal controls contained in this policy, and immediately follow up if deviation is suspected, in order to avoid the appearance and existence of fraud, misappropriation of District assets, or of conflicts of interest.
- Additional responsibilities are stated in the remaining sections within this policy.

SECTION 5: CONFLICTS OF INTEREST

District staff shall carry out any roles, responsibilities and activities related to contract administration in a manner that identifies and avoids real, apparent, or potential conflicts of interest. District staff involved in contract decision making shall report in writing, any real, apparent, or potential conflicts of interest that may come to their attention during any phase of the contract administration cycle.

SECTION 6: WHEN ALLOWED TO CONTRACT

Factors to be considered in determining the need to outsource a function include:

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- Work which has historically been contracted for by the District;
- The contract is for consulting work;
- Expertise and equipment included in the contract is not normally employed or purchased by the District;
- Third party objectivity and credibility are essential to the service provided.
- Day-to-day activities are managed by the contractor; and responsibility/risk is assumed by the contractor.

SECTION 7: PURCHASING PROCESS

Please refer to the District’s Purchasing Policy for more information regarding the procurement cycle, including Purchasing authorization dollar limits, conflicts of interest and internal control implementation, competition requirements, RFP preparation, candidate evaluation, selection criteria and much more.

SECTION 8: CONTRACT AWARD/CONTRACT INITIATION

The Contract/Division Manager should collect and supply the expected cost for the contract and any supporting rationale. Specific costs should be known prior to submitting Contract Initiation Form (CIF) ~~(see exhibit A)~~ to the Purchasing Division.

Once the final contract has been prepared by legal counsel, the Contract Initiation form (CIF) ~~(see Exhibit A)~~ shall be routed for approvals with the contract and any necessary supporting documentation. The CIF must be signed and dated by the Purchasing Supervisor or designee, CFO, Department Head or designee, ~~General Counsel~~, and General Manager. ~~If the contract exceeds \$25,000, the CIF must also~~

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

~~be signed by the Board President.~~

Please note that the Contract Initiation Form states that “By signing this form, you are certifying that this contract packet and its contents meet with your approval.” All signers must ensure that they have examined the contents thoroughly prior to signing the packet.

SECTION 9: EVALUATING CONTRACT RISKS

The Purchasing Division shall identify contracts that require enhanced contract monitoring or the immediate attention of Contracting Division staff.

The Purchasing Division and the Contracting Division must collaborate to evaluate key elements of risk that may occur on a contract. The risk considered shall include the following:

- a. Contract Cost Revisions
- b. Contract Duration Limitations
- c. Transaction and Data Volume
- d. Monitoring and Quality Assurance
- e. Vendor Control Activities and Data Quality
- f. Communication and Customer Service
- g. Complexity of Vendor Operations and Processes
- h. Complexity of Contract Scope or Deliverables
- i. Close Out
- j. Extent of Government Regulations

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- k. Vendor Cooperation with Audits
- l. Potential for Public Disclosure
- m. Vendor Experience and Past Performance
- n. Physical and System Security
- o. Data Security
- p. Business Continuity/Disaster Recovery
- q. Training
- r. Financial Assurance and Credit Worthiness
- s. Fraud, Waste and Abuse
- t. Other

Enhanced Monitoring Reporting – Contract monitoring activities must be documented and reported to the GM or designee on a quarterly basis, which will be coordinated and presented by Contracting Division staff, with support from individual Purchasing Supervisors or designees.

Additionally, for vendors that perform on-going operational work, it shall be the decision of the CFO or designee to obtain a SOC Report from the vendor. SOC stands for “System and Organization Controls”. A SOC Report (System and Organization Controls Report) is a report on Controls at a Service Organization which are relevant to user entities’ internal control over financial reporting.

A SOC 2 report is designed to provide assurances about the effectiveness of controls in place at a service organization that are relevant to the security, availability, or processing integrity of the system used to process clients’ information, or the confidentiality or privacy of that information.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

Companies that use cloud service providers, for example, use SOC 2 reports to assess and address the risks associated with third party technology services. These reports are issued by independent third-party auditors.

SECTION 10: CONTRACT PROCESSING

A contract routing package/folder is prepared by Purchasing Division staff. A draft contract is prepared by ~~Purchasing Supervisor~~ ~~contacting Department Head~~ or designee, typically using a boiler plate template developed in conjunction with the District’s legal Counsel.

- A copy of the District agenda item is included with the routing package (as needed).
- A memorandum or email is prepared to transmit the draft contract package to the Purchasing Supervisor. The memo/email should include relevant information about the contract and any necessary instructions and deadline requirements for the review of the package/folder.
- The Purchasing Supervisor must verify that the contract is acceptable to the contractor and that the scope of work and budgets are acceptable to both parties prior to Purchasing Division staff routing the final contract package. An electronic copy of the draft contract will be provided to the Contact/Division Manager to assist with any negotiations.
- At the time that the final contract package is prepared, the Purchasing Division staff shall determine if any information has not been received. It is the responsibility of the Purchasing Supervisor (with the assistance of Purchasing Division staff) to ensure that all documents, budgets, etc. have been included.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

A. SUBCONTRACTOR TERMS

If applicable, The District requires the review and confirmation of subcontracts as part of its routine contracting practices. Contracting Division staff will maintain provisions for the review of subcontracts and will assign staff to manage and monitor this process.

This review is limited to confirming that the subcontract is consistent with the District prime contract requirements.

The following steps are taken in the successful review and approval of subcontracts:

1. The Purchasing Supervisor is responsible for ensuring that contractors provide the District with a copy of every subcontract agreement. Subcontracts should be submitted to the District in a timely manner for review and written approval prior to execution by the contractor and the subcontractor.
2. Each subcontract must be consistent with the terms of the prime contract between the District and the contractor and include provisions that require subcontractor compliance with District rules as specified.
3. Each subcontract should include a scope of work, task and expense budgets, and a work schedule that are consistent with the prime contract between the District and the contractor. It is important to make the contractor aware that the terms of the District's prime contract with the prime contractor take precedence over all subcontracts.
4. The Purchasing Supervisor or designee should contact the contractor in the

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

early stages of the project to clarify the District subcontract requirements and should review each subcontract for compliance with all portions of the District's prime contract.

- 5. If there are any deficiencies in the subcontract, Purchasing Supervisor or designee shall immediately draft a letter to the contractor detailing these deficiencies.

B. CONTRACT ROUTING PACKET

The Purchasing Supervisor or designee should provide any additional information and assistance required by Purchasing Division in the final preparation of the contract and associated materials. The Purchasing Supervisor or designee should review the contract and any related materials to ensure the information is correct. The related materials may include:

- a. An information packet,
- b. Two (or more) original District contracts for execution,
- c. A contract initiation form
- d. A coordination memo which transmits the appropriate number of copies of the contract through internal staff reviewers to the GM or Board President for approval and signature, and,
- e. A letter from the District transmitting the copies of the contract to the contractor for signature, and
- f. A copy of the District agenda item (where applicable)

The Purchasing Division is responsible for putting the contract routing

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

package/folder together for the Purchasing Supervisor or designee. The package will include the grant application (if applicable), an executable contract, a CIF, routing memorandum, a transmission letter to the contractor, a copy of the District agenda item (if applicable) which includes the deadline for execution of contract and any special conditions, and any other related documentation deemed necessary by the Purchasing Division.

C. ROUTING CHECKLIST

Final contract packets are routed through the following: Purchasing Supervisor or designee, Legal Counsel, CFAO, the GM and Board President (where needed). Once the routing is complete and approved, the packet is returned to Purchasing Division for distribution, scanning and system updates.

Purchasing Supervisor or designees

When routing a contract or amendment for approvals at the District, the Purchasing Supervisor or designee should ensure the following criteria (at a minimum) have been met.

- Transmission letter and memorandum review:
 - Verify documents properly addressed and dated
 - Verify contract/grant numbers
 - Verify letter is from proper Department Head
- Contract Initiation Form
 - Verify start and end dates are correct
 - Verify contract numbers
 - Verify budgets

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- Contract/Grant Documents
 - Verify contract numbering
 - Verify Contractor names
 - Verify any Task and Expense Budgets
 - Verify standard provisions - included but not limited to:
 - Termination clauses
 - Contact information
 - Scope of work
 - Reporting requirements
 - Deliverable requirements (*including number required*)
 - Verify sufficient time is given for reports and deliverables
 - Verify appropriate number of copies
 - Signatories and titles accurate

CFAO Review

When routing a contract or amendment for approvals at the District, the CFAO shall ensure the following criteria (at a minimum) have been met:

- Contract Initiation Form
 - Verify start and end dates are correct
 - Verify contract numbers

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- Verify budgets
- Fiscal Year
- Receivable contract relationships (where applicable)
- **Contract/Grant Documents**
 - Payment Terms
 - Task and Expense Budgets reviewed and calculated
 - Terms for Travel and other Expenses
 - Whether SOC reports shall be obtained from the Vendor

District Legal Counsel

When routing a contract or amendment for approvals at the District, the contract attorney should ensure the following criteria have been met

- **Contract/Grant Documents**
 - Accurate contract numbering
 - Party/Contractor names verified
 - Terms and Conditions
 - Standard provisions are included and properly referenced –contact information for both parties, review for:
 - Termination clauses
 - Ownership (if needed)
 - Severance

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- Force majeure
 - Verification of any required state and federal clauses
 - Signatories and titles accurate

Executive Management

The GM and/or Board President when applicable are encouraged to thoroughly review each contract or amendment that is presented for review and execution. It is expected that the executive reviewer will rely considerably upon the certification and signatures of subordinate staff as guidance to the acceptability of the contract or amendment.

D. CIRCULATING CONTRACT FOR SIGNATURES

1. After the contract originals are sent to the contractor for signature, the Purchasing Supervisor or designee may follow-up by contacting the contractor to ensure that the contractor signs and dates all copies of the contract.
2. After the contractor has executed (signed and dated) and returned the original contracts to Purchasing Division or the Contracting Division, the documents are routed to the GM for final execution by the District. Upon execution, one executed original will be returned to the contractor.

E. DISTRICT STAFF RESPONSIBILITIES BEFORE DISTRICT BOARD MEETING

- After the contract originals are sent to the contractor for signature, the

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

Purchasing Supervisor or designee may follow-up by contacting the contractor to ensure that the contractor signs and dates all copies of the contract ~~and provides evidence of local matching funds~~, if not already provided. Where applicable, the contractor must execute the contract originals ~~and provide sufficient evidence of local matching funds (if applicable)~~ before the deadline specified at District approval of the application.

- After the contractor has executed (signed and dated) and returned the original contracts to the Purchasing Division, the documents are routed to the GM or the Board President for final execution by the District. For all District initiated contracts, the District will sign last. Upon execution, one executed original will be returned to the contractor. District staff shall submit signed contract with a staff report item for board approval.

F. DISTRICT APPROVAL

Where applicable, if the contract is not executed prior to any District affirmed deadline, the contractor must request and receive a District approved extension to the deadline, or the contract cannot be executed.

~~Approved packets require certification and signature on the routing sheet and the contract initiation form. The packet should then be delivered to the next reviewer as indicated on the routing sheet on the cover of the folder. This applies to all contract reviewers.~~

G. REQUESTING BUDGET AMENDMENT WITH DISTRICT APPROVAL OF CONTRACT

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

All budgets must be approved during the annual Budget process or through mid-year budget requests made by the CFAO. If the completion of a contract requires a budget amendment, then the Purchasing Supervisor, Contracting Division Manager or designee must follow the mid-year budget request process outlined in the Budget policy.

H. EXECUTING THE CONTRACT AMENDMENT

The following steps are taken in the preparation, routing, and execution of a contract amendment:

1. A contract amendment request can be initiated by the Purchasing Supervisor or designee or by the District’s contractor. If a formal contract amendment is required, the Purchasing Supervisor or designee should require that the contractor submit a written request (or written acknowledgement if initiated by the District) for the amendment, with justification for the proposed revision. The Purchasing Supervisor or designee should review the revised budget or schedule and justification to ensure that the revisions are necessary and will still allow the approved contract scope of work to be performed.
2. If the requested revisions from the contractor are not satisfactory, the Purchasing Supervisor or designee should notify the contractor in writing and identify any problems or deficiencies.
3. Once a satisfactory request is provided to the District, the Purchasing Supervisor or designee should deliver the written request for the amendment to Contracting Division along with any other relevant documentation to support the request. The Purchasing Supervisor or designee should be prepared to provide additional information to assist with final preparation of the contract

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

amendment as needed by Contracting Division staff.

4. Once a draft amendment is completed by Purchasing Division staff or by the Purchasing Supervisor or designee, the Purchasing Supervisor or designee should review the amendment (routing package) to ensure the information is correct. The materials will include two (or more if multiple contractors/signatories) original District contract amendment copies for execution, a contract initiation form and a coordination memo outlining the changes that are being requested. The packet will be routed through the Purchasing Supervisor or designee, CFO, Legal, GM, and Board (as needed) for approval and signature. A letter transmitting the copies of the amendment to the contractor for signature is also included.
5. After the GM or Board has approved the contract amendment package, Contract Division staff will provide the Purchasing Supervisor or designee with a copy of the memo, transmittal letter and amendment. Once the amendment has been fully executed, the following distribution will be followed:
 - o Original contract amendment and copy of contract initiation form goes to official file (fireproof cabinet)
 - o Copy of amendment and all other routing package information goes to the official contract working files
 - o Notification of the amendment to the Purchasing Supervisor or designee
 - o Original contract initiation form routed to Contracting Division staff. An electronic copy of the executed amendment package is placed in the Contract tracking system, if applicable.

I. RECORDING/SAFE-KEEPING OF THE CONTRACT

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

A hard copy of the executed contract and a copy of the Contract Initiation Form should be filed in the Contract Working Files that are maintained by Purchasing Division. The executed contract with original signatures shall be filed in the Official Contract File which is located in fire-proof, lockable cabinets. Copies of the transmittal letter, and executed contracts are scanned and maintained in the contract management/tracking system. The Purchasing Supervisor or designee is notified of the execution and the original CIF is provided to Contracting Division staff for their records. Unless a contract gets approved by the Board it is not a valid contract

* Please note that in some instances, contracts with the Federal Government are executed with electronic signatures.

In those instances, a hard copy of the award document and any associated correspondence will be included in the Contract Working Files and the Official Contract File.

After the contract has been executed and distributed, the contract tracking system is updated with agreement details. Further, the Purchasing Supervisor or designee must provide agreement expiration dates to the A/P division and Purchasing Agent to ensure that payments do not get made on expired agreements.

SECTION 11: CONTRACT AND VENDOR MONITORING

Please note that Memorandums of Understanding are exclusively reserved for consideration and execution by the Board. ~~Unless such a contract~~ All contracts need to comply with the purchasing policy authorization table in order to begets approved by the Board it is not a valid contract.

A. For contracts with a value that exceeds \$1 million, regular reporting must be

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

provided to the Board that includes information on:

- a. Compliance with financial provisions and delivery schedules under the contract;
 - b. Corrective action plans required under the contract and the status of any active corrective action plan; and
 - c. Any liquidated damages assessed or collected under the contract.
- B. For contracts with a value that exceeds \$5 million, the Purchasing Agent and the Contracting Department Head must:
- a. Verify in writing that the solicitation and purchasing methods and contractor selection process comply with state law and agency policy; and
 - b. Submit to the Board information on any potential issue that may arise in the solicitation, purchasing, or contractor selection process.

Additionally, for vendors that perform on-going operational work, it shall be the decision of the CFAO or designee to obtain a SOC Report from the vendor. If a SOC Report is obtained from the vendor, then a request must be made by the Contracting Division Manager for more up-to-date SOC Reports annually. Please see Section 9 for more information about SOC Reports

SECTION 12: CONTRACT MODIFICATIONS

The General Manager may extend the term of a District agreement so long as the Contract has not expired and there are no other material changes to the agreement, such as scope of work, consideration, method of payment, insurance, and indemnity

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

requirements. This provision applies to time extensions only. All contracts need to comply with the purchasing policy authorization table in order to be~~Unless a contract gets approved by the Board it is not~~ a valid contract.

SECTION 13: PAYMENT HOLDS

1. If an invoice is received while a contract amendment is pending execution, the contractor shall be notified by the Contracting Division that the payment will be denied. The contractor will need to re-submit the invoice after the approval of the contract amendment.
2. If an invoice is received where approval of a subcontractor agreement or internal budget memorandum are pending, the payment can be placed “on hold” for up to eight calendar days. If the agreement and/or memorandum are not approved by the District within the 8 days, the District shall deduct any expenses associated with the budget memorandum and/or affected subcontractor and will pay the remaining balance.

SECTION 14: RETENTION PAYABLE

The Purchasing Supervisor or designee should verify that their contract status is changed to Retainage Pending, as appropriate. The Contracting Division’s staff shall initiate the retention payment as appropriate by completing a Request for Payment Form as found in the A/P policy (see Exhibit G).

SECTION 15: CONTRACT DELIVERABLES

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

Some District contracts have deliverables in the form of planning, engineering and scientific reports. These contracts require contractors to produce an initial draft report to be followed by a final report. The Purchasing Division has assigned Engineering and/or Operation managers who are responsible for various tasks in the review and approval process of draft reports.

To ensure that the District gets deliverables of the highest caliber and that each step of the draft report review and approval process is properly handled, the following steps shall be taken in the successful review and approval of draft reports:

- a. The Contracting Division Manager~~Purchasing Supervisor~~ or designee shall transmit copies of any reviewer comments and prepare a transmission letter to the contractor-. It is important that the Contracting Division Manager~~Purchasing Supervisor~~ or designee review the comments for appropriateness before including them in the attachment. A reminder to the contractor to mail the Final Report to the Contracting Division Manager ~~Purchasing Supervisor~~ or designee will be included in the letter.
- b. The letter transmitting review comments and suggested revisions to the final report will be routed through the Purchasing Supervisor or designee, Department Head, and the GM, if applicable. Copies of each reviewer's actual comments will be attached to the letter as it is being routed for approval and signature. Only the edited comments will be mailed with the review letter and not each individual reviewer's comments (if applicable or in the best interest of the District).
- c. Copies of all draft report related memos and letters are to be given to the

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

Purchasing Supervisor or designee and copies should be filed in the Purchasing Division’s contract working files. Purchasing Division staff will place the routing file in a “Final Reports Pending” queue until the Final Report is received

- d. If the Final Report is satisfactory, the Purchasing Supervisor or designee will notify Purchasing Division staff by email. A letter will be prepared for signature by the Department Head and/or GM, if applicable to notify the contractor that the Final Report is acceptable and in conformance with the terms of the contract. The letter will also note that the contractor may request payment of retainage that may have been held on the contract.
- e. An electronic version of the report shall be supplied by the contractor to the District. Any CDs or other media containing scientific data apart from the Final Report that are submitted to the District by the Contractor will be maintained in binders and made available to District staff as needed.
- f. The Purchasing Supervisor or designee shall verify that the contract status is changed to Retainage Pending, as appropriate.

SECTION 16: CONTRACT CLOSE-OUT

The District Purchasing Division shall retain records of each contract entered into and all solicitation documents related to the contract through the seventh anniversary of the date:

- The contracts are completed or expires; or
- All issues that arise from any litigation claim, negotiation, audit, open records request, administrative review, or other action involving the contract or

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

documents are resolved.

Procedure

1. Purchasing Division staff will obtain from the assigned Contracting Division Manager or designee a written confirmation that the contract is complete and that all deliverables and payment requirements have been satisfactorily completed.
2. All physical file documentation for the contract will be collected for archives and storage and the contract status in the Contract tracking software (if applicable) will be updated to 'complete' status.
3. Contract documentation will be retained in accordance with the District's Records Retention Schedule.
4. All contracts need to comply with the purchasing policy authorization table in order to be~~Unless a contract gets approved by the Board it is not~~ a valid contract.

Reviewed and ok'd by Legal 5/27/21

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

SECTION I: PURPOSE

The purpose of this contracts management policy is to establish efficient and effective practices for all staff at the District to follow during the contract cycle to ensure the successful execution and implementation of contracts that will provide needed goods and services for District operations. The contract cycle consists of the purchasing process, contract award, contract term preparation, contract processing, notice to proceed, contract monitoring, and contract modification.

SECTION 2: GENERAL POLICY & OBJECTIVES

District staff must act ethically and honestly when participating in the contracts cycle. Further, District staff must provide clear communication to all internal and external parties which also participate in the contracts cycle for the effective and efficient use of District staff time when executing and monitoring contracts. All District staff is expected to adhere to all other District policies at all times, especially when implementing the provisions of the Contracts Management Policy.

SECTION 3: AUTHORITY

All contracts need to comply with the purchasing policy authorization table in order to be a valid contract. The General Manager will have the authority to appoint one or more designees to act on his/her behalf, as required, subject to this policy and to the establishment of proper procedure and controls governing such designees' authority.

SECTION 4: RESPONSIBILITIES

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

A. Contracting/Division Manager or designee responsibilities include:

- Ensuring their contracts contain a clear scope of work that defines performance and deliverable requirements.
- Once a contract is executed, immediately communicate with the new contractor and confirm expectations.
 - Verify the obligations of the parties and timelines for performance
- Being familiar with all of the terms and conditions of the agreement
- Managing and documenting on-going and day-to-day contract issues and monitoring the progress of the work performed by a contractor.
- Being the contact and lead for their contract and being responsible for the timely initiation and execution of assigned contracts.
 - For each contract that is executed, participation and approval is required from the Contracting Division staff, the Department Head, General Counsel, CFAO, and General Manager (as needed, based on delegation of signature authority)

B. The Purchasing Division responsibilities and objectives include:

- Providing physical custody and security over all District contractual documents with the exceptions of Legal and/or confidential agreements.
- Ensuring consistent and compliant coordination, tracking and administration of all contract activities.
- Providing guidance and training to District contracting and program managers.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- Have a back-up protocol to ensure continuity and timeliness of operations during vacations and other leaves, including training of staff.
 - Must actively participate in and support the implementation of the internal controls contained in this policy, and immediately follow up if deviation is suspected, in order to avoid the appearance and existence of fraud, misappropriation of District assets, or of conflicts of interest.
 - Additional responsibilities are stated in the remaining sections within this policy.
- C. The primary responsibilities of the Purchasing Supervisor regarding contracts are:
- Must sign and date the Contract Initiation Form
 - The Purchasing Supervisor must verify that the contract is acceptable to the contractor and that the scope of work and budgets are acceptable.
 - Maintaining appropriate records while overseeing the contract routing process and supervising Purchasing Division staff.
 - Have a back-up protocol to ensure continuity and timeliness of operations during vacations and other leaves, including training of staff.
 - Must actively participate in and support the implementation of the internal controls contained in this policy, and immediately follow up if deviation is suspected, in order to avoid the appearance and existence of fraud, misappropriation of District assets, or of conflicts of interest.
 - Additional responsibilities are stated in the remaining sections within this policy.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

D. The General Manager or designee’s responsibilities include

- Must sign and date the Contract Initiation Form
- Must review reports on monitored activities
- Direct and manage the preparation, designing, implementation, monitoring, and evaluation of internal control policies and procedures
- Have a back-up protocol to ensure continuity and timeliness of operations during vacations and other leaves.
- Must actively participate in and support the implementation of the internal controls contained in this policy, and immediately follow up if deviation is suspected, in order to avoid the appearance and existence of fraud, misappropriation of District assets, or of conflicts of interest.
- Additional responsibilities are stated in the remaining sections within this policy.

SECTION 5: CONFLICTS OF INTEREST

District staff shall carry out any roles, responsibilities and activities related to contract administration in a manner that identifies and avoids real, apparent, or potential conflicts of interest. District staff involved in contract decision making shall report in writing, any real, apparent, or potential conflicts of interest that may come to their attention during any phase of the contract administration cycle.

SECTION 6: WHEN ALLOWED TO CONTRACT

Factors to be considered in determining the need to outsource a function include:

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- Work which has historically been contracted for by the District;
- The contract is for consulting work;
- Expertise and equipment included in the contract is not normally employed or purchased by the District;
- Third party objectivity and credibility are essential to the service provided.
- Day-to-day activities are managed by the contractor; and responsibility/risk is assumed by the contractor.

SECTION 7: PURCHASING PROCESS

Please refer to the District’s Purchasing Policy for more information regarding the procurement cycle, including Purchasing authorization dollar limits, conflicts of interest and internal control implementation, competition requirements, RFP preparation, candidate evaluation, selection criteria and much more.

SECTION 8: CONTRACT AWARD/CONTRACT INITIATION

The Contract/Division Manager should collect and supply the expected cost for the contract and any supporting rationale. Specific costs should be known prior to submitting Contract Initiation Form (CIF) to the Purchasing Division.

Once the final contract has been prepared by legal counsel, the Contract Initiation form (CIF) shall be routed for approvals with the contract and any necessary supporting documentation. The CIF must be signed and dated by the Purchasing Supervisor or designee, CFAO, Department Head or designee, and General Manager.

Please note that the Contract Initiation Form states that “By signing this form, you are

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

certifying that this contract packet and its contents meet with your approval.” All signers must ensure that they have examined the contents thoroughly prior to signing the packet.

SECTION 9: EVALUATING CONTRACT RISKS

The Purchasing Division shall identify contracts that require enhanced contract monitoring or the immediate attention of Contracting Division staff.

The Purchasing Division and the Contracting Division must collaborate to evaluate key elements of risk that may occur on a contract. The risk considered shall include the following:

- a. Contract Cost Revisions
- b. Contract Duration Limitations
- c. Transaction and Data Volume
- d. Monitoring and Quality Assurance
- e. Vendor Control Activities and Data Quality
- f. Communication and Customer Service
- g. Complexity of Vendor Operations and Processes
- h. Complexity of Contract Scope or Deliverables
- i. Close Out
- j. Extent of Government Regulations
- k. Vendor Cooperation with Audits

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- l. Potential for Public Disclosure
- m. Vendor Experience and Past Performance
- n. Physical and System Security
- o. Data Security
- p. Business Continuity/Disaster Recovery
- q. Training
- r. Financial Assurance and Credit Worthiness
- s. Fraud, Waste and Abuse
- t. Other

Enhanced Monitoring Reporting – Contract monitoring activities must be documented and reported to the GM or designee on a quarterly basis, which will be coordinated and presented by Contracting Division staff, with support from individual Purchasing Supervisors or designees.

Additionally, for vendors that perform on-going operational work, it shall be the decision of the CFAO or designee to obtain a SOC Report from the vendor. SOC stands for “System and Organization Controls”. A SOC Report (System and Organization Controls Report) is a report on Controls at a Service Organization which are relevant to user entities’ internal control over financial reporting.

A SOC 2 report is designed to provide assurances about the effectiveness of controls in place at a service organization that are relevant to the security, availability, or processing integrity of the system used to process clients’ information, or the confidentiality or privacy of that information.

Companies that use cloud service providers, for example, use SOC 2 reports to

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

assess and address the risks associated with third party technology services. These reports are issued by independent third-party auditors.

SECTION 10: CONTRACT PROCESSING

A contract routing package/folder is prepared by Purchasing Division staff. A draft contract is prepared by Purchasing Supervisor or designee, typically using a boiler plate template developed in conjunction with the District’s legal Counsel.

- A copy of the District agenda item is included with the routing package (as needed).
- A memorandum or email is prepared to transmit the draft contract package to the Purchasing Supervisor. The memo/email should include relevant information about the contract and any necessary instructions and deadline requirements for the review of the package/folder.
- The Purchasing Supervisor must verify that the contract is acceptable to the contractor and that the scope of work and budgets are acceptable to both parties prior to Purchasing Division staff routing the final contract package. An electronic copy of the draft contract will be provided to the Contact/Division Manager to assist with any negotiations.
- At the time that the final contract package is prepared, the Purchasing Division staff shall determine if any information has not been received. It is the responsibility of the Purchasing Supervisor (with the assistance of Purchasing Division staff) to ensure that all documents, budgets, etc. have been included.

A. SUBCONTRACT TERMS

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

If applicable, the District requires the review and confirmation of subcontracts as part of its routine contracting practices. Contracting Division staff will maintain provisions for the review of subcontracts and will assign staff to manage and monitor this process.

This review is limited to confirming that the subcontract is consistent with the District prime contract requirements.

The following steps are taken in the successful review and approval of subcontracts:

1. The Purchasing Supervisor is responsible for ensuring that contractors provide the District with a copy of every subcontract agreement. Subcontracts should be submitted to the District in a timely manner for review and written approval prior to execution by the contractor and the subcontractor.
2. Each subcontract must be consistent with the terms of the prime contract between the District and the contractor and include provisions that require subcontractor compliance with District rules as specified.
3. Each subcontract should include a scope of work, task and expense budgets, and a work schedule that are consistent with the prime contract between the District and the contractor. It is important to make the contractor aware that the terms of the District's prime contract with the prime contractor takes precedence over all subcontracts.
4. The Purchasing Supervisor or designee should contact the contractor in the early stages of the project to clarify the District subcontract requirements and should review each subcontract for compliance with all portions of the District's prime contract.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

5. If there are any deficiencies in the subcontract, Purchasing Supervisor or designee shall immediately draft a letter to the contractor detailing these deficiencies.

B. CONTRACT ROUTING PACKET

The Purchasing Supervisor or designee should provide any additional information and assistance required by Purchasing Division in the final preparation of the contract and associated materials. The Purchasing Supervisor or designee should review the contract and any related materials to ensure the information is correct. The related materials may include:

- a. An information packet,
- b. Two (or more) original District contracts for execution,
- c. A contract initiation form
- d. A coordination memo which transmits the appropriate number of copies of the contract through internal staff reviewers to the GM or Board President for approval and signature, and,
- e. A letter from the District transmitting the copies of the contract to the contractor for signature, and
- f. A copy of the District agenda item (where applicable)

The Purchasing Division is responsible for putting the contract routing package/folder together for the Purchasing Supervisor or designee. The package will include the grant application (if applicable), an executable contract, a CIF, routing memorandum, a transmission letter to the contractor, a copy of the District agenda item (if applicable) which includes the deadline for execution of contract

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

and any special conditions, and any other related documentation deemed necessary by the Purchasing Division.

C. ROUTING CHECKLIST

Final contract packets are routed through the following: Purchasing Supervisor or designee, Legal Counsel, CFAO, the GM and Board President (where needed). Once the routing is complete and approved, the packet is returned to Purchasing Division for distribution, scanning and system updates.

Purchasing Supervisor or designees

When routing a contract or amendment for approvals at the District, the Purchasing Supervisor or designee should ensure the following criteria (at a minimum) have been met.

- Transmission letter and memorandum review:
 - Verify documents properly addressed and dated
 - Verify contract/grant numbers
 - Verify letter is from proper Department Head
- Contract Initiation Form
 - Verify start and end dates are correct
 - Verify contract numbers
 - Verify budgets
- Contract/Grant Documents
 - Verify contract numbering
 - Verify Contractor names

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- Verify any Task and Expense Budgets
- Verify standard provisions - included but not limited to:
 - Termination clauses
 - Contact information
 - Scope of work
 - Reporting requirements
 - Deliverable requirements (*including number required*)
- Verify sufficient time is given for reports and deliverables
- Verify appropriate number of copies
- Signatories and titles accurate

CFAO Review

When routing a contract or amendment for approvals at the District, the CFAO shall ensure the following criteria (at a minimum) have been met:

- Contract Initiation Form
 - Verify start and end dates are correct
 - Verify contract numbers
 - Verify budgets
 - Fiscal Year
 - Receivable contract relationships (where applicable)

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- Contract/Grant Documents
 - Payment Terms
 - Task and Expense Budgets reviewed and calculated
 - Terms for Travel and other Expenses
 - Whether SOC reports shall be obtained from the Vendor

District Legal Counsel

When routing a contract or amendment for approvals at the District, the contract attorney should ensure the following criteria have been met

- Contract/Grant Documents
 - Accurate contract numbering
 - Party/Contractor names verified
 - Terms and Conditions
 - Standard provisions are included and properly referenced –contact information for both parties, review for:
 - Termination clauses
 - Ownership (if needed)
 - Severance
 - Force majeure
 - Verification of any required state and federal clauses
 - Signatories and titles accurate

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

Executive Management

The GM and/or Board President when applicable are encouraged to thoroughly review each contract or amendment that is presented for review and execution. It is expected that the executive reviewer will rely considerably upon the certification and signatures of subordinate staff as guidance to the acceptability of the contract or amendment.

D. CIRCULATING CONTRACT FOR SIGNATURES

1. After the contract originals are sent to the contractor for signature, the Purchasing Supervisor or designee may follow-up by contacting the contractor to ensure that the contractor signs and dates all copies of the contract.
2. After the contractor has executed (signed and dated) and returned the original contracts to Purchasing Division or the Contracting Division, the documents are routed to the GM for final execution by the District. Upon execution, one executed original will be returned to the contractor.

E. DISTRICT STAFF RESPONSIBILITIES BEFORE DISTRICT BOARD MEETING

- After the contract originals are sent to the contractor for signature, the Purchasing Supervisor or designee may follow-up by contacting the contractor to ensure that the contractor signs and dates all copies of the contract, if not already provided. Where applicable, the contractor must execute the contract originals before the deadline specified at District

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

approval of the application.

- After the contractor has executed (signed and dated) and returned the original contracts to the Purchasing Division, the documents are routed to the GM or the Board President for final execution by the District. For all District initiated contracts, the District will sign last. Upon execution, one executed original will be returned to the contractor. District staff shall submit signed contract with a staff report item for board approval.

F. DISTRICT APPROVAL

Where applicable, if the contract is not executed prior to any District affirmed deadline, the contractor must request and receive a District approved extension to the deadline, or the contract cannot be executed.

G. REQUESTING BUDGET AMENDMENT WITH DISTRICT APPROVAL OF CONTRACT

All budgets must be approved during the annual Budget process or through mid-year budget requests made by the CFAO. If the completion of a contract requires a budget amendment, then the Purchasing Supervisor, Contracting Division Manager or designee must follow the mid-year budget request process outlined in the Budget policy.

H. EXECUTING THE CONTRACT AMENDMENT

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

The following steps are taken in the preparation, routing, and execution of a contract amendment:

1. A contract amendment request can be initiated by the Purchasing Supervisor or designee or by the District’s contractor. If a formal contract amendment is required, the Purchasing Supervisor or designee should require that the contractor submit a written request (or written acknowledgement if initiated by the District) for the amendment, with justification for the proposed revision. The Purchasing Supervisor or designee should review the revised budget or schedule and justification to ensure that the revisions are necessary and will still allow the approved contract scope of work to be performed.
2. If the requested revisions from the contractor are not satisfactory, the Purchasing Supervisor or designee should notify the contractor in writing and identify any problems or deficiencies.
3. Once a satisfactory request is provided to the District, the Purchasing Supervisor or designee should deliver the written request for the amendment to Contracting Division along with any other relevant documentation to support the request. The Purchasing Supervisor or designee should be prepared to provide additional information to assist with final preparation of the contract amendment as needed by Contracting Division staff.
4. Once a draft amendment is completed by Purchasing Division staff or by the Purchasing Supervisor or designee, the Purchasing Supervisor or designee should review the amendment (routing package) to ensure the information is correct. The materials will include two (or more if multiple contractors/signatories) original District contract amendment copies for execution, a contract initiation form and a coordination memo outlining the changes that are being requested. The packet will be routed through the

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

Purchasing Supervisor or designee, CFAO, Legal, GM, and Board (as needed) for approval and signature. A letter transmitting the copies of the amendment to the contractor for signature is also included.

5. After the GM or Board has approved the contract amendment package, Contract Division staff will provide the Purchasing Supervisor or designee with a copy of the memo, transmittal letter and amendment. Once the amendment has been fully executed, the following distribution will be followed:
 - o Original contract amendment and copy of contract initiation form goes to official file (fireproof cabinet)
 - o Copy of amendment and all other routing package information goes to the official contract working files
 - o Notification of the amendment to the Purchasing Supervisor or designee
 - o Original contract initiation form routed to Contracting Division staff. An electronic copy of the executed amendment package is placed in the Contract tracking system, if applicable.

I. RECORDING/SAFE-KEEPING OF THE CONTRACT

A hard copy of the executed contract and a copy of the Contract Initiation Form should be filed in the Contract Working Files that are maintained by Purchasing Division. The executed contract with original signatures shall be filed in the Official Contract File which is located in fire-proof, lockable cabinets. Copies of the transmittal letter, and executed contracts are scanned and maintained in the contract management/tracking system. The Purchasing Supervisor or designee is notified of the execution and the original CIF is provided to Contracting Division staff for their records. Unless a contract gets approved by the Board it is not a valid contract

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

* Please note that in some instances, contracts with the Federal Government are executed with electronic signatures.

In those instances, a hard copy of the award document and any associated correspondence will be included in the Contract Working Files and the Official Contract File.

After the contract has been executed and distributed, the contract tracking system is updated with agreement details. Further, the Purchasing Supervisor or designee must provide agreement expiration dates to the A/P division and Purchasing Agent to ensure that payments do not get made on expired agreements.

SECTION 11: CONTRACT AND VENDOR MONITORING

Please note that Memorandums of Understanding are exclusively reserved for consideration and execution by the Board. All contracts need to comply with the purchasing policy authorization table in order to be a valid contract.

- A. For contracts with a value that exceeds \$1 million, regular reporting must be provided to the Board that includes information on:
 - a. Compliance with financial provisions and delivery schedules under the contract;
 - b. Corrective action plans required under the contract and the status of any active corrective action plan; and
 - c. Any liquidated damages assessed or collected under the contract.
- B. For contracts with a value that exceeds \$5 million, the Purchasing Agent and the Contracting Department Head must:

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- a. Verify in writing that the solicitation and purchasing methods and contractor selection process comply with state law and agency policy; and
- b. Submit to the Board information on any potential issue that may arise in the solicitation, purchasing, or contractor selection process.

Additionally, for vendors that perform on-going operational work, it shall be the decision of the CFAO or designee to obtain a SOC Report from the vendor. If a SOC Report is obtained from the vendor, then a request must be made by the Contracting Division Manager for more up-to-date SOC Reports annually. Please see Section 9 for more information about SOC Reports

SECTION 12: CONTRACT MODIFICATIONS

The General Manager may extend the term of a District agreement so long as the Contract has not expired and there are no other material changes to the agreement, such as scope of work, consideration, method of payment, insurance, and indemnity requirements. This provision applies to time extensions only. All contracts need to comply with the purchasing policy authorization table in order to be a valid contract.

SECTION 13: PAYMENT HOLDS

- 1. If an invoice is received while a contract amendment is pending execution, the contractor shall be notified by the Contracting Division that the payment will be denied. The contractor will need to re-submit the invoice after the approval of the

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

contract amendment.

2. If an invoice is received where approval of a subcontractor agreement or internal budget memorandum are pending, the payment can be placed “on hold” for up to eight calendar days. If the agreement and/or memorandum are not approved by the District within the 8 days, the District shall deduct any expenses associated with the budget memorandum and/or affected subcontractor and will pay the remaining balance.

SECTION 14: RETENTION PAYABLE

The Purchasing Supervisor or designee should verify that their contract status is changed to Retainage Pending, as appropriate. The Contracting Division’s staff shall initiate the retention payment as appropriate by completing a Request for Payment Form as found in the A/P policy (see Exhibit G).

SECTION 15: CONTRACT DELIVERABLES

Some District contracts have deliverables in the form of planning, engineering and scientific reports. These contracts require contractors to produce an initial draft report to be followed by a final report. The Purchasing Division has assigned Engineering and/or Operation managers who are responsible for various tasks in the review and approval process of draft reports.

To ensure that the District gets deliverables of the highest caliber and that each step of the draft report review and approval process is properly handled, the following steps shall be taken in the successful review and approval of draft reports:

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- a. The Contracting Division Manager or designee shall transmit copies of any reviewer comments and prepare a transmission letter to the contractor. It is important that the Contracting Division Manager or designee review the comments for appropriateness before including them in the attachment. A reminder to the contractor to mail the Final Report to the Contracting Division Manager or designee will be included in the letter.
- b. The letter transmitting review comments and suggested revisions to the final report will be routed through the Purchasing Supervisor or designee, Department Head, and the GM, if applicable. Copies of each reviewer's actual comments will be attached to the letter as it is being routed for approval and signature. Only the edited comments will be mailed with the review letter and not each individual reviewer's comments (if applicable or in the best interest of the District).
- c. Copies of all draft report related memos and letters are to be given to the Purchasing Supervisor or designee and copies should be filed in the Purchasing Division's contract working files. Purchasing Division staff will place the routing file in a "Final Reports Pending" queue until the Final Report is received
- d. If the Final Report is satisfactory, the Purchasing Supervisor or designee will notify Purchasing Division staff by email. A letter will be prepared for signature by the Department Head and/or GM, if applicable to notify the contractor that the Final Report is acceptable and in conformance with the terms of the contract. The letter will also note that the contractor may request payment of retainage that may have been held on the contract.
- e. An electronic version of the report shall be supplied by the contractor to

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

the District. Any CDs or other media containing scientific data apart from the Final Report that are submitted to the District by the Contractor will be maintained in binders and made available to District staff as needed.

- f. The Purchasing Supervisor or designee shall verify that the contract status is changed to Retainage Pending, as appropriate.

SECTION 16: CONTRACT CLOSE-OUT

The District Purchasing Division shall retain records of each contract entered into and all solicitation documents related to the contract through the seventh anniversary of the date:

- The contracts are completed or expires; or
- All issues that arise from any litigation claim, negotiation, audit, open records request, administrative review, or other action involving the contract or documents are resolved.

Procedure

1. Purchasing Division staff will obtain from the assigned Contracting Division Manager or designee a written confirmation that the contract is complete and that all deliverables and payment requirements have been satisfactorily completed.
2. All physical file documentation for the contract will be collected for archives and storage and the contract status in the Contract tracking software (if applicable) will be updated to 'complete' status.

ADMINISTRATIVE PROCEDURES



APPROVAL DATE	FINANCE POLICIES	POLICY NO.
APPROVED BY: Board of Directors	POLICY TITLE CONTRACT MANAGEMENT POLICY	EFFECTIVE DATE

- 3. Contract documentation will be retained in accordance with the District's Records Retention Schedule.
- 4. All contracts need to comply with the purchasing policy authorization table in order to be a valid contract.

Reviewed and ok'd by Legal 5/27/21

CONTRACT INITIATION FORM

TYPE OF CONTRACT

- PSA
- PURCHASE
- LICENSE
- MOU
- LEASE
- EASEMENT
- CONSTRUCTION
- DEED

ROUTING AND APPROVAL

Original Contract/ Agreement Amount: _____ Estimated Start Date: _____

Current Contract/ Agreement Amount (includes previous supplements): _____

Proposed Increase: _____ Board Approval Date: _____

New Contract Total: _____ Estimated Completion Date: _____

Return Contract to: _____

TIMELINE OF CRITICAL DATES Request for Proposal (RFP)

Release of RFP	
Mandatory Pre-Proposal Meeting	
Deadline for Question Submittal via Planet Bids	
RFP submittal DUE	
Selection Committee Review Period/Interviews	
Award Date	
Submittal Deadline	

I certify that I have read the attached contract/agreement and that the requesting department shall comply with all its requirements and have notified any other departments affected by this contract/agreement. I recognize that while the Purchasing Division, Finance Department, IT, or the Office of Legal Counsel may analyze the contract from a legal or policy perspective, it is the requesting department's responsibility to (a) ensure the specifications are sufficient and/or practical for department need; (b) funds are available; (c) monitor compliance, expiration, and payment

Department Contact/ Contact Monitor	Date



**BOARD OF DIRECTORS
FINANCE COMMITTEE
STAFF REPORT**

DATE: June 9, 2021
TO: Finance Committee
FROM: Shamindra Manbahal, Interim General Manager
SUBJECT: ADOPT RESOLUTION 2021-15 AMENDING SCHEDULE OF CHARGES FOR THE HOURLY LABOR AND VEHICLE/EQUIPMENT HOURLY RATES FOR WATER SERVICE REGULATIONS

BACKGROUND:

Each fiscal year, the West Valley Water District (“District”) reviews the labor and equipment average hourly rate and makes adjustments for inflation. The hourly rates are used if and when the District has to charge for damages to District property and for general cost recovery purposes.

DISCUSSION:

The District must amend the Hourly Labor Rate and the Vehicle and Equipment Hourly Rate, attached as Exhibit A and Exhibit B, respectively, as stated in the District Water Service Regulations Schedules of Rates and Charges, Article 20, Sections 2023 and 2024:

2023. HOURLY LABOR RATE. Hourly labor rates are adjusted on an annual basis by averaging Employee’s salaries and benefit. (Exhibit A).
- 2024 VEHICLE/EQUIPMENT HOURLY RATE. The hourly rate is established utilizing the State of California Surcharge and Equipment Rental Rate on an annual basis. (Exhibit B)

FISCAL IMPACT:

There is no fiscal impact to this action.

STAFF RECOMMENDATION:

Staff recommends that this item be submitted for consideration, and that the Board of Directors approve this item and authorize the Interim General Manager to execute the necessary documents.

Respectfully Submitted,

Shamindra Manbahal

Shamindra Manbahal, Interim General Manager

SM:jv

ATTACHMENT(S):

1. Resolution No. 2021-15
2. Exhibit A - Hourly Labor Rate
3. Exhibit B - Vehicle/Equipment Hourly Rate

**RESOLUTION NO. 2021-15
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WEST VALLEY WATER DISTRICT AMENDING ARTICLE 20, SCHEDULE OF
CHARGES OF RESOLUTION NO. 2020-15**

WHEREAS, West Valley Water District (District) Water Service Regulations, Article 8, Section 804, “Damages to Water System Facilities, “requires that anyone creating damage to any portion of the District’s facilities shall be liable for the repair and or replacement of the damaged facilities, plus any and all administration charges and overhead, and

WHEREAS, the District has agreements, unrelated to damage liability, that include the District’s labor, material, administrative and/or overhead costs; and

WHEREAS, the District uses an average hourly rate of salary and benefits for cost recover purposes; and

WHEREAS, the District uses the hourly cost of vehicles and equipment per the State of California, Labor Surcharge and Equipment Rental Rates for cost recovery purposes; and

WHEREAS, the Board of Directors recently approved the budget which included salaries and benefits; and

WHEREAS, the Board of Directors of the West Valley Water District deem it proper and necessary to amend Article 20, Schedule of Charges, of the Water Service Regulations in order to update and use the most current hourly rates for cost recovery purposes.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the West Valley Water District does hereby amend Article 20, Schedule of Charges of the Water Service Regulations as indicated in Exhibit A and B attached.

BE IT RESOLVED that said Resolution shall be effective July 1, 2021.

ADOPTED, SIGNED AND APPROVED THIS 17th DAY OF JUNE, 2021 BY THE FOLLOWING VOTE:

**AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:**

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

ATTEST:

Peggy Asche
Board Secretary

Water Service Regulations - Article 2023. Hourly Labor Rate.
Exhibit "A"
Fiscal Year 2021-2022

Description	Totals		Averages	
	Annual	Hourly	Annual	Hourly
Salary & Wages	4,113,649.73	1,977.72	85,701.04	41.20
FICA Tax	257,510.50	123.80	5,364.80	2.58
Medicare Tax	61,277.92	29.46	1,276.62	0.61
Longevity Pay	7,600.00	3.65	158.33	0.08
Bilingual & Class A Stipend Pay	9,750.00	4.69	203.13	0.10
Deferred Comp Match	93,600.00	45.00	1,950.00	0.94
Health Insurance	1,060,926.30	510.06	22,102.63	10.63
Dental Insurance	58,542.62	28.15	1,219.64	0.59
Vision Insurance	10,408.61	5.00	216.85	0.10
Life/LTD Insurance	37,166.47	17.87	774.30	0.37
Employee Assistance Program	1,439.42	0.69	29.99	0.01
PERS Employee Contributions	161,376.04	77.58	3,362.00	1.62
PERS Employer Contributions	389,389.60	187.21	8,112.28	3.90
PERS UAL Prepayment	285,363.27	137.19	5,945.07	2.86
Workers' Compensation Insurance	152,155.31	73.15	3,169.90	1.52
Sub-total Benefits	<u>2,586,506.06</u>	<u>1,243.50</u>	<u>53,885.54</u>	<u>25.91</u>
Total Salary & Benefits	<u><u>6,700,155.79</u></u>	<u><u>3,221.22</u></u>	<u><u>139,586.58</u></u>	<u><u>67.11</u></u>

Water Service Regulations - Article 2024. Vehicle/Equipment Hourly Rate.
Exhibit "B"
Fiscal Year 2021 - 2022

(All Rates from the **State of California, Labor Surcharge & Equipment Rental Rates**, Effective April 1, 2021 through March 31, 2022)

Cal Trans Pg #	Class	Make	Code	CalTrans Equipment Description	WVWD Equipment Description	Hourly Rate	*O.T. Factor	O.T. Rate
1	AIRCP	PORT	004-016	Air Compressor 40 - 160 C.F.M.	Air Compressor 150 C.F.S.	16.60	0.87	14.44
1	AIRTO	ATOL	60	Air tools 60 lbs & over	Jack Hammer (60lb. & Over)	1.58	0.42	0.66
1	AIRTO	ATOL	40-60	Air tools 40 - 60 lbs	Jack Hammer (40lb. To 60lb.)	1.12	0.41	0.46
4	COMHG	COMP	0-250	Hand guided compactor 0 - 250 lbs	Gas powered Tamper	3.78	0.81	3.06
4	COMHG	COMP	250	Hand guided compactor 250 & Higher	Vibratory Plate Compactor	9.32	0.81	7.55
4	CONMX	SORP	0-3.5	Concrete Mixer 0 - 3.5 cu.ft.	Concrete Mixer	2.03	0.89	1.81
6	ELGEN	GEN	003-008	Generator 3 - 7.5 kW	Generator (4kw)	3.63	0.88	3.19
6	ELGEN	GEN	200-300	Generator 200 - 300 kW	200 kw Generator (Port.)	77.93	0.88	68.58
6	ELGEN	GEN	300-400	Generator 300 - 400 kW	300 kw Generator (Port.)	106.60	0.88	93.81
6	ELGEN	LITE	2 Light	Two (2) Light Stands	Two (2) Light Stands	3.87	0.88	3.41
6	ELTOL	TOOL	045-060	Electric Powered Hand Tools over 450 to 600	Electric Powered Hand Tools	0.32	0.42	0.13
17	LDRRT	CASE	1677	480LL	480LL Skip Loader	38.29	0.89	34.08
17	LDRRT	CASE	1742	580 Super K w/ backhoe	580K Case Backhoe (new)	38.94	0.89	34.66
17	LDRRT	CAT	1861M4	420D 4WD w/ backhoe	420 E 4WD w/Backhoe	46.69	0.89	41.55
21	NONOP	MISC	0220	Plate, 25mm thick, per 9.3 sm (Plate, 1" thick, per 100 sf)	Road Plates (1") per day	1.42	1.00	1.42
22	PUMWA	APMP	030-050	Water hose pump 30K - 50K gallons/hr	Portable Water Pump	21.50	0.68	14.62
23	PUMWA	OUHS	0-2.5	50 lengths of hose, 0 - 2.5 inches in diameter	Fire hose 2 1/2" x 50'	0.07	0.68	0.05
29	SAWCO	ABOP	10-20	Concrete & Masonry Saw 10 - 20 hp	Concrete Saw	6.82	0.84	5.73
32	TRAFa	FLAS	RM	Flashing Arrow Sign (roof mounted)	Flashing Arrow Sign (roof mounted)	0.92	0.70	0.64
32	TRAFa	FLAS	TM	Flashing Arrow Sign (trailer mounted)	Flashing Arrow Sign (trailer mounted)	3.18	0.70	2.23
32	TRAIL	LB-A	100	Trailer two (2) Axles - four (4) tires per axle.	Trailer two (2) Axles LB-A	15.29	0.65	9.94
33	TRAIT	TB-2	18-20	Tilt Bed 2 axle trailer 18 - 20 Tons	*Tilt Bed two (2) Axle Trailers	6.02	0.65	3.91
34	TRUCK	T&TT	06-12	Cars, Trucks 7,000 - 12,000 lbs	1 Ton Service Truck	28.46	0.88	25.04
34	TRUCK	T&TT	06-12	Cars, Trucks 7,000 - 12,000 lbs	2000 Gallon Water Truck	28.46	0.88	25.04
34	TRUCK	T&TT	00-06	Cars, Trucks 1,500 lbs and lighter	Field Service Truck	25.14	0.88	22.12
35	TRUON	TRUN	2AXL	Trucks, Dump, On-Highway 2 axles	Two (2) Axles Dump Trucks	50.64	0.83	42.03
35	WELD	AWM	0-250	Arc Welder 0-250 amps	Arc Welder 0-250	5.14	0.83	4.27
35	WELD	GWO	ALL	Gas Welding Outfit (all)	Gas Welder (torches)	0.29	0.83	0.24

* The Hourly Rate includes both fixed and variable costs. Variable costs change relative to the level of activity, (for example electric costs). Fixed costs do not change relative to the level of activity, (for example monthly rent). The O.T. Factor reflects only the variable cost portion of the hourly rate. In order to avoid duplication of charges for the fixed cost portion, the O.T. Factor is multiplied by the Hourly Rate to calculate the O.T. Rate.

RESOLUTION NO. ~~2021-16748~~
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WEST VALLEY WATER DISTRICT AMENDING
~~ADOPTING A~~ SURPLUS PERSONAL PROPERTY POLICY,
RESOLUTION NO. 748

Formatted: Indent: Left: 1.39", Right: 1.16", Space Before: 0.25 pt, Line spacing: Multiple 1.02 li

WHEREAS, during the normal course of operations, personal property owned by the West Valley Water District ("District") becomes surplus, unusable or no longer needed; and

WHEREAS, The Board of Directors ("Board") of the District has determined that there is a need to promote uniformity in the procedures for the sale or transfer of surplus personal property owned by the District;

NOW, THEREFORE, the Board of the District does hereby resolve and determine as follows:

Section 1. A detailed list clearly identifying the surplus personal property of the District shall be approved by the Board in advance of any sale thereof. Such list shall identify items thereon that are fixed assets of the District.

Section 2. Each item on a list of surplus personal property shall include: (a) the estimated value of such item, and (b) the basis used for determining the value thereof. ~~Any item on such list with an estimated value of at less than ten (\$10.00) shall be identified with the phrase "no inherent value."~~

Section 3. Any item on a list of surplus personal property ~~with a value in excess of ten dollars (\$10.00)~~ shall be sold by the District through a publicly noticed sale, with the highest bid taking title and possession of such personal property. Bids shall not be accepted for less than the value approved by the Board.

Section 4. Notice of a sale of surplus personal property shall be: (a) posted at least seventy-two (72) hours prior to the sale; and (b) advertised in a newspaper of general circulation at least once prior to the sale. Sale notices may include any number of items approved for sale by the Board but do not have to include every item. In addition to publication in a newspaper of general circulation, if the surplus personal property is determined to have value in a particular restricted market, the sale may be advertised in a trade publication specific to that market.

Section 5. All surplus personal property shall be sold "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the personal property offered for sale.

Section 6. All interested parties may review the personal property the day of the sale. No inspection of the personal property for sale may be made prior to the day of the sale.

Section 7. Prospective purchasers may submit bids for any items of personal property beginning at 9:00 a.m. (or such other time set forth in the notice of sale) and ending at 2:00 p.m. (or such other time as set forth in the notice of sale) on the day noticed for the sale of the personal property. The General Manager or his or her designee will open the bids. All final bids will be posted. The General Manager or his or her designee shall determine the highest bidder for each item. The final bid list and determination of highest bidder for each item will be kept by the Chief Financial & Administrative Officer or designee, Treasurer.

Section 8. As per Government Code Section 1090, members of the Board, officers, ~~and employees, and immediate family members of board officers and employees~~ of the District may not be purchasers of surplus personal property of the District ~~if such persons used, had control over, or were involved in purchasing such personal property items.~~

Section 9. Payment for the personal property is due at the time of the sale. Payment shall be collected by the CFAO Treasurer or his or her designee. All sales will be recorded with a receipt from the District. The issuance of a receipt shall follow the District's standard payment receipt practices. Payment shall be in the form of cash, cashier's check, or credit/debit card. The receipt will include the name and mailing address of the purchaser of the item of personal property. The CFAO Treasurer or his or her designee, shall ensure that the payment is the same amount as the highest bid. Payments will be deposited no later than the next business day.

Section 10. The personal property shall be removed by the purchaser immediately following the sale. Personal property not picked up after five (5) days will be held for future sale or disposed of as described in this resolution. In the event such personal property is sold at a later sale, a refund of the payment, less administrative costs and storage, will be mailed to the purchaser of such item of personal property within thirty (30) days after the subsequent sale thereof.

Section 11. Personal property with no inherent value and personal property which was has not been purchased during the sale may be held for a future sale or may be deemed unwanted surplus and may be given to a public agency which is a customer of the District. If no such public agency expresses an interest in acquiring the personal property, it may be given to a local, nonprofit organization which is a customer of the District, or may be disposed of in an appropriate disposal or recycling site, all as shall be determined by the General Manager of District (or his or her designee).

~~**Section 12. Computer equipment.** Recognizing that employees who are skilled in technology are an asset to the District, before presenting recommendations to the Board to declare computer equipment as surplus, it will first be offered to purchase to District employees~~

~~— subject to the following conditions:~~

- ~~a. _____ The employee must demonstrate that he/she legally owns licensed copies of the District's standard desktop operating system and word processing software for his/her personal use.~~
- ~~b. _____ The employee is currently enrolled in college or trade school.~~
- ~~e. _____ The employee did not use, have control over, and was not involved in the~~

Formatted: Indent: Left: 0", First line: 0"

Formatted: Body Text, Justified, Indent: Left: 0.27", First line: 0.51", Right: 0.16", Space Before: 4.55 pt, Line spacing: Multiple 1.02 li, No bullets or numbering, Tab stops: Not at 0.28"

Formatted: Font: 11.5 pt

Formatted: Normal, No bullets or numbering

Formatted: Font: 12 pt

Formatted: List Paragraph, Justified, Indent: Hanging: 0.51", Right: 0.09", Space Before: 10.3 pt, Line spacing: Multiple 1.06 li, Bulleted + Level: 2 + Aligned at: 0.89" + Indent at: 1.4", Tab stops: 1.4", Left

Formatted: Font: 11.5 pt

Formatted: Normal, No bullets or numbering

Formatted: List Paragraph, Indent: Left: 0.89", Hanging: 0.5", Space Before: 0 pt, Bulleted + Level: 2 + Aligned at: 0.89" + Indent at: 1.4", Tab stops: 1.4", Left + 1.4", Left

Formatted: Font: 11.5 pt, Font color: Custom Color(RGB(66,68,68))

Formatted: Normal, No bullets or numbering

~~purchase of the computer equipment.~~

Section 123. This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was duly adopted at a Regular Meeting of the Board of Directors of West Valley Water District by motion made, seconded, and duly carried on ~~April 21, 2005.~~ June 17, 2021.

RESOLUTION NO. 2021-16
A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE WEST VALLEY WATER DISTRICT AMENDING
SURPLUS PERSONAL PROPERTY POLICY
RESOLUTION NO. 748

WHEREAS, during the normal course of operations, personal property owned by the West Valley Water District ("District") becomes surplus, unusable or no longer needed; and

WHEREAS, The Board of Directors ("Board") of the District has determined that there is a need to promote uniformity in the procedures for the sale or transfer of surplus personal property owned by the District;

NOW, THEREFORE, the Board of the District does hereby resolve and determine as follows:

Section 1. A detailed list clearly identifying the surplus personal property of the District shall be approved by the Board in advance of any sale thereof. Such list shall identify items thereon that are fixed assets of the District.

Section 2. Each item on a list of surplus personal property shall include: (a) the estimated value of such item, and (b) the basis used for determining the value thereof.

Section 3. Any item on a list of surplus personal property shall be sold by the District through a publicly noticed sale, with the highest bid taking title and possession of such personal property. Bids shall not be accepted for less than the value approved by the Board.

Section 4. Notice of a sale of surplus personal property shall be: (a) posted at least seventy-two (72) hours prior to the sale; and (b) advertised in a newspaper of general circulation at least once prior to the sale. Sale notices may include any number of items approved for sale by the Board but do not have to include every item. In addition to publication in a newspaper of general circulation, if the surplus personal property is determined to have value in a particular restricted market, the sale may be advertised in a trade publication specific to that market.

Section 5. All surplus personal property shall be sold "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the personal property offered for sale.

Section 6. All interested parties may review the personal property the day of the sale. No inspection of the personal property for sale may be made prior to the day of the sale.

Section 7. Prospective purchasers may submit bids for any items of personal property beginning at 9:00 a.m. (or such other time set forth in the notice of sale) and ending at 2:00 p.m. (or such other time as set forth in the notice of sale) on the day noticed for the sale of the personal property. The General Manager or his or her designee will open the bids. All final bids will be posted. The General Manager or his or her designee shall determine the highest bidder for each item. The final bid list and determination of highest bidder for each item will be kept by the Chief Financial & Administrative Officer or designee..

Section 8. As per Government Code Section 1090, members of the Board, officers, employees, and immediate family members of board officers and employees of the District may not be purchasers of surplus personal property of the District.

Section 9. Payment for the personal property is due at the time of the sale. Payment shall be collected by the CFAO or his or her designee. All sales will be recorded with a receipt from the District. The issuance of a receipt shall follow the District's standard payment receipt practices. Payment shall be in the form of cash, cashier's check, or credit/debit card. The receipt will include the name and mailing address of the purchaser of the item of personal property. The CFAO or his or her designee, shall ensure that the payment is the same amount as the highest bid. Payments will be deposited no later than the next business day.

Section 10. The personal property shall be removed by the purchaser immediately following the sale. Personal property not picked up after five (5) days will be held for future sale or disposed of as described in this resolution. In the event such personal property is sold at a later sale, a refund of the payment, less administrative costs and storage, will be mailed to the purchaser of such item of personal property within thirty (30) days after the subsequent sale thereof.

Section 11. Personal property with no inherent value and personal property which was not purchased during the sale may be held for a future sale or may be deemed unwanted surplus and may be given to a public agency which is a customer of the District. If no such public agency expresses an interest in acquiring the personal property, it may be given to a local, nonprofit organization which is a customer of the District, or may be disposed of in an appropriate disposal or recycling site, all as shall be determined by the General Manager of District (or his or her designee).

Section 12. This Resolution shall take effect immediately upon its adoption.

ADOPTED, SIGNED AND APPROVED THIS 17th DAY OF JUNE, 2021 BY THE FOLLOWING VOTE:

AYES: DIRECTORS:
NOES: DIRECTORS:
ABSENT: DIRECTORS:
ABSTAIN: DIRECTORS:

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

ATTEST:

Peggy Asche
Board Secretary



**BOARD OF DIRECTORS
FINANCE COMMITTEE
STAFF REPORT**

DATE: June 9, 2021
TO: Finance Committee
FROM: Shamindra Manbahal, Interim General Manager
SUBJECT: CONSIDER THE BULK PURCHASE OF METERS, METER BOXES, LIDS, & BALL VALVES TO SUPPORT DEVELOPMENT PROJECTS IN PROGRESS

BACKGROUND:

The West Valley Water District's, ("District"), Purchasing Department maintains an inventory of various parts and supplies as needed to support the ongoing maintenance and development activities. Inventory items are generally ordered in the lowest quantity that will support ongoing activities, but also keep the amount of inventory space required to a minimum. This practice generally results in inventory purchase orders that fall under the Purchasing Policy limit of \$25,000 for the General Manger.

DISCUSSION:

Among the inventory items maintained are meters, meter boxes, meter box lids, and ball valves. These are informally referred to as "New development meter installation kits". Due to semiconductor chip shortages, materials shortages, and other COVID-19 related issues, recent orders for these items have taken longer than usual to fill, (in some cases, items are on back order), and prices are increasing.

In order to ensure that there is no disruption in the District's ability to meet the demands of the development projects in progress, staff is proposing a larger than usual order of the items that make up the "New development meter installation kits".

New Development 1" Meter Install Kit

Qty	Item	Vendor	Price EA	Subtotal	Tax	Total
300	Meter Box	Old Castle	\$ 57.65	\$ 17,295.00	\$ 1,340.36	\$ 18,635.36
300	Meter Box Lid	Old Castle	\$ 35.25	\$ 10,575.00	\$ 819.56	\$ 11,394.56
300	1" Meter	Aqua Metric	\$ 156.98	\$ 47,094.00	\$ 3,649.79	\$ 50,743.79
300	1" Ball Valve	Yo Fire	\$ 101.00	\$ 30,300.00	\$ 2,348.25	\$ 32,648.25
				\$ 105,264.00	\$ 8,157.96	\$ 113,421.96

FISCAL IMPACT:

Inventory items do not directly impact the District's Operating Budget at the time of purchase. They are recorded on the balance sheet and expensed as they are issued out for use. The FY 2022 Operating Budget includes funding for the installation of new meters for development.

STAFF RECOMMENDATION:

Staff recommends that this item be submitted for consideration, and that the Board of Directors approve this item and authorize the Interim General Manager to execute the necessary documents.

Respectfully Submitted,

Shamindra Manbahal

Shamindra Manbahal, Interim General Manager

SM:jv

ATTACHMENT(S):

1. Attachment A - Meter Box and Meter Box Lid Quotes
2. Attachment B - Meter Quotes
3. Attachment C - Ball Valve Quote

Attachment – A

Meter Boxes and Meter Box Lid Quotes



Oldcastle Infrastructure, Inc.
 7000 Central Parkway
 Suite 800
 Atlanta GA 30328
 United States

Phone:(918) 564-2250
 Fax: (866) 446-6519
 www.oldcastleinfrastructure.com

Contract & Proposal

EST13753

Stock

Date: 05/10/2021

Bill To

West Valley Water District
 855 W BASE LINE RD
 RIALTO CA 92376-3103
 United States

Ship To

West Valley Water District
 855 W BASE LINE RD
 RIALTO CA 92376-3103
 United States

Contact Name:

Contact Phone:

Items and quantities shown are the basis for the quotation, and we are not responsible for any discrepancies between this list and actual items or quantities. Prices are valid for 30 days unless otherwise indicated on the expiration date. Customer must meet their established minimum order value and general location requirements to have pre-paid shipments. Shipping location changes after the order has shipped are subject to additional freight fees. Final lead times will be determined upon date of receipt of the PO. All products and services listed on this Estimate are provided under the Standard Terms and Conditions located at <https://oldcastleinfrastructure.com/customer-support/terms-conditions>

Expires	Customer	Terms	Sales Rep	Partner	Delivery Terms
12/31/2021	121078	Net30	Sitarz, Brian	300118 OES - House account	

Quantity	Unit	Item	Tax	Unit Price (Rate)	Ext. Amount
1	Ea	02007101 Lid, FL03 P 'WATER', AMR 2.0" X 4.125" X .3125"	Yes	\$20.45	\$20.45
		<i>#1 LID</i>			
1	Ea	02500045 Lid, FLX09 P - "Water", AMR 2.0" x 4.125" x .3125", Flexnet	Yes	\$35.95	\$35.95
		<i>#2 LID</i>			
1	Ea	02001032 Box, FL12 T 12" (W/Mouseholes) FL12TBOX12 WM	Yes	\$57.65	\$57.65
		<i>#3 BOX</i>			
1	Ea	02001385 Lid, FL12 P - "Water", AMR 2.0" X 4.125" X .125"	Yes	\$35.25	\$35.25
		<i>#3 LID</i>			
1	Ea	02006095 Box, FL36 T 12" FL36TBOX12	Yes	\$93.15	\$93.15
		<i>XL BOX</i>			
1	Ea	02001568 Lid, FL36 P - "Water", AMR Standard 2.0" X 4.125" X .125"	Yes	\$89.30	\$89.30
		<i>XL LID</i>			
1	Ea	12204092 Lid, LPC 1220, "Water", AMR AMR - 2.125" x 4.125" x .1875"	Yes	\$56.25	\$56.25
		<i>#4 LID</i>			

Subtotal \$388.00

Tax Total (7.75%) \$30.08

Total (USD) \$418.08

Sales Person: Sitarz, Brian

(Accepted by)



EST13753



FERGUSON WATERWORKS #1083
 11909 TECH CENTER COURT
 POWAY, CA 92064-7139

Phone: 858-391-3700
 Fax: 858-391-6958

Deliver To:	3.b.8.a
From:	Matt Wilkinson
Comments:	

23:39:27 NOV 14 2019

Page 1 of 1

FERGUSON WATERWORKS #1083
 Price Quotation
 Phone: 858-391-3700
 Fax: 858-391-6958

Bid No: B355414
 Bid Date: 11/14/19
 Quoted By: MPW

Cust Phone: 909-875-1804
 Terms: NET 10TH PROX

Customer: WEST VALLEY WATER DISTRICT
 855 W BASE LINE RD
 RIALTO, CA 92377-0920

Ship To: WEST VALLEY WATER DISTRICT
 855 W BASE LINE RD
 RIALTO, CA 92377-0920

Cust PO#:

Job Name: METER BOXES

Item	Description	Quantity	Net Price	UM	Total
	16QTY BOXES TO A PALLET				
DDFW486WB412BODY	18X11X12 C GRAY PLYMR BDY #3 BOX	1	79.100	EA	79.10
SP-DDFW486C4TLID	18X11 C GRAY LID NO HOOK #3 LID	1	43.300	EA	43.30
	8QTY BOXES TO A PALLET				
DDFW1640C412BODY	17X30X12 C GRAY PLYMR BDY MTR BOX XL BOX	1	121.600	EA	121.60
DDFW1640C4TLID	17X30 C GRAY PLYMR LID NO HK *X XL LID	1	96.200	EA	96.20
Net Total:					\$340.20
Tax:					\$26.37
Freight:					\$0.00
Total:					\$366.57

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
 Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.
 WATER FLOW RATE NOTICE: Lavatory Faucets with flow rates over 0.5 GPM are not allowed for 'public use' in California.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=1083&on=21256>

Clifford Ray

From: Bill Krueger
Sent: Monday, November 18, 2019 10:15 AM
To: Clifford Ray
Subject: Fwd: Meter box quote
Attachments: P6000485 AND A6000484-H7.pdf

Hi Cliff,

Here is a quote from ARMORCAST for you.

Thanks.

Bill Krueger | Meter Supervisor WVWD
 Ph: (909) 875-1804 ext. 709 * FAX: (909) 875-1361
 855 W. Baseline *P.O. Box 920 * Rialto, CA 92377
 Email: bill@wvwd.org * <http://www.wvwd.org>

----- Forwarded message -----

From: "Gary Khanjian" <garyk@armorcastprod.com>
Date: Mon, Nov 18, 2019 at 10:07 AM -0800
Subject: RE: Meter box quote
To: "Bill Krueger" <bill@wvwd.org>
Cc: "info" <info@armorcastprod.com>, "customerservice" <customerservice@armorcastprod.com>

Good Morning Bill

Our equivalent meter box and cover with a Sensus antenna cavity are

P6000485	Pedestrian Meter box	24/pallet	\$40.30 each pallet quantity price	24 3 5000
A6000484-H7	Pedestrian Cover	50/pallet	\$34.60 each pallet quantity price	50 3 5000

If the order is \$5000 or more there are no shipping charges. See attached drawings

Please let me know if you have any questions.

Regards

Gary Khanjian

Armorcast Products Company
 9140 Lirline Ave
 Chatswoth, CA 91311
 818-982-3600 Office
 818-632-4623 Cell
 818-982-7742 Fax
garyk@armorcastprod.com
www.armorcastprod.com

Attachment – B

Meter Quotes

April 16, 2019

West Valley Water District
 855 West Base Line
 Rialto, CA 92377
 Bill Krueger

Aqua-Metric Sales Company is pleased to offer you the following prices on Sensus AMR/AMI water meter products.

Size	SR11	accuSTRe am	T2	R2	C2
5/8" x 1/4"	\$103.27	\$80.85	---	---	---
3/4" Short	\$121.30	\$98.00			
3/4" Long	\$124.95	\$98.50	---	---	---
1"	\$156.98	\$136.50	---	---	---
1 1/2"	---	---	\$858.21	\$494.81	\$1393.39
2"	---	---	\$1,017.97	\$694.24	\$1,607.76
3"	---	---	\$1268.56	---	\$2,036.49
4"	---	---	\$2,469.59	---	\$3,537.06
6"	---	---	\$4,446.08	---	\$6,109.47

MXU 520-M Single Port SmartPoint	\$ 123.45
Sensus CommandLink Programming Tool	\$ 569.12
Sensus USB MicroTransceiver	\$441.34

TR/PL E - Register for SRII	\$ 63.57
TouchPad w/ 6' of Wire	\$ 13.05

Prices are firm through December 31, 2019. Full freight allowed on orders of more than \$10,000.00. Terms are Net 30 days.

Thank you,
Steve Kamiyama
(951) 233 - 9545
Steve.Kamiyama@aqua-metric.com

Company: West Valley Water District
 Attn: Bill Kroeger
 Phone: 909-820-3709
 Cell:
 Email: BK@wwvd.com

Quotation# 09-497821
 Date: 9/15/2020
 Project: Meter Quote

ITEM	QTY	DESCRIPTION	PRICE
1		1" Model 3101 Kamstrup Ultrasonic Water Meter Encoded Output with TRPL Connection Body Stainless Steel with threaded connection P/N# 05U-23-C0G-SEP-TRPL	\$282.15 ea
2		1 1/2" Model 3101 Kamstrup Ultrasonic Water Meter Encoded Output with TRPL Connection Body Stainless Steel with Flanged Connection P/N# 05U-23-C0H-SEP-TRPL	\$541.35 ea
3		2" Model 3101 Kamstrup Ultrasonic Water Meter Encoded Output with TRPL Connection Body Stainless Steel with Flanged Connection 17" lay length P/N# 05U-23-C0E-SEP-TRPL	\$691.55 ea
4		3" Model 3101 Kamstrup Ultrasonic Water Meter Encoded Output with TRPL Connection Body Stainless Steel with Flanged Connection P/N# 05U-23-C0M-SEP-TRPL	\$1,240.00 ea
5		4" Model 3101 Kamstrup Ultrasonic Water Meter Encoded Output with TRPL Connection Body Stainless Steel with Flanged Connection P/N# 05U-23-C0N-SEP-TRPL	\$2,059.00 ea
		All meters have a 20 year (20 full 10 prorated) battery warranty All meters have a 20 year warranty (20 full 10 prorated) for accuracy	
		Subtotal	\$0.00
		Sales Tax @ %:	\$0.00
		Shipping (Freight & add)	\$0.00
		Total	\$0.00
	Notes:	A restock fee of 25% applies if orders are cancelled once product has shipped. Price quote is valid for 30 days from date of quote. Orders totaling over \$25,000 qualify for free shipping.	
	Net 30 Days OAC	W.O.	
		Santa Ana, CA	Business Email www.iflowinc.com

Elster AMCO Water, LLC
 10 SW 49th Avenue, Bldg. 100
 Ocala, FL 34474
 Phone: (800)874-0860
 Fax: (352)368-1960

Customer: West Valley Water Dist
Address: 855 W. Baseline
City, State, Zip Code: Rialto, CA 92377
Person Quoted: Bill Krueger

Phone: (909) 543-9511
E-mail: bill@wwwd.org

Date: October 14, 2019

End Customer:

Water Meters

Item	Description	Qty	Price	
			Each	Extended
	5/8X3/4CUFT Elster AMCO Module SM700S low lead fluidicoclation encocder meter with touch coupler and pit pad	200	\$102.90	\$20,580.00
	3/4LCUFT Elster AMCO Module SM700S low lead fluidicoclation encoder meter with touch coupler and pit pad	200	\$118.00	\$23,600.00
	1" X 10 3/4 CUFT Elster AMCO Module SM700S low lead fluidicoclation encocder meter with touch coupler and pit pad	200	\$149.00	\$29,800.00
	1 1/2" evoQ4 LF Sensus 8D CuFt 3W-2W w/pit pad	20	\$864.00	\$17,080.00
	1 1/2" LF RB evoQ4 Sensus 8D CuFt 3W-2W w/pit pad	20	\$1,450.00	\$29,000.00
	2X17" evoQ4 LF Sensus 8D CuFt 3W-2W w/pit pad	30	\$910.00	\$27,300.00
	2X10" RB evoQ4 Sensus 8D CuFt3W-2W w/pit pad	30	\$1,550.00	\$46,500.00
	3" evoQ4 Sensus 8D CuFt 3W-2W w/pit pad	10	\$1,288.00	\$12,880.00
	3" RB evoQ4 Sensus 8D CuFt 3W-2W w/pit pad	10	\$2,096.00	\$20,960.00
	4" evoQ4 Sensus 8D CuFt 3W-2W w/pit pad	8	\$2,170.00	\$17,360.00
	4" RB evoQ4 Sensus 8D CuFt 3W-2W w/pit pad	8	\$2,400.90	\$19,207.20
	6" evoQ4 Sensus 8D CuFt 3W-2W w/pit pad	1	\$3,668.50	\$3,668.50
	6" RB evoQ4 Sensus 8D CuFt 3W-2W w/pit pad	1	\$3,800.10	\$3,800.10
	8" evoQ4 Sensus 8D CuFt3W-2W w/pit pad	1	\$5,408.00	\$5,408.00
	8" RB evoQ4 Sensus 8D CuFt 3W-2W w/pit pad	1	\$5,869.80	\$5,869.80

Other Related Items As Needed

Meter Total: \$262,231.60

Notes and Assumptions

(1) Product quoted is current product, latest revision

Attachment – C

Ball Valve Quote

PRICE QUOTE



Quoted
WEST VALLEY WATER DISTRICT
P.O. BOX 920
RIALTO CA 92377-0920
Tel:909-875-1804 Fax:909-875-7284

Ship To
YARD

Quote # Q201247	Quote Date 06/03/2021	Exp Date 06/04/2021	Customer # 0084333	Customer P/O #	Ship Via O/T DELIVERY	Writer PC
Job ID			Customer Terms NET 30 DAYS		Salesman HOUSE WATERWORKS	

Product	Description	UM	Quant	Unit Price	Extension
027B13444W-HH34	1 B13-444W-NL-HH34 CUST VALVE	EA	300	101.00	30300.00

X: _____ (Accepted by)	Sub Total	\$30,300.00	T o t a l \$32,648.25
	Freight	\$0.00	
	Misc Charges	\$0.00	
	Tax Amount	\$2,348.25	

MESSAGE	TERMS
This quotation is our interpretation of the plans or specifications provided by the customer and should be verified. Pricing and availability subject without notice.	