



**LAS VIRGENES MUNICIPAL WATER DISTRICT**

**4232 Las Virgenes Road**

**Calabasas, CA 91302**

**Pursuant to Government Code Section 54953 (b) Director  
Jay Lewitt will be participating via teleconference from 29514  
Bertrand Dr. Agoura Hills, CA 91301**

**AGENDA**

**LVMWD BOARD OF DIRECTORS - SPECIAL MEETING**

**WEDNESDAY, MARCH 25, 2026 – 8:00 AM**

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**PUBLIC PARTICIPATION:** The public may join this meeting virtually or attend in person in the Board Room. Teleconference participants will be muted until recognized at the appropriate time by the Board President. To join via teleconference, please use the following Webinar ID:

Webinar ID: <https://lvmwd.zoomgov.com/j/1610876866>

To join by telephone, please dial (669) 900-6833 or (346) 248-7799 and enter Webinar ID:

161 087 6866

For members of the public wishing to address the Board during Public Comment or during a specific agenda item, please press "Raise Hand" if you are joining via computer; or press \*9 if you are joining via phone; or inform the Executive Assistant/Clerk of the Board if attending in person.

Members of the public can also access and request to speak at meetings live on-line, with audio and limited video, at [www.lvmwd.com/livestream](http://www.lvmwd.com/livestream). To ensure distribution of the agenda, please submit comments 24 hours prior to the day of the meeting. Those comments, as well as any comments received during the meeting, will be distributed to the members of the Board of Directors and will be made part of the official public record of the meeting. Contact Nancy Lawrence, Executive Assistance/Clerk of the Board, at (818) 251-2123 or [nlawrence@lvmwd.gov](mailto:nlawrence@lvmwd.gov) with any questions.

**ACCESSIBILITY:** If requested, the agenda and backup materials will be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in the implementation thereof. Any person who requires a disability-related modification or accommodation, to attend or participate in this meeting, including auxiliary aids or services, may request such reasonable modification or accommodation by contacting the Executive Assistant/Clerk of the Board by telephone at (818) 251-2123 or via email to [nlawrence@lvmwd.gov](mailto:nlawrence@lvmwd.gov) at least 48 hours prior to the meeting.

Members of the public wishing to address the Board of Directors are advised that a statement of Public Comment Protocols is available from the Clerk of the Board. Prior to speaking, each speaker is asked to review these protocols, complete a speakers' card, and hand it to the Clerk of the Board. Speakers will be recognized in the order the cards are received. A live webcast of the meeting will be available at LVMWD.com. Also, a web-based version of the speaker card is available for those who would like to submit written comments electronically or request to make public comment by telephone during the meeting.

The Public Comments agenda item is presented to allow the public to address the Board on matters not on the agenda. The public may also present comments on matters on the agenda; speakers for agenda items will be recognized at the time the item is called up for discussion.

Materials prepared by the District in connection with the subject matter on the agenda are available for public inspection at 4232 Las Virgenes Road, Calabasas, CA 91302. Materials prepared by the District and distributed to the Board during this meeting are available for public inspection at the meeting or as soon thereafter as possible. Materials presented to the Board by the public will be maintained as part of the records of these proceedings and are available upon request to the Clerk of the Board.

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## **PLEDGE OF ALLEGIANCE**

1. **CALL TO ORDER AND ROLL CALL**
2. **APPROVAL OF AGENDA**
3. **PUBLIC COMMENTS**

*Members of the public may now address the Board of Directors **ON MATTERS NOT APPEARING ON THE AGENDA**, but within the jurisdiction of the Board. No action shall be taken on any matter not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2*

4. **CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered to be routine, non-controversial and normally approved with one motion. If discussion is requested by a member of the Board on any Consent Calendar item, or if a member of the public wishes to comment on an item, that item will be removed from the Consent Calendar for separate action.*

- 4.A **List of Demands: March 17, 2026** (Pg. 6)  
Receive and file.
- 4.B **Minutes: Regular Meeting of March 3, 2026** (Pg. 117)  
Approve.
- 4.C **Monthly Cash and Investment Report: January 2026** (Pg. 121)  
Receive and file the Monthly Cash and Investment Report for January 2026.
- 4.D **Statement of Revenues, Expenses and Changes in Net Position: January 2026** (Pg. 137)  
Receive and file the Statement of Revenues, Expenses and Changes in Net Position for the period ending on January 31, 2026.
- 4.E **Calabasas Tank Rehabilitation Project: Final Acceptance** (Pg. 141)  
Authorize the General Manager to execute a Notice of Completion and have the same recorded; and in the absence of claims from subcontractors and others, release the retention, in the amount of \$11,339.35, 30-calendar days after filing the Notice of Completion for the Calabasas Tank Rehabilitation Project.
- 4.F **Supply and Delivery of Valves, Assembly Kits and Actuators: Award** (Pg. 145)  
Authorize the General Manager to approve an initial one-year blanket purchase order, in the amount of \$100,000, with four one-year renewal options, for the supply and delivery of valves, assembly kits and actuators.
- 4.G **Annual Supply and Delivery of Ammonium Hydroxide: Change Order** (Pg. 147)  
Authorize the General Manager to approve a change order with Airgas Specialty Products, Inc., increasing the annual amount by \$19,310.55 for the current year and two subsequent one-year renewal options, for the supply and delivery of ammonium hydroxide.
- 4.H **Update to Records Retention Schedule and Authorization of Records Destruction** (Pg. 149)  
Pass, approve, and adopt proposed Resolution No. 2665, approving an updated records retention schedule and authorizing destruction of certain records.

#### **RESOLUTION NO. 2665**

#### **A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN DISTRICT RECORDS**

(Reference is hereby made to Resolution No. 2665 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

4.I **Tapia Water Reclamation Facility 003 Outfall Rehabilitation Project: Contract Amendment** (Pg. 211)

Authorize the General Manager to execute an amendment, in the amount of \$4,384, to the professional services agreement with Rincon Consultants, Inc., for additional permitting support associated with the Tapia Water Reclamation Facility 003 Outfall Rehabilitation Project.

4.J **Local Agency Formation Commission: Nomination of Candidate for Independent Special District Voting Member** (Pg. 217)

Nominate Director Gary Burns for consideration to fill an upcoming vacancy as the independent special district voting member on the Los Angeles County Local Agency Formation Commission.

5. **ILLUSTRATIVE AND/OR VERBAL PRESENTATION OF AGENDA ITEMS**

5.A **Proclamation in Recognition of Government Finance Professionals Week**

5.B **MWD Representative Report** (Pg. 219)

5.C **Public Affairs Update**

6. **TREASURER**

7. **GENERAL MANAGER**

7.A **Annual Property and Liability Insurance: Renewal** (Pg. 225)

Accept the proposal from Assured Partners, in the aggregate amount of \$3,695,236, and authorize the General Manager to execute the necessary contracts and forms to purchase property and liability insurance for the term of April 1, 2026, through March 31, 2027.

8. **FINANCE AND TECHNOLOGY**

8.A **Electronic Document Management System Implementation and Records Imaging Services: Award** (Pg. 239)

Accept the proposal from Accelerated Information Systems and authorize the General Manager to execute a professional services agreement, in the amount of \$194,000, for the implementation of the Laserfiche Cloud Business Tier Electronic Document Management System; and accept the proposal from FreeDoc Information Automation and authorize the General Manager to execute a professional services agreement, in the amount of \$609,474 plus annual support of \$39,800, for records conversion, scanning and imaging services.

9. **NON-ACTION ITEMS**

A. *General Manager's Reports*

(a) *General Business*

(b) *Follow-up Items*

*B. Directors' Comments and Reports on Outside Meetings*

10. **FUTURE AGENDA ITEMS**

11. **ADJOURNMENT**

*Pursuant to Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and applicable federal rules and regulations, requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting, should be made to the Executive Assistant/Clerk of the Board in advance of the meeting to ensure availability of the requested service or accommodation. Notices, agendas, and public documents related to the Board meetings can be made available in appropriate alternative format upon request.*

LAS VIRGENES MUNICIPAL WATER DISTRICT

To: RANDY LEVINE, TREASURER

Payments for Board Meeting of : March 17, 2026

Deputy Treasurer has verified that all checks and wire transfers were issued in conformance with LVMWD Administrative Code Section 2-6.203.

Wells Fargo Bank A/C No. 4806-994448	
Check Nos. 114017-114198; ACH/ACI Nos. 1047-1062, 1065-1088 were issued in the total amount of:	<b>\$ 4,207,285.82</b>

**Payments through direct disbursements as follows:**

Direct Disbursement payment number 26157-26181	<b>\$ 53,474.64</b>
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**Payments through wire transfers as follows:**

2/24/2026 Wire #1064 - CA State Treasurer BOE Use-Tax Payment for the month of January 2026	\$ 32,097.00
2/24/2026 Wire #1063 - Metropolitan Water District payment for water deliveries in the month of January 2026	\$ 840,162.70
	<b>\$ 872,259.70</b>

<b>Total Payments</b>	<b>\$ 5,133,020.16</b>
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(Reference is hereby to these demands on file in the District's Check Register and by this reference the same is incorporated herein and made a part hereof.)

**CHECK/ACH/ACI LISTING FOR BOARD MEETING  
3/17/2026**

		Check No. 114017-114063; 1047-1053 02/03/26	Check No. 114064-114103; 1054-1062 02/10/26	Check No. 114104-114105 02/17/26	Check No. 114106-114158; 1065-1077 02/17/26	Check No. 114159-114198; 1078-1088 02/24/26	
Company Name	Company No.	Amount	Amount	Amount	Amount	Amount	Total
Potable Water Operations	101	134,399.83	66,082.71		35,692.19	191,398.58	427,573.31
Recycled Water Operations	102	768.24	552.50				1,320.74
Sanitation Operations	130	10,722.87	8,434.91		1,452.37	395.04	21,005.19
Potable Water Construction	201						-
Water Conservation Construction	203						-
Sanitation Construction	230						-
Potable Water Replacement	301	4,863.50	459,365.74		214,550.99	406,224.09	1,085,004.32
Recycled Water Replacement	302						-
Sanitation Replacement	330						-
Internal Service	701	141,892.17	75,389.52		232,147.94	211,736.40	661,166.03
JPA Operations	751	156,898.42	156,464.43		80,554.10	73,743.67	467,660.62
JPA Construction	752						-
JPA Replacement	754	8,192.00	186,179.97	6,123.75	9,086.98	1,355,955.91	1,565,538.61
	<b>Total Printed</b>	<b>457,737.03</b>	<b>952,469.78</b>	<b>6,123.75</b>	<b>573,484.57</b>	<b>2,239,453.69</b>	<b>4,229,268.82</b>
<b>Voided Checks/ACH/ACI stopped:</b>							
Check No. 113842	301	-	-	-	(21,983.00)	-	(21,983.00)
		-	-	-	-	-	-
		-	-	-	-	-	-
		-	-	-	-	-	-
	<b>Total Voids</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(21,983.00)</b>	<b>-</b>	<b>(21,983.00)</b>
	<b>Net Total</b>	<b>457,737.03</b>	<b>952,469.78</b>	<b>6,123.75</b>	<b>551,501.57</b>	<b>2,239,453.69</b>	<b>4,207,285.82</b>

**DIRECT DISBURSEMENTS LISTING FOR BOARD MEETING  
3/17/2026**

		Direct Disb. No. 26157-26169 02/03/26	Direct Disb. No. 26170 02/03/26	Direct Disb. No. 26171-26180 02/17/26	Direct Disb. No. 26181 02/24/26	Total
Company Name	Company No.	Amount	Amount	Amount	Amount	Total
Potable Water Operations	101	70.69	3,000.00	2,591.26	2,616.16	8,278.11
Recycled Water Operations	102					-
Sanitation Operations	130	152.18			2,506.53	2,658.71
Potable Water Construction	201					-
Water Conservation Construction	203					-
Sanitation Construction	230					-
Potable Water Replacement	301					-
Recycled Water Replacement	302					-
Sanitation Replacement	330					-
Internal Service	701	1,904.72		952.53	36,736.44	39,593.69
JPA Operations	751	2,018.43		78.38	847.32	2,944.13
JPA Construction	752					-
JPA Replacement	754					-
	<b>Total Printed</b>	<b>4,146.02</b>	<b>3,000.00</b>	<b>3,622.17</b>	<b>42,706.45</b>	<b>53,474.64</b>
<b>Voided Direct Disbursements:</b>						
		-	-	-	-	-
		-	-	-	-	-
	<b>Total Voids</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Totals</b>	<b>4,146.02</b>	<b>3,000.00</b>	<b>3,622.17</b>	<b>42,706.45</b>	<b>53,474.64</b>

**WIRE LISTING FOR BOARD MEETING**  
**3/17/2026**

		Wire No. 1063, 1064 02/24/26	
Company Name	Company No.	Amount	Total
Potable Water Operations	101	840,162.70	840,162.70
Recycled Water Operations	102		-
Sanitation Operations	130		-
Potable Water Construction	201		-
Water Conservation Construction	203		-
Sanitation Construction	230		-
Potable Water Replacement	301		-
Recycled Water Replacement	302		-
Sanitation Replacement	330		-
Internal Service	701		-
JPA Operations	751	32,097.00	32,097.00
JPA Construction	752		-
JPA Replacement	754		-
	<b>Total Printed</b>	<b>872,259.70</b>	<b>872,259.70</b>
<b>Voided Wires:</b>			
		-	-
		-	-
	<b>Total Voids</b>	<b>-</b>	<b>-</b>
	<b>Totals</b>	<b>872,259.70</b>	<b>872,259.70</b>

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
1047	02/03/2026	EFT	2654 FAMCON PIPE	S100171342.001	01/20/2026	2260122	020326	7,521.55
			Invoice: S100171342.001					
				7,521.55	701	132000		
			2654 FAMCON PIPE	S100170332.001	01/12/2026	2260116	020326	6,266.73
			Invoice: S100170332.001					
				6,266.73	701	132000		
			2654 FAMCON PIPE	S100171236.001	01/12/2026	2260119	020326	12,755.69
			Invoice: S100171236.001					
				12,755.69	701	132000		
							CHECK	
							1047 TOTAL:	26,543.97
1048	02/03/2026	EFT	19548 GRM INFORMATION MANAGEMENT SERVIC	0543837	12/31/2025		020326	460.68
			Invoice: 0543837					
				460.68	701121	623500		
							CHECK	
							1048 TOTAL:	460.68
1049	02/03/2026	EFT	2902 QUINN POWER SYSTEM	WON10026197	01/21/2026		020326	398.82
			Invoice: WON10026197					
				398.82	130100	551500		
							CHECK	
							1049 TOTAL:	398.82
1050	02/03/2026	EFT	3035 VWR SCIENTIFIC	8820790607	01/19/2026		020326	160.04
			Invoice: 8820790607					
				160.04	701341	551000		
			3035 VWR SCIENTIFIC	8820765819	01/14/2026		020326	246.94
			Invoice: 8820765819					
				246.94	701341	551000		
			3035 VWR SCIENTIFIC	8820760440	01/14/2026		020326	376.76
			Invoice: 8820760440					
				376.76	701341	551000		
			3035 VWR SCIENTIFIC	8820760441	01/14/2026		020326	59.76
			Invoice: 8820760441					
				59.76	701341	551000		
							CHECK	
							1050 TOTAL:	843.50
1051	02/03/2026	PRTD	2814 MCMaster-CARR SUPPLY CO	58009825	01/13/2026		020326	158.40
			Invoice: 58009825					
				158.40	751750	541000		

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 1051 TOTAL:	158.40
1052	02/03/2026	PRTD	7770 AUTOMATIONDIRECT.COM	18823304	01/15/2026		020326	847.27
				847.27 751750 541000	ELECTRICAL SUPPLIES Supplies			
			Invoice: 18825294	AUTOMATIONDIRECT.COM	18825294		020326	259.01
				259.01 701001 551000	ELECTRICAL FUSE & CIRCUIT BREAKER Supplies/Material			
							CHECK 1052 TOTAL:	1,106.28
1053	02/03/2026	PRTD	18914 WECK LABORATORIES, INC.	W5J0988	01/09/2026		020326	3,880.98
			Invoice: W5J0988		TAPIA SAMPLING			
				48.75 751810 571520	Other Laboratory Serv			
				68.25 101600 571520	Other Laboratory Serv			
				208.00 751820 571520	Other Laboratory Serv			
				1,083.75 751810 571520	Other Laboratory Serv			
				29.25 701341 551500	Outside Services			
				959.00 751810 571520	Other Laboratory Serv			
				236.00 751810 571520	Other Laboratory Serv			
				275.50 751810 571520	Other Laboratory Serv			
				19.50 751810 571520	Other Laboratory Serv			
				280.50 101300 571520	Other Laboratory Serv			
				672.48 751830 571520	Other Laboratory Serv			
							CHECK 1053 TOTAL:	3,880.98
114017	02/03/2026	PRTD	30729 AMAZON CAPITAL SERVICES, INC.	1HQF-YL1W-D1T9	01/21/2026		020326	44.51
			Invoice: 1HQF-YL1W-D1T9		FLEXIBLE MAGNET STRIP Supplies/Material			
				44.51 701001 551000				
			Invoice: 1WQ1-KCYY-GYV3	AMAZON CAPITAL SERVICES, INC.	1WQ1-KCYY-GYV3		020326	221.08
				221.08 701322 572500	WATERPROOF TDS POCKET TESTER KIT Genl Supplies/Small Tools			
			Invoice: 11PK-VC1G-GWXD	AMAZON CAPITAL SERVICES, INC.	11PK-VC1G-GWXD		020326	40.62
				40.62 701525 551000	GARAGE DOOR REMOTE VISOR CLIP Supplies/Material			
			Invoice: 14KL-DDLM-VTK9	AMAZON CAPITAL SERVICES, INC.	14KL-DDLM-VTK9		020326	17.99
				17.99 701420 543000	MODULAR ADAPTER Capital Outlay			
			Invoice: 1C3W-YD1P-PD6Y	AMAZON CAPITAL SERVICES, INC.	1C3W-YD1P-PD6Y		020326	23.34
				23.34 701420 620000	COMPUTER SPEAKERS Forms, Supplies And Postage			
				AMAZON CAPITAL SERVICES, INC.	14CG-PNLJ-PGF3		020326	12.60

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET	
Invoice: 14CG-PNLJ-PGF3									
				12.60 701224 551000	01/20/2026				
				TITAN TOOLS Supplies/Material					
Invoice: 1XCL-W1WT-HXCH									
			AMAZON CAPITAL SERVICES, INC.	1XCL-W1WT-HXCH	01/20/2026		020326	24.35	
				24.35 701224 551000	01/20/2026				
				HEX BIT SOCKETS Supplies/Material					
Invoice: 1MPQ-HFVD-6TCN									
			AMAZON CAPITAL SERVICES, INC.	1MPQ-HFVD-6TCN	01/20/2026		020326	241.24	
				241.24 701420 543000	01/20/2026				
				OMNI-DIRECTIONAL SCREW MOUNT ANTENNA Capital Outlay					
Invoice: 17WW-XR3N-GDF6									
			AMAZON CAPITAL SERVICES, INC.	17WW-XR3N-GDF6	01/21/2026		020326	60.31	
				60.31 701420 543000	01/21/2026				
				SCREW MOUNT ANTENNA Capital Outlay					
							CHECK	114017 TOTAL:	686.04
114018	02/03/2026	PRTD	2397 AQUATIC BIOASSAY & CONSULTING	LVS0126.0008	01/13/2026		020326	8,140.00	
Invoice: LVS0126.0008				8,140.00 751810 571520	01/13/2026				
				CHRONIC TOXICITY TESTING Other Laboratory Serv					
							CHECK	114018 TOTAL:	8,140.00
114019	02/03/2026	PRTD	19264 ARNOLD LAROCHELLE MATHEWS VANCONA	13559	01/13/2026		020326	725.00	
Invoice: 13559				725.00 751840 687200	01/13/2026				
				JPA COUNSEL SRV DECEMBER 2025 Outside Services					
							CHECK	114019 TOTAL:	725.00
114020	02/03/2026	PRTD	2869 AT&T	90545245/010526	01/05/2026		020326	237.26	
Invoice: 90545245/010526				237.26 101122 540520	01/05/2026				
				SVCS 1/5/26-2/4/26 ACT#818 773-9054 524 5 Telephone					
							CHECK	114020 TOTAL:	237.26
114021	02/03/2026	PRTD	4490 CALIFORNIA WATER EFFICIENCY PARTN	MD-2026-147	01/01/2026		020326	2,053.68	
Invoice: MD-2026-147				2,053.68 701121 710500	01/01/2026				
				2026 DUES Dues, Subsc & Memberships					
							CHECK	114021 TOTAL:	2,053.68
114022	02/03/2026	PRTD	20655 CANNON CORPORATION	94788	01/15/2026		020326	4,863.50	
Invoice: 94788				4,863.50 301440 900000	01/15/2026				
				WILDLIFE CROSSING RELOCATION DECEMBER 2025 Capital Asset Expenses					

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK    114022 TOTAL:	4,863.50
114023	02/03/2026	PRTD	18992 CDW GOVERNMENT	AH5453I	01/09/2026	2260123	020326	3,053.14
			Invoice: AH5453I					
				3,053.14	701420	543000	WATER SCADA CELLULAR SETUP Capital Outlay	
			CDW GOVERNMENT	AH6RC5N	01/15/2026		020326	630.00
			Invoice: AH6RC5N					
				630.00	701420	543000	ADDITIONAL PHOTOSHOP LICENSES FOR HR Capital Outlay	
			CDW GOVERNMENT	AH7FM1N	01/21/2026	2260123	020326	306.20
			Invoice: AH7FM1N					
				306.20	701420	543000	ANTENNAS Capital Outlay	
CHECK    114023 TOTAL:								
								3,989.34
114024	02/03/2026	PRTD	2539 CITY OF SIMI VALLEY	71035908	01/14/2026		020326	8,642.80
			Invoice: 71035908					
				8,642.80	101001	511000	PURCH WATER 11/10/25-1/13/26 Purch water-Simi Dist#8	
CHECK    114024 TOTAL:								
								8,642.80
114025	02/03/2026	PRTD	15755 CORE & MAIN LP	Y365418	01/12/2026	2260118	020326	4,109.92
			Invoice: Y365418					
				4,109.92	701	132000	AIR FILL VALVES Storeroom & Truck Inventory	
CHECK    114025 TOTAL:								
								4,109.92
114026	02/03/2026	PRTD	6966 CS-ASSOCIATED MUNICIPAL SALES, LL	031795	01/15/2026	2260110	020326	7,683.61
			Invoice: 031795					
				7,683.61	751810	551000	BUTTERFLY VALVE AT TAPIA FILTER BLDG Supplies/Material	
CHECK    114026 TOTAL:								
								7,683.61
114027	02/03/2026	PRTD	2601 DELL COMPUTER CORP.	10856771711	01/08/2026		020326	4,900.25
			Invoice: 10856771711					
				4,900.25	701420	621500	WINDOWS LICENSES FOR WATER SCADA SRVR UPGRADE 2026 System Support and Maintenance	
CHECK    114027 TOTAL:								
								4,900.25
114028	02/03/2026	PRTD	3498 DEPT. OF WATER & POWER - CITY OF	GA83787	01/07/2026		020326	41.67
			Invoice: GA83787					
				41.67	130100	542000	SEWER PERMIT 2/21-3/20/26 Permits and Fees	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 114028 TOTAL:	41.67
114029	02/03/2026	PRTD	30593 DION & SONS, INC	V223552	01/06/2026		020326	698.78
			Invoice: V223552		200.20 GAL RED DYE DIESEL- RANCHO Fuel			751830 541010
			DION & SONS, INC	V223551	01/06/2026		020326	1,392.30
			Invoice: V223551		408 GAL RED DYE DIESEL- RANCHO Fuel			751820 541010
							CHECK 114029 TOTAL:	2,091.08
114030	02/03/2026	PRTD	7257 DIRECTV, INC.	017819005X260116	01/16/2026		020326	1,099.88
			Invoice: 017819005X260116		TV ACCESS FEE 1/15-2/14/26 Outside Services		BSNS SLCT ANNL PLAN	751810 551500
			DIRECTV, INC.	012036139X260123	01/23/2026		020326	859.88
			Invoice: 012036139X260123		TV ACCESS FEE 1/22-2/21/26 Outside Services		BSNS SLCT ANNL PLAN	701002 551500
							CHECK 114030 TOTAL:	1,959.76
114031	02/03/2026	PRTD	30160 DXP ENTERPRISES, INC	55558088	12/23/2025	2260074	020326	9,512.85
			Invoice: 55558088		KSB MIXERS REBUILD PARTS AT TAPIA Supplies/Material			751810 551000
							CHECK 114031 TOTAL:	9,512.85
114032	02/03/2026	PRTD	2658 FEDERAL EXPRESS CORP	9-151-13114	01/23/2026		020326	145.71
			Invoice: 9-151-13114		MAILING TO WECK LABS Other Laboratory Serv			751810 571520
							CHECK 114032 TOTAL:	145.71
114033	02/03/2026	PRTD	2655 FERGUSON WATERWORKS #1089	0067315-2	01/13/2026	2260112	020326	1,612.24
			Invoice: 0067315-2		SPOOLS & WAREHOUSE ITEMS Storeroom & Truck Inventory			701 132000
			FERGUSON WATERWORKS #1089	0067315-1	01/09/2026	2260112	020326	6,134.53
			Invoice: 0067315-1		SPOOLS & WAREHOUSE ITEMS Storeroom & Truck Inventory			701 132000
			FERGUSON WATERWORKS #1089	0067037	01/12/2026	2260108	020326	2,950.28
			Invoice: 0067037		NEPTUNE HPT RECLAIM REGISTERS Supplies/Material			701224 551000
			FERGUSON WATERWORKS #1089	0067315-3	01/22/2026	2260112	020326	180.84



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 114037 TOTAL:	7,986.86
114038	02/03/2026	PRTD	8484 LINDE GAS AND EQUIPMENT INC.	54359423	01/17/2026		020326	826.51
			Invoice: 54359423					
				826.51 751810 551000			WELDING GAS Supplies/Material	
							CHECK 114038 TOTAL:	826.51
114039	02/03/2026	PRTD	30857 DOCUMENT SYSTEMS	IN5182621	01/07/2026		020326	637.85
			Invoice: IN5182621					
				637.85 701420 620500			CANON OVRG 12/7/25-1/6/26 Equip Rental	
							CHECK 114039 TOTAL:	637.85
114040	02/03/2026	PRTD	30922 NORTH HILLS RECYCLING INC.	33198	01/08/2026		020326	1,731.86
			Invoice: 33198					
				1,731.86 751820 541080			120 1/4 INCH WOOD CHIP BULK SUPPLY Amendment	
			Invoice: 33244					
				1,731.86 751820 541080			120 1/4 INCH WOOD CHIP BULK SUPPLY Amendment	1,731.86
			Invoice: 33245					
				1,731.86 751820 541080			120 1/4 INCH WOOD CHIP BULK SUPPLY Amendment	1,731.86
							CHECK 114040 TOTAL:	5,195.58
114041	02/03/2026	PRTD	2302 ODP BUSINESS SOLUTIONS LLC	455730306001	01/13/2026		020326	16.93
			Invoice: 455730306001					
				16.93 701410 620000			SHARPIES Forms, Supplies And Postage	
			Invoice: 455730302001					
				14.90 701410 620000			PENS Forms, Supplies And Postage	14.90
			Invoice: 455730312001					
				6.48 701410 620000			LETTER OPENER Forms, Supplies And Postage	6.48
			Invoice: 455730050001					
				177.73 701410 622000			PLASTIC WALL SIGNS Outside Services	177.73
							CHECK 114041 TOTAL:	216.04

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
114042	02/03/2026	PRTD	30269 PAPER RECYCLING & SHREDDING SPECI	620188	01/14/2026		020326	89.00
			Invoice: 620188				ON SITE DOC SHREDDING 1/14/26 Records Management	
				89.00 701121 623500				
							CHECK 114042 TOTAL:	89.00
114043	02/03/2026	PRTD	30458 PIONEER AMERICAS, LLC (OLIN CORP)	900665509	01/13/2026		020326	9,218.70
			Invoice: 900665509				4,842 GAL SODIUM HYPOCHLORITE Sodium Hypochlorite	
				9,218.70 751810 541014				
							CHECK 114043 TOTAL:	9,218.70
114044	02/03/2026	PRTD	30336 PIPE TEC, INC.	13689	10/23/2025		020326	18,325.00
			Invoice: 13689				REPAIR OF 4" LATERAL 10/23-10/24/25 Outside Services	
				18,325.00 751820 551500				
			PIPE TEC, INC.	15058	09/16/2025		020326	4,634.30
			Invoice: 15058				VIDEO INSPECTION & LOCATING LATERAL 9/16/25 Outside Services	
				4,634.30 751800 551500				
			PIPE TEC, INC.	15059	09/19/2025		020326	2,149.40
			Invoice: 15059				VIDEO INSPECTIONS 9/19/25 Outside Services	
				2,149.40 751800 551500				
							CHECK 114044 TOTAL:	25,108.70
114045	02/03/2026	PRTD	20543 PUBLIC FINANCIAL MANAGEMENT, INC.	140545	01/22/2026		020326	8,192.00
			Invoice: 140545				TRIUNFO JOINT PWR ATHRTY 7/31-11/20/25 Capital Asset Expenses	
				8,192.00 754440 900000				
							CHECK 114045 TOTAL:	8,192.00
114046	02/03/2026	PRTD	17334 PUMP ENGINEERING COMPANY	71476	12/16/2025		020326	2,327.96
			Invoice: 71476				SERVICE AIR COMPRESSOR Outside Services	
				2,327.96 701525 551500				
							CHECK 114046 TOTAL:	2,327.96
114047	02/03/2026	PRTD	2585 J. HARRIS INDUSTRIAL WATER TREATM	2376663	01/15/2026		020326	454.80
			Invoice: 2376663				ANNUAL UV LAMP AND FILTER REPLACEMENT Outside Services	
				454.80 701341 551500				
							CHECK 114047 TOTAL:	454.80

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
114048	02/03/2026	PRTD	30621 RINGCENTRAL, INC.	CD_001329495	01/18/2026		020326	4,438.38
			Invoice: CD_001329495					
			4,438.38	701420	621500		MONTHLY SUBSCRIPTION 1/17/26-2/16/26 System Support and Maintenance	
							CHECK 114048 TOTAL:	4,438.38
114049	02/03/2026	PRTD	20124 RON'S PORTABLE WELDING	7039	01/15/2026		020326	160.00
			Invoice: 7039					
			160.00	101700	551500		WELDING SVCS 1/15/26 Outside Services	
							CHECK 114049 TOTAL:	160.00
114050	02/03/2026	PRTD	30843 RS AMERICAS, INC.	9021608180	01/05/2026		020326	1,041.86
			Invoice: 9021608180					
			1,041.86	751810	551000		UPS FOR NETWORK LS2 Supplies/Material	
			Invoice: 9021621612					
							01/08/2026	571.69
							ETHERNET MODULE FOR VFD Supplies	
			571.69	751750	541000		CHECK 114050 TOTAL:	1,613.55
114051	02/03/2026	PRTD	30020 SOUTHERN CA EDISON	11884/012126	01/21/2026		020326	202,701.14
			Invoice: 11884/012126					
			52.55	101100	540510		OCTOBER-JANUARY 2026 BILLING CREDITS & NET USAGE	
			8,848.63	101101	540510		Energy	
			10,491.63	101102	540510		Energy	
			24,349.09	101103	540510		Energy	
			6,278.66	101104	540510		Energy	
			678.44	101105	540510		Energy	
			1,401.15	101107	540510		Energy	
			5,305.24	101108	540510		Energy	
			334.37	101109	540510		Energy	
			3,433.95	101110	540510		Energy	
			576.06	101112	540510		Energy	
			7,590.65	101113	540510		Energy	
			1,258.00	101114	540510		Energy	
			1,123.23	101115	540510		Energy	
			1,166.18	101116	540510		Energy	
			1,209.15	101117	540510		Energy	
			4,619.96	101118	540510		Energy	
			645.74	101119	540510		Energy	
			2,697.80	101120	540510		Energy	
			707.94	101121	540510		Energy	
			1,169.80	101122	540510		Energy	
			1,983.83	101123	540510		Energy	
			991.91	101124	540510		Energy	
			134.95	101202	540510		Energy	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
							<b>INVOICE DTL DESC</b>	
				219.31 101204	540510			Energy
				19.65 101209	540510			Energy
				18.26 101211	540510			Energy
				22.47 101212	540510			Energy
				28.85 101220	540510			Energy
				12.27 101221	540510			Energy
				34.44 101222	540510			Energy
				19,041.05 101600	540510			Energy
				28.08 101700	540510			Energy
				768.24 102100	540510			Energy
				9,809.76 130100	540510			Energy
				11,585.49 701001	540510			Energy
				245.45 701002	540510			Energy
				37.97 701526	540510			Energy
				166.81 751125	540510			Energy
				26,521.53 751126	540510			Energy
				21.31 751810	678900			005 Discharge
				157.64 751224	540510			Energy
				107,916.76 751810	540510			Energy
				17.53 751820	540510			Energy
				11,802.39 751830	540510			Energy
				108.36 751810	678800			District Sprayfield
				-56,886.49 751101	540511			Energy-Solar
				-8,022.45 751127	540511			Energy-Solar
				-8,022.45 751127	540511			Energy-Solar
						CHECK	114051 TOTAL:	202,701.14
114052	02/03/2026	PRTD	2958 SOUTHERN CALIFORNIA GAS CO (M-bil	06871284003/012326	01/23/2026		020326	16.27
			Invoice: 06871284003/012326				CONDUIT 12/19/25-1/21/26 0 THERMS	
				16.27 101101	540530		Gas	
						CHECK	114052 TOTAL:	16.27
114053	02/03/2026	PRTD	20648 STANTEC CONSULTING SERVICES INC.	2511458	01/20/2026		020326	25,312.25
			Invoice: 2511458				URBAN WATER MANAGEMENT PLAN 11/15-12/19/25	
				25,312.25 701223	651600		Other Professional Serv	
						CHECK	114053 TOTAL:	25,312.25
114054	02/03/2026	PRTD	18641 TECHNICAL SAFETY SERVICES LLC	TSSIN00101157	01/12/2026		020326	2,045.56
			Invoice: TSSIN00101157				CALIBRATION SRV 1/2/2026	
				2,045.56 701341	551500		Outside Services	
			Invoice: TSSIN00103133				020326	425.00
			TECHNICAL SAFETY SERVICES LLC	TSSIN00103133	01/21/2026		CALIBRATION SRV 1/20/2026	
				425.00 701341	551500		Outside Services	

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 114054 TOTAL:	2,470.56
114055	02/03/2026	PRTD	20880 U.S. TELEPACIFIC CORP	188937157-0	01/16/2026		020326	9,452.41
			Invoice: 188937157-0				INTERNET SRV 1/16-2/15/26	
			1,606.91 101300 540520				Telephone	
			472.62 130100 540520				Telephone	
			7,278.36 701420 540520				Telephone	
			94.52 751820 540520				Telephone	
							CHECK 114055 TOTAL:	9,452.41
114056	02/03/2026	PRTD	2325 UNITED RENTALS, INC	251714060-006	01/19/2026		020326	4,189.16
			Invoice: 251714060-006				TRANSFER SWITCH RENTAL	
			4,189.16 751810 551500				Outside Services	
							CHECK 114056 TOTAL:	4,189.16
114057	02/03/2026	PRTD	30386 URBAN WATER INSTITUTE	2167	01/07/2026		020326	10,000.00
			Invoice: 2167				ANNUAL SPONSORSHIP 1/26-12/26	
			10,000.00 701122 660410				Professional Org Sponsorships	
							CHECK 114057 TOTAL:	10,000.00
114058	02/03/2026	PRTD	2780 VALLEY NEWS GROUP	1-15	01/15/2026		020326	250.00
			Invoice: 1-15				DISPLAY AD- FREE COMPOST 1/15/26	
			250.00 751840 660400				Public Education Programs	
							CHECK 114058 TOTAL:	250.00
114059	02/03/2026	PRTD	30056 VERIZON WIRELESS	6132036578	12/26/2025		020326	576.15
			Invoice: 6132036578				WIRELESS SVC 11/27-12/26/25	
			576.15 701224 540520				Telephone	
							CHECK 114059 TOTAL:	576.15
114060	02/03/2026	PRTD	30866 VIKING SCADA LLC	215	01/20/2026		020326	2,115.00
			Invoice: 215				EXT SERIAL RADIOS	
			2,115.00 101100 551000				Supplies/Material	
							CHECK 114060 TOTAL:	2,115.00
114061	02/03/2026	PRTD	2701 GRAINGER	9768097637	01/12/2026		020326	1,518.04
			Invoice: 9768097637				TEST BALL PLUGS	
			1,518.04 701521 572500				Genl Supplies/Small Tools	

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
Invoice: 9758102561			GRAINGER	9758102561	01/02/2026		020326	557.58
		557.58	751820	541000	DETECTOR TUBE Supplies/Material			
					CHECK	114061	TOTAL:	2,075.62
114062	02/03/2026	PRTD	3047 WESCO DISTRIBUTION, INC.	481275	01/13/2026		020326	1,481.63
Invoice: 481275					WALL PACK LED Supplies/Material			
		1,481.63	751810	551000				
					CHECK	114062	TOTAL:	1,481.63
114063	02/03/2026	PRTD	3068 YSI	1185556	01/14/2026	2260115	020326	2,491.33
Invoice: 1185556					EXO OPTICAL DO PROBE Supplies/Material			
		2,491.33	101600	541000				
Invoice: 1185969			YSI	1185969	01/16/2026	2260115	020326	2,299.26
		2,299.26	101600	541000	EXO TURBIDITY PROBE Supplies/Material			
Invoice: 1186721			YSI	1186721	01/21/2026	2260115	020326	2,022.10
		2,022.10	101600	541000	EXO CONDUCTIVITY/TEMP SENSORS, TARIFF CHG Supplies/Material			
					CHECK	114063	TOTAL:	6,812.69
				NUMBER OF CHECKS	54	*** CASH ACCOUNT TOTAL ***		457,737.03
				TOTAL PRINTED CHECKS		COUNT	AMOUNT	
				TOTAL EFT'S		50	429,490.06	
						4	28,246.97	
							*** GRAND TOTAL ***	457,737.03

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2026	8	18													
APP	701-200000			02/03/2026	020326		020326				Accounts Payable			141,892.17	
											AP CASH DISBURSEMENTS JOURNAL				
APP	999-100100			02/03/2026	020326		020326				Cash-General				457,737.03
											AP CASH DISBURSEMENTS JOURNAL				
APP	130-200000			02/03/2026	020326		020326				Accounts Payable			10,722.87	
											AP CASH DISBURSEMENTS JOURNAL				
APP	751-200000			02/03/2026	020326		020326				Accounts Payable			156,898.42	
											AP CASH DISBURSEMENTS JOURNAL				
APP	101-200000			02/03/2026	020326		020326				Accounts Payable			134,399.83	
											AP CASH DISBURSEMENTS JOURNAL				
APP	301-200000			02/03/2026	020326		020326				Accounts Payable			4,863.50	
											AP CASH DISBURSEMENTS JOURNAL				
APP	754-200000			02/03/2026	020326		020326				Accounts Payable			8,192.00	
											AP CASH DISBURSEMENTS JOURNAL				
APP	102-200000			02/03/2026	020326		020326				Accounts Payable			768.24	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			457,737.03	457,737.03
APP	999-207010			02/03/2026	020326		020326				Due to/Due FromInternal Svs			141,892.17	
											Cash-General				141,892.17
APP	701-100100			02/03/2026	020326		020326				Due to/Due FrmSanitation Ops			10,722.87	
											Cash-General				10,722.87
APP	999-201300			02/03/2026	020326		020326				Due to/Due FromJPA Operations			156,898.42	
											Cash-General				156,898.42
APP	130-100100			02/03/2026	020326		020326				Due to/Due Frm Potable Wtr Ops			134,399.83	
											Cash-General				134,399.83
APP	999-207510			02/03/2026	020326		020326				Due to/Due FrmPotable Wtr Repl			4,863.50	
											Cash-General				4,863.50
APP	751-100100			02/03/2026	020326		020326				Due to/Due FromJPA Replacement			8,192.00	
											Cash-General				8,192.00
APP	999-201010			02/03/2026	020326		020326				Due to/Due Frm Rec1 Wtr Ops			768.24	
											Cash-General				768.24
APP	301-100100			02/03/2026	020326		020326				Cash-General				
APP	999-203010			02/03/2026	020326		020326				Cash-General				
APP	101-100100			02/03/2026	020326		020326				Cash-General				
APP	999-207540			02/03/2026	020326		020326				Cash-General				
APP	754-100100			02/03/2026	020326		020326				Cash-General				
APP	999-201020			02/03/2026	020326		020326				Cash-General				
APP	102-100100			02/03/2026	020326		020326				Cash-General				

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
	02/03/2026	020326	020326							
						SYSTEM GENERATED ENTRIES TOTAL			457,737.03	457,737.03
						JOURNAL 2026/08/18 TOTAL			915,474.06	915,474.06

**A/P CASH DISBURSEMENTS JOURNAL**  
**JOURNAL ENTRIES TO BE CREATED**

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2026 8	18	02/03/2026	Cash-General		134,399.83
				Accounts Payable	134,399.83	
				FUND TOTAL	134,399.83	134,399.83
102 Recycled Water Operations 102-100100 102-200000	2026 8	18	02/03/2026	Cash-General		768.24
				Accounts Payable	768.24	
				FUND TOTAL	768.24	768.24
130 Sanitation Operations 130-100100 130-200000	2026 8	18	02/03/2026	Cash-General		10,722.87
				Accounts Payable	10,722.87	
				FUND TOTAL	10,722.87	10,722.87
301 Potable Wtr Replacement Fund 301-100100 301-200000	2026 8	18	02/03/2026	Cash-General		4,863.50
				Accounts Payable	4,863.50	
				FUND TOTAL	4,863.50	4,863.50
701 Internal Service Fund 701-100100 701-200000	2026 8	18	02/03/2026	Cash-General		141,892.17
				Accounts Payable	141,892.17	
				FUND TOTAL	141,892.17	141,892.17
751 JPA Operations 751-100100 751-200000	2026 8	18	02/03/2026	Cash-General		156,898.42
				Accounts Payable	156,898.42	
				FUND TOTAL	156,898.42	156,898.42
754 JPA Replacement 754-100100 754-200000	2026 8	18	02/03/2026	Cash-General		8,192.00
				Accounts Payable	8,192.00	
				FUND TOTAL	8,192.00	8,192.00
999 Pooled Cash 999-100100 999-201010 999-201020 999-201300 999-203010 999-207010	2026 8	18	02/03/2026	Cash-General		457,737.03
				Due to/Due Frm Potable Wtr Ops	134,399.83	
				Due to/Due Frm Recl Wtr Ops	768.24	
				Due to/Due Frm Sanitation Ops	10,722.87	
				Due to/Due Frm Potable Wtr Repl	4,863.50	
				Due to/Due From Internal Svs	141,892.17	

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
999-207510				Due to/Due FromJPA Operations	156,898.42	
999-207540				Due to/Due FromJPA Replacement	8,192.00	
				FUND TOTAL	457,737.03	457,737.03

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		134,399.83
102	Recycled Water Operations		768.24
130	Sanitation Operations		10,722.87
301	Potable Wtr Replacement Fund		4,863.50
701	Internal Service Fund		141,892.17
751	JPA Operations		156,898.42
754	JPA Replacement		8,192.00
999	Pooled Cash		
		457,737.03	
	TOTAL	457,737.03	457,737.03

\*\* END OF REPORT - Generated by Thieu Chau \*\*

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
1054	02/10/2026	EFT	31092 ENTERPRISE FM TRUST	FBN5531449	01/06/2026		021026	1,098.76
			Invoice: FBN5531449				VEHICLE MAINTENANCE MGMT Outside Services	
			1,098.76	701525	551500			
							CHECK      1054 TOTAL:	1,098.76
1055	02/10/2026	EFT	3810 GREATER CONEJO VALLEY CHAMBER OF	254653	01/05/2026		021026	625.00
			Invoice: 254653				ONLINE DIR MBRSHP 3/1/26 - 3/1/27 Dues, Subsc & Memberships	
			625.00	701230	710500			
							CHECK      1055 TOTAL:	625.00
1056	02/10/2026	EFT	20856 INTERNATIONAL PRINTING & TYPESETT	23797-P	01/27/2026	2260134	021026	7,449.00
			Invoice: 23797-P				WATER USE ALERTS POSTAGE Public Education Programs	
			7,449.00	101900	660400			
							CHECK      1056 TOTAL:	7,449.00
1057	02/10/2026	EFT	21659 ONTARIO REFRIGERATION SERVICE, IN	GW35772	01/23/2026		021026	477.46
			Invoice: GW35772				TROUBLESHOOT HVAC ISSUES TAPIA 1/12/26 Outside Services	
			477.46	751810	551500			
							CHECK      1057 TOTAL:	477.46
1058	02/10/2026	EFT	30801 RICHARD FRANK HARASICK	LV007	01/21/2026		021026	9,270.00
			Invoice: LV007				PARTNERING SVCS PWP 1/13/26 Capital Asset Expenses	
			9,270.00	754440	900000			
							CHECK      1058 TOTAL:	9,270.00
1059	02/10/2026	EFT	30670 SYRUS DEVERS ADVOCACY LLC	1144	01/31/2026		021026	6,500.00
			Invoice: 1144				CLIENT SVCS JANUARY 2026 Other Professional Serv	
			6,500.00	751840	651600			
							CHECK      1059 TOTAL:	6,500.00
1060	02/10/2026	EFT	3035 VWR SCIENTIFIC	8820826175	01/22/2026		021026	167.17
			Invoice: 8820826175				IRON CHLORIDE HEXAHYDRATE Supplies/Material	
			167.17	701341	551000			
							CHECK      1060 TOTAL:	167.17
1061	02/10/2026	PRTD	18914 WECK LABORATORIES, INC.	W5L0144	01/09/2026		021026	6,022.25
			Invoice: W5L0144				LAB SAMPLING Other Laboratory Serv	
			122.50	751750	571520			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC				
				1,321.75 751750 571520	Other Laboratory Serv			
				2,799.25 751750 571520	Other Laboratory Serv			
				122.50 751750 571520	Other Laboratory Serv			
				122.50 751750 571520	Other Laboratory Serv			
				1,533.75 751750 571520	Other Laboratory Serv			
Invoice: W5J1045			WECK LABORATORIES, INC.	W5J1045	01/09/2026		021026	8,404.25
				252.50 751750 571520	LAB SAMPLING			
				1,547.75 751750 571520	Other Laboratory Serv			
				2,669.25 751750 571520	Other Laboratory Serv			
				252.50 751750 571520	Other Laboratory Serv			
				1,533.75 751750 571520	Other Laboratory Serv			
				1,643.50 751750 571520	Other Laboratory Serv			
				252.50 751750 571520	Other Laboratory Serv			
				252.50 751750 571520	Other Laboratory Serv			
Invoice: W5L0146			WECK LABORATORIES, INC.	W5L0146	01/09/2026		021026	13,782.56
				830.25 751810 571520	LAB SAMPLING			
				29.25 701341 551500	Other Laboratory Serv			
				544.75 101300 571520	Outside Services			
				959.00 751810 571520	Other Laboratory Serv			
				1,021.60 101300 571520	Other Laboratory Serv			
				5,958.82 751810 571520	Other Laboratory Serv			
				1,103.89 751810 571520	Other Laboratory Serv			
				197.25 101600 571520	Other Laboratory Serv			
				540.00 101300 571520	Other Laboratory Serv			
				126.00 751810 571520	Other Laboratory Serv			
				410.50 101300 571520	Other Laboratory Serv			
				833.00 751810 571520	Other Laboratory Serv			
				357.00 751810 571520	Other Laboratory Serv			
				572.75 751810 571520	Other Laboratory Serv			
				270.50 751810 571520	Other Laboratory Serv			
				28.00 751810 571520	Other Laboratory Serv			
							CHECK 1061 TOTAL:	28,209.06
1062	02/10/2026	PRTD	30387 CINTAS CORPORATION NO. 3	4253112036	12/16/2025		021026	159.68
			Invoice: 4253112036		DECEMBER 2025 UNIFORMS/MATS/TOWELS			
				41.89 101600 551000	Supplies/Material			
				117.79 701999 731600	Uniforms			
Invoice: 4253289878			CINTAS CORPORATION NO. 3	4253289878	12/17/2025		021026	287.46
				109.32 751810 551000	DECEMBER 2025 UNIFORMS/MATS/TOWELS			
				178.14 701999 731600	Supplies/Material			
					Uniforms			
Invoice: 4253461472			CINTAS CORPORATION NO. 3	4253461472	12/18/2025		021026	210.22
				83.66 751820 551000	DECEMBER 2025 UNIFORMS/MATS/TOWELS			
					Supplies/Material			



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
114064	02/10/2026	PRTD	30729 AMAZON CAPITAL SERVICES, INC.	1M3M-4CDR-HFF7	01/23/2026		021026	62.52
			Invoice: 1M3M-4CDR-HFF7	62.52 701525 551000	MINI FIRST AID KIT			
					Supplies/Material			
			Invoice: 1MCF-RJ4C-DNLV	48.92 101100 551000	01/22/2026		021026	48.92
					CABLE & LED MONITOR MODULE			
					Supplies/Material			
			Invoice: 1WGF-99TJ-4PTW	68.91 101100 551000	01/22/2026		021026	68.91
					SOLDERLESS CONNECTOR			
					Supplies/Material			
			Invoice: 1CND-GH6X-NTHX	214.00 701525 551500	01/26/2026		021026	214.00
					TRUCK BED EXTENDER & CAR SEAT COVER			
					Outside Services			
			Invoice: 1M3M-4CDR-9JJ9	264.57 701521 572500	01/22/2026		021026	264.57
					FACILITIES SUPPLIES			
					Genl Supplies/Small Tools			
			Invoice: 14K6-1JYR-W7JQ	262.30 751810 551000	01/14/2026		021026	262.30
					PROGRAMMABLE THERMOSTAT			
					Supplies/Material			
			Invoice: 11TT-YXYW-J94M	932.82 701525 551000	01/27/2026		021026	932.82
					TRUCK BED TONNEAU COVER			
					Supplies/Material			
						CHECK	114064 TOTAL:	1,854.04
114065	02/10/2026	PRTD	30872 AQUATIC INFORMATICS INC.	116422	01/13/2026		021026	3,801.46
			Invoice: 116422	3,801.46 701420 621500	WIMS SUBSCRIPTION RENEWAL 2/1/26-1/31/27			
					System Support and Maintenance			
						CHECK	114065 TOTAL:	3,801.46
114066	02/10/2026	PRTD	30090 ATLAS COPCO COMPRESSORS, LLC	1126007200	01/22/2026		021026	665.00
			Invoice: 1126007200	665.00 701525 551500	TROUBLESHOOT COMPRESSOR ISSUES			
					Outside Services			
						CHECK	114066 TOTAL:	665.00
114067	02/10/2026	PRTD	31085 BURKE, WILLIAMS & SORENSEN, LLP	356705	12/23/2025		021026	7,238.50
			Invoice: 356705	7,238.50 701125 650000	PROFESSIONAL SERVICES THRU 11/30/25			
					Legal Services			
			Invoice: 358485		01/20/2026		021026	13,510.00
					PROFESSIONAL SERVICES THRU 12/31/25			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				13,510.00 701125 650000				
							INVOICE DTL DESC	
							Legal Services	
							CHECK 114067 TOTAL:	20,748.50
114068	02/10/2026	PRTD	2487 CALABASAS CHAMBER OF COMMERCE	7273651	01/28/2026		021026	3,000.00
			Invoice: 7273651				INTERNATIONAL WOMENS DAY SPONSORSHIP 3/4/26	
				3,000.00 701230 660400			Public Education Programs	
							CHECK 114068 TOTAL:	3,000.00
114069	02/10/2026	PRTD	30717 CALIFORNIA AQUASTORE	26-LVMWD-01	02/03/2026		021026	4,800.00
			Invoice: 26-LVMWD-01				CENTRATE TANKS INSPECTION	
				4,800.00 754440 900000			Capital Asset Expenses	
							CHECK 114069 TOTAL:	4,800.00
114070	02/10/2026	PRTD	20655 CANNON CORPORATION	94837	01/20/2026		021026	28,559.50
			Invoice: 94837				TWIN LK, DARDENE, OAKRDG TANK REHAB DECEMBER 2025	
				28,559.50 301440 900000			Capital Asset Expenses	
							CHECK 114070 TOTAL:	41,381.75
							CANNON CORPORATION	
			Invoice: 94836				01/20/2026	8,737.75
				8,737.75 301440 900000			P/R STATION NO. 32 REHAB DECEMBER 2025	
							Capital Asset Expenses	
							CHECK 114070 TOTAL:	41,381.75
							CANNON CORPORATION	
			Invoice: 94682				12/22/2025	4,084.50
				4,084.50 301440 900000			TWIN LK, DARDENE, OAKRDG TANK REHAB NOVEMBER 2025	
							Capital Asset Expenses	
							CHECK 114070 TOTAL:	41,381.75
114071	02/10/2026	PRTD	19270 COMMUNICATIONS RELAY, LLC	61848	02/01/2026		021026	1,140.76
			Invoice: 61848				CASTRO PEAK FEBRUARY 2026	
				1,140.76 701420 540520			Telephone	
							CHECK 114071 TOTAL:	1,140.76
114072	02/10/2026	PRTD	3790 COUNTY OF LA - AUDITOR CONTROLLER	00111/2026	12/16/2025		021026	933.75
			Invoice: 00111/2026				BRIDGE RENT '26 @ TRNF CRK, MULHLND & TO BLVD	
				560.05 751800 542000			Permits and Fees	
				373.70 101300 542000			Permits and Fees	
							CHECK 114072 TOTAL:	933.75
114073	02/10/2026	PRTD	30477 COUNTY OF VENTURA	2025041-010826	01/08/2026		021026	3,125.44
			Invoice: 2025041-010826				PWP ENCROACHMENT PERMIT APPLICATION/REVIEW	
				3,125.44 754440 900000			Capital Asset Expenses	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK 114073 TOTAL: 3,125.44								
114074	02/10/2026	PRTD	16364 DOANE AND HARTWIG WATER SYSTEMS,	I2026-0024	01/13/2026		021026	1,710.23
			Invoice: I2026-0024	1,710.23 751810 541000	REAGENT CRUSH TUBES Supplies/Material			
			Invoice: I2026-0121	DOANE AND HARTWIG WATER SYSTEMS, I2026-0121	01/28/2026		021026	1,376.58
				1,376.58 101600 541000	REPLACE/REPAIR PARTS -TORCHWD TANK OUTLET ANALYZER Supplies/Material			
CHECK 114074 TOTAL: 3,086.81								
114075	02/10/2026	PRTD	30593 DION & SONS, INC	V223578	01/08/2026		021026	5,718.48
			Invoice: V223578	5,718.48 101600 541010	1699.20 GAL RED DYE DIESEL- WESTLAKE Fuel			
CHECK 114075 TOTAL: 5,718.48								
114076	02/10/2026	PRTD	19397 FIRST CHOICE SERVICES (DAIOHS USA SF-1006385		01/23/2026		021026	73.63
			Invoice: SF-1006385	73.63 701410 620000	JANUARY 2026 COFFEE SRVC - WLK Forms, Supplies And Postage			
			Invoice: SF-1009695	FIRST CHOICE SERVICES (DAIOHS USA SF-1009695	01/27/2026		021026	83.16
				83.16 701410 620000	JANUARY 2026 COFFEE SRVC - RLV Forms, Supplies And Postage			
			Invoice: SF-1009696	FIRST CHOICE SERVICES (DAIOHS USA SF-1009696	01/27/2026		021026	133.40
				133.40 701410 620000	JANUARY 2026 COFFEE SRVC - TAPIA Forms, Supplies And Postage			
			Invoice: SF-1009693	FIRST CHOICE SERVICES (DAIOHS USA SF-1009693	01/27/2026		021026	279.14
				279.14 701410 620000	JANUARY 2026 COFFEE SRVC - HQ Forms, Supplies And Postage			
			Invoice: SF-1009694	FIRST CHOICE SERVICES (DAIOHS USA SF-1009694	01/27/2026		021026	67.00
				67.00 701410 620000	JANUARY 2026 COFFEE SRVC - OPS Forms, Supplies And Postage			
CHECK 114076 TOTAL: 636.33								
114077	02/10/2026	PRTD	6770 G.I. INDUSTRIES	3192063-0283-2	02/01/2026		021026	123.72
			Invoice: 3192063-0283-2	123.72 751820 551800	DISP RLV FARM FEBRUARY 2026 Building Maintenance			
			Invoice: 3192064-0283-0	G.I. INDUSTRIES 3192064-0283-0	02/01/2026		021026	123.72
				123.72 751830 551500	DISP RLV FARM FEBRUARY 2026 Outside Services			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
Invoice: 3192065-0283-7			G.I. INDUSTRIES	3192065-0283-7	02/01/2026		021026	1,025.30
				338.35 701001 551500	DISP HQ & SHOP FEBRUARY 2026			
				686.95 701002 551500	Outside Services			
					Outside Services			
					CHECK		114077 TOTAL:	1,272.74
114078	02/10/2026	PRTD	10102 INFOSEND INC.	303005	01/22/2026		021026	180.14
			Invoice: 303005		VGN BACKER			
				180.14 701221 622000	Outside Services			
					CHECK		114078 TOTAL:	180.14
114079	02/10/2026	PRTD	4144 INTERSTATE BATTERY SYSTEMS	2015399	12/22/2025		021026	154.72
			Invoice: 2015399		BATTERY FOR PONTOON BOAT #959			
				154.72 701525 551000	Supplies/Material			
					CHECK		114079 TOTAL:	154.72
114080	02/10/2026	PRTD	21197 JACOBS ENGINEERING GROUP INC.	W9Y31200-056	01/24/2026		021026	165,312.53
			Invoice: W9Y31200-056		PWP ADVISOR SRV 11/29-12/26/25			
				165,312.53 754440 900000	Capital Asset Expenses			
					CHECK		114080 TOTAL:	165,312.53
114081	02/10/2026	PRTD	3038 LARRY WALKER & ASSOC	00532.04-22	01/12/2026		021026	552.50
			Invoice: 00532.04-22		RW ENG REPORT UPDATE SVCS DECEMBER 2025			
				552.50 102100 551500	Outside Services			
					CHECK		114081 TOTAL:	552.50
114082	02/10/2026	PRTD	2789 LIEBERT CASSIDY WHITMORE	313841	12/31/2025		021026	1,020.50
			Invoice: 313841		LEGAL SERVICES			
				1,020.50 701125 650000	Legal Services			
			Invoice: 313842		LEGAL SERVICES			
			LIEBERT CASSIDY WHITMORE	313842	12/31/2025		021026	70.00
				70.00 701125 650000	Legal Services			
					CHECK		114082 TOTAL:	1,090.50
114083	02/10/2026	PRTD	8484 LINDE GAS AND EQUIPMENT INC.	54450190	01/22/2026		021026	58.27
			Invoice: 54450190		CYLINDER RENTAL 12/20/25-1/20/26			
				58.27 101100 541000	Supplies/Material			

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

		INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL	DESC			
			CHECK	114083	TOTAL:	58.27
114084	02/10/2026 PRTD	30882 MNRO HOLDINGS, LLC	205777	08/01/2025	021026	133.91
	Invoice: 205777		133.91 701525 551500	SERVICE VEHICLE #903 Outside Services		
	Invoice: 205830	MNRO HOLDINGS, LLC	205830	08/04/2025	021026	108.17
			108.17 701525 551500	SERVICE VEHICLE #966 Outside Services		
	Invoice: 205880	MNRO HOLDINGS, LLC	205880	08/07/2025	021026	424.99
			424.99 701525 551500	SERVICE VEHICLE #926 Outside Services		
	Invoice: 205987	MNRO HOLDINGS, LLC	205987	08/14/2025	021026	926.95
			926.95 701525 551500	SERVICE VEHICLE #817 Outside Services		
	Invoice: 206226	MNRO HOLDINGS, LLC	206226	08/29/2025	021026	844.49
			844.49 701525 551500	SERVICE VEHICLE #956 Outside Services		
	Invoice: 206389	MNRO HOLDINGS, LLC	206389	09/08/2025	021026	134.84
			134.84 701525 551500	SERVICE VEHICLE #923 Outside Services		
	Invoice: 206395	MNRO HOLDINGS, LLC	206395	09/09/2025	021026	133.91
			133.91 701525 551500	SERVICE VEHICLE #943 Outside Services		
	Invoice: 206427	MNRO HOLDINGS, LLC	206427	09/11/2025	021026	124.47
			124.47 701525 551500	SERVICE VEHICLE #954 Outside Services		
	Invoice: 206443	MNRO HOLDINGS, LLC	206443	09/12/2025	021026	147.58
			147.58 701525 551500	SERVICE VEHICLE #901 Outside Services		
	Invoice: 206452	MNRO HOLDINGS, LLC	206452	09/12/2025	021026	124.47
			124.47 701525 551500	SERVICE VEHICLE #929 Outside Services		
	Invoice: 206486	MNRO HOLDINGS, LLC	206486	09/15/2025	021026	134.84
			134.84 701525 551500	SERVICE VEHICLE #920 Outside Services		
	Invoice: 206585	MNRO HOLDINGS, LLC	206585	09/22/2025	021026	109.65
			109.65 701525 551500	SERVICE VEHICLE #937 Outside Services		
		MNRO HOLDINGS, LLC	206806	10/07/2025	021026	320.76



**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 207630				165.05 701525 551500				
					INVOICE DTL DESC			
					SERVICE VEHICLE #969 Outside Services			
Invoice: 207687			MNRO HOLDINGS, LLC	207687	12/08/2025		021026	97.20
				97.20 701525 551500				
					SERVICE VEHICLE #966 Outside Services			
Invoice: 207704			MNRO HOLDINGS, LLC	207704	12/09/2025		021026	124.47
				124.47 701525 551500				
					SERVICE VEHICLE #957 Outside Services			
Invoice: 207718			MNRO HOLDINGS, LLC	207718	12/10/2025		021026	124.47
				124.47 701525 551500				
					SERVICE VEHICLE #955 Outside Services			
Invoice: 207785			MNRO HOLDINGS, LLC	207785	12/15/2025		021026	139.29
				139.29 701525 551500				
					SERVICE VEHICLE #962 Outside Services			
Invoice: 208283			MNRO HOLDINGS, LLC	208283	01/20/2026		021026	139.29
				139.29 701525 551500				
					SERVICE VEHICLE #976 Outside Services			
Invoice: 208285			MNRO HOLDINGS, LLC	208285	01/20/2026		021026	512.48
				512.48 701525 551500				
					SERVICE VEHICLE #931 Outside Services			
					CHECK		114084 TOTAL:	9,464.86
114085	02/10/2026	PRTD	2302 ODP BUSINESS SOLUTIONS LLC	454116421001	01/23/2026		021026	36.54
			Invoice: 454116421001					
				36.54 751810 541000				
					VERBATIM DVD-R Supplies/Material			
Invoice: 454116419001			ODP BUSINESS SOLUTIONS LLC	454116419001	01/26/2026		021026	240.59
				240.59 751810 541000				
					BINDERS Supplies/Material			
					CHECK		114085 TOTAL:	277.13
114086	02/10/2026	PRTD	30537 OSTS INC	66802	12/01/2025		021026	4,275.00
			Invoice: 66802					
				4,275.00 701125 680000				
					FORKLIFT TRAINING 12/11/25 & 1/7/26 & 1/14/26 Safety			
					CHECK		114086 TOTAL:	4,275.00
114087	02/10/2026	PRTD	18874 PACIFIC HYDROTECH CORPORATION	10655/PMT#12	01/14/2026		021026	417,983.99
			Invoice: 10655/PMT#12					
				417,983.99 301440 900000				
					CORNELL P/S IMPROVEMENTS DECEMBER 2025 Capital Asset Expenses			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC			
					CHECK	114087	TOTAL:	417,983.99
114088	02/10/2026	PRTD	30269 PAPER RECYCLING & SHREDDING SPECI	611842	09/23/2025		021026	68.00
Invoice: 611842				68.00 701121 623500	ON SITE DOC SHREDDING 9/23/25			
					Records Management			
			PAPER RECYCLING & SHREDDING SPECI	620189	01/14/2026		021026	68.00
Invoice: 620189				68.00 701121 623500	ON SITE DOC SHREDDING 1/14/26			
					Records Management			
					CHECK	114088	TOTAL:	136.00
114089	02/10/2026	PRTD	30458 PIONEER AMERICAS, LLC (OLIN CORP)	90066622	01/15/2026		021026	9,169.20
Invoice: 90066622				9,169.20 751810 541014	4,816 GAL SODIUM HYPOCHLORITE			
					Sodium Hypochlorite			
			PIONEER AMERICAS, LLC (OLIN CORP)	900671314	01/27/2026		021026	9,256.78
Invoice: 900671314				9,256.78 751810 541014	4,862 GAL SODIUM HYPOCHLORITE			
					Sodium Hypochlorite			
			PIONEER AMERICAS, LLC (OLIN CORP)	900669402	01/22/2026		021026	9,203.47
Invoice: 900669402				9,203.47 751810 541014	4,834 GAL SODIUM HYPOCHLORITE			
					Sodium Hypochlorite			
					CHECK	114089	TOTAL:	27,629.45
114090	02/10/2026	PRTD	30336 PIPE TEC, INC.	13679	09/04/2025		021026	5,205.54
Invoice: 13679				5,205.54 751700 551500	CLEANED WET WELLS AT LIFT STATIONS 9/4/25			
					Outside Services			
			PIPE TEC, INC.	14096	08/27/2025		021026	5,817.09
Invoice: 14096				5,817.09 751800 551500	CLEANING/CLEARING SIPHON 8/27/25			
					Outside Services			
			PIPE TEC, INC.	14887	08/22/2025		021026	6,252.45
Invoice: 14887				6,252.45 751820 551500	LOCATED 4-INCH LINE AT RANCHO PROPERTY			
					Outside Services			
			PIPE TEC, INC.	13687	10/22/2025		021026	7,578.63
Invoice: 13687				7,578.63 751800 551500	CLEANED OUT DEBRIS CHAMBER AND SIPHON 10/22/25			
					Outside Services			
			PIPE TEC, INC.	15125	12/17/2025		021026	8,315.01
Invoice: 15125				8,315.01 751820 551500	CLEAN CATCH BASIN AND SEPARATORS 12/17/25			
					Outside Services			
			PIPE TEC, INC.	15311	12/19/2025		021026	3,892.90
Invoice: 15311				3,892.90 130100 551500	SEWER LINE CLEANING & INSPECTION 12/19/25			
					Outside Services			

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
Invoice: 13697			PIPE TEC, INC.	13697	12/18/2025		021026	4,542.01
		4,542.01	130100	551500	SEWER LINE CLEANING & INSPECTION Outside Services		12/18/25	
					CHECK	114090	TOTAL:	41,603.63
114091	02/10/2026	PRTD	9259 ROCK N ROLL-OFF, INC	455456	01/23/2026		021026	1,894.27
Invoice: 455456				1,894.27	751830	541500	20 YD P/U 1/23/26 Outside Services	
					CHECK	114091	TOTAL:	1,894.27
114092	02/10/2026	PRTD	30268 SEDGWICK CLAIMS MANAGEMANET SERVI	400000273485	12/12/2025		021026	9,454.00
Invoice: 400000273485				9,454.00	701125	713520	PROGRAM MGMT 10/1/25-9/30/26 Liability Insurance	
					CHECK	114092	TOTAL:	9,454.00
114093	02/10/2026	PRTD	2952 SHI INTERNATIONAL CORP	B20635308	12/22/2025	2260105	021026	10,903.72
Invoice: B20635308				10,903.72	701420	621500	SQL SERVER 2022 LICENCE System Support and Maintenance	
					CHECK	114093	TOTAL:	10,903.72
114094	02/10/2026	PRTD	2957 SOUTHERN CALIFORNIA EDISON (M-BIL 57161/012326	57161/012326	01/23/2026		021026	53,798.28
Invoice: 57161/012326				53,798.28	751820	540510	RLV COMPOST PLNT 12/23/25-1/22/26 285,812 KH Energy	
					CHECK	114094	TOTAL:	53,798.28
114095	02/10/2026	PRTD	2969 LOS ANGELES REGIONAL QUALITY CONT NO. 25-047	AWPF	01/21/2026		021026	3,672.00
Invoice: NO. 25-047			AWPF	3,672.00	754440	900000	FILE NO.25-047 AWPF PURE WATER PRJC LV-TRIUNFO Capital Asset Expenses	
					CHECK	114095	TOTAL:	3,672.00
114096	02/10/2026	PRTD	30534 TAIT ENVIRONMENTAL SERVICES, INC.	000000968769	01/15/2026		021026	205.00
Invoice: 000000968769				205.00	701525	551500	INSPECTION 12/10/25 Outside Services	
					CHECK	114096	TOTAL:	205.00

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
114097	02/10/2026	PRTD	5736 TW ASSOCIATES LLC	61057B47424	01/16/2026		021026	3,416.89
			Invoice: 61057B47424					
				3,416.89	751810	551000		
							HOSE TUBE AND ROTOR Supplies/Material	
							CHECK	114097 TOTAL: 3,416.89
114098	02/10/2026	PRTD	30386 URBAN WATER INSTITUTE	2212	01/26/2026		021026	695.00
			Invoice: 2212					
				695.00	701121	683000		
							SPRING CONFERENCE 2/25/26 Training & Professional Devel	
							CHECK	114098 TOTAL: 695.00
114099	02/10/2026	PRTD	30056 VERIZON WIRELESS	6134540086	01/26/2026		021026	576.15
			Invoice: 6134540086					
				576.15	701224	540520		
							WIRELESS SVC 12/27/25-1/26/26 Telephone	
							CHECK	114099 TOTAL: 576.15
114100	02/10/2026	PRTD	2701 GRAINGER	9771178150	01/14/2026		021026	284.58
			Invoice: 9771178150					
				284.58	751820	551000		
							ELECTRICAL TAPE Supplies/Material	
			GRAINGER	9771520070	01/14/2026		021026	109.64
			Invoice: 9771520070					
				109.64	701224	551000		
							CLIP-ON BALL FOOT AIR CHUCK Supplies/Material	
							CHECK	114100 TOTAL: 394.22
114101	02/10/2026	PRTD	3025 WATER & SANITATION SRV./VENTURA C	3127369	01/28/2026		021026	27,678.32
			Invoice: 3127369					
				27,678.32	101001	510500		
							PURCHASED WATER 12/16/25-1/20/26 Purch water-Ventura County	
							CHECK	114101 TOTAL: 27,678.32
114102	02/10/2026	PRTD	8510 WORK BOOT WAREHOUSE	2-2-1040513	01/10/2026		021026	240.35
			Invoice: 2-2-1040513					
				240.35	701222	623000		
							SAFETY FOOTWEAR J. HEATON Safety Equipment	
			WORK BOOT WAREHOUSE	2-2-1040483	01/09/2026		021026	275.00
			Invoice: 2-2-1040483					
				275.00	701331	623000		
							SAFETY FOOTWEAR M. MAGANA Safety Equip	
			WORK BOOT WAREHOUSE	2-2-1040466	01/08/2026		021026	207.43
			Invoice: 2-2-1040466					
				207.43	701226	623000		
							SAFETY FOOTWEAR R. ALVAREZ Safety Equip	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				<b>INVOICE DTL DESC</b>				
Invoice: 2-2-1040443		WORK	BOOT WAREHOUSE	2-2-1040443	01/07/2026		021026	275.00
				275.00 701331 623000	SAFETY FOOTWEAR K. KUHLMAN Safety Equip			
Invoice: 2-2-1040442		WORK	BOOT WAREHOUSE	2-2-1040442	01/07/2026		021026	275.00
				275.00 701226 623000	SAFETY FOOTWEAR C. GILMER Safety Equip			
Invoice: 2-2-1040628		WORK	BOOT WAREHOUSE	2-2-1040628	01/16/2026		021026	275.00
				275.00 701521 623000	SAFETY FOOTWEAR I. CABRERA Safety Equipment			
Invoice: 2-2-1040629		WORK	BOOT WAREHOUSE	2-2-1040629	01/16/2026		021026	275.00
				275.00 701521 623000	SAFETY FOOTWEAR A. BAUTISTA Safety Equipment			
Invoice: 2-2-1040760		WORK	BOOT WAREHOUSE	2-2-1040760	01/16/2026		021026	275.00
				275.00 701322 623000	SAFETY FOOTWEAR A. ARENAS Safety Equip			
							CHECK 114102 TOTAL:	2,097.78
114103 02/10/2026 PRTD		3068	YSI	1184872	01/12/2026	2260115	021026	11,643.38
Invoice: 1184872				11,643.38 101600 541000	WATER QUALITY MONITORING EQUIP Supplies/Material			
Invoice: 1185335			YSI	1185335	01/14/2026	2260115	021026	8,785.49
				8,785.49 101600 541000	EX02 SONDE Supplies/Material			
							CHECK 114103 TOTAL:	20,428.87
				NUMBER OF CHECKS	49	*** CASH ACCOUNT TOTAL ***		952,469.78
				TOTAL PRINTED CHECKS	COUNT	AMOUNT		
				TOTAL EFT'S	42	926,882.39		
					7	25,587.39		
							*** GRAND TOTAL ***	952,469.78

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2026	8	111													
APP	701-200000			02/10/2026	021026		021026				Accounts Payable			75,389.52	
											AP CASH DISBURSEMENTS JOURNAL				
APP	999-100100			02/10/2026	021026		021026				Cash-General				952,469.78
											AP CASH DISBURSEMENTS JOURNAL				
APP	101-200000			02/10/2026	021026		021026				Accounts Payable			66,082.71	
											AP CASH DISBURSEMENTS JOURNAL				
APP	751-200000			02/10/2026	021026		021026				Accounts Payable			156,464.43	
											AP CASH DISBURSEMENTS JOURNAL				
APP	754-200000			02/10/2026	021026		021026				Accounts Payable			186,179.97	
											AP CASH DISBURSEMENTS JOURNAL				
APP	301-200000			02/10/2026	021026		021026				Accounts Payable			459,365.74	
											AP CASH DISBURSEMENTS JOURNAL				
APP	102-200000			02/10/2026	021026		021026				Accounts Payable			552.50	
											AP CASH DISBURSEMENTS JOURNAL				
APP	130-200000			02/10/2026	021026		021026				Accounts Payable			8,434.91	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			952,469.78	952,469.78
APP	999-207010			02/10/2026	021026		021026				Due to/Due FromInternal Svs			75,389.52	
											Cash-General				75,389.52
APP	701-100100			02/10/2026	021026		021026				Due to/Due Frm Potable Wtr Ops			66,082.71	
											Cash-General				66,082.71
APP	999-201010			02/10/2026	021026		021026				Due to/Due FromJPA Operations			156,464.43	
											Cash-General				156,464.43
APP	101-100100			02/10/2026	021026		021026				Due to/Due FromJPA Replacement			186,179.97	
											Cash-General				186,179.97
APP	999-207510			02/10/2026	021026		021026				Due to/Due FrmPotable Wtr Repl			459,365.74	
											Cash-General				459,365.74
APP	751-100100			02/10/2026	021026		021026				Due to/Due Frm Recl Wtr Ops			552.50	
											Cash-General				552.50
APP	999-207540			02/10/2026	021026		021026				Due to/Due FrmSanitation Ops			8,434.91	
											Cash-General				8,434.91
APP	754-100100			02/10/2026	021026		021026								
APP	999-203010			02/10/2026	021026		021026								
APP	301-100100			02/10/2026	021026		021026								
APP	999-201020			02/10/2026	021026		021026								
APP	102-100100			02/10/2026	021026		021026								
APP	999-201300			02/10/2026	021026		021026								
APP	130-100100														

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
	02/10/2026	021026	021026							
SYSTEM GENERATED ENTRIES TOTAL									952,469.78	952,469.78
JOURNAL 2026/08/111 TOTAL									1,904,939.56	1,904,939.56

**A/P CASH DISBURSEMENTS JOURNAL**  
**JOURNAL ENTRIES TO BE CREATED**

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2026 8	111	02/10/2026	Cash-General Accounts Payable	66,082.71	66,082.71
FUND TOTAL					66,082.71	66,082.71
102 Recycled Water Operations 102-100100 102-200000	2026 8	111	02/10/2026	Cash-General Accounts Payable	552.50	552.50
FUND TOTAL					552.50	552.50
130 Sanitation Operations 130-100100 130-200000	2026 8	111	02/10/2026	Cash-General Accounts Payable	8,434.91	8,434.91
FUND TOTAL					8,434.91	8,434.91
301 Potable Wtr Replacement Fund 301-100100 301-200000	2026 8	111	02/10/2026	Cash-General Accounts Payable	459,365.74	459,365.74
FUND TOTAL					459,365.74	459,365.74
701 Internal Service Fund 701-100100 701-200000	2026 8	111	02/10/2026	Cash-General Accounts Payable	75,389.52	75,389.52
FUND TOTAL					75,389.52	75,389.52
751 JPA Operations 751-100100 751-200000	2026 8	111	02/10/2026	Cash-General Accounts Payable	156,464.43	156,464.43
FUND TOTAL					156,464.43	156,464.43
754 JPA Replacement 754-100100 754-200000	2026 8	111	02/10/2026	Cash-General Accounts Payable	186,179.97	186,179.97
FUND TOTAL					186,179.97	186,179.97
999 Pooled Cash 999-100100 999-201010 999-201020 999-201300 999-203010 999-207010	2026 8	111	02/10/2026	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due Frm Recl Wtr Ops Due to/Due Frm Sanitation Ops Due to/Due Frm Potable Wtr Repl Due to/Due From Internal Svs	66,082.71 552.50 8,434.91 459,365.74 75,389.52	952,469.78

## A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
999-207510				Due to/Due FromJPA Operations	156,464.43	
999-207540				Due to/Due FromJPA Replacement	186,179.97	
				FUND TOTAL	952,469.78	952,469.78

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		66,082.71
102	Recycled Water Operations		552.50
130	Sanitation Operations		8,434.91
301	Potable Wtr Replacement Fund		459,365.74
701	Internal Service Fund		75,389.52
751	JPA Operations		156,464.43
754	JPA Replacement		186,179.97
999	Pooled Cash		
		952,469.78	
	TOTAL	952,469.78	952,469.78

\*\* END OF REPORT - Generated by Thieu Chau \*\*

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
114104	02/17/2026	PRTD	2869 AT&T	CWO NO.47544	02/09/2026		021726B	500.00
			Invoice: CWO NO.47544					
				500.00 754440	900000			
				INVOICE DTL DESC				
				FEE FOR COST ESTIMATE PWP CONDUIT INFSTRUCTURE				
				Capital Asset Expenses				
						CHECK	114104 TOTAL:	500.00
114105	02/17/2026	PRTD	30600 CALIFORNIA DEPARTMENT OF FISH AND	EPIMS-LAN-59266A	01/29/2026		021726B	5,623.75
			Invoice: EPIMS-LAN-59266A					
				5,623.75 754440	900000			
				EPIMS-VEN64163 FEE FOR STREAMBED ALTERATION PWP				
				Capital Asset Expenses				
						CHECK	114105 TOTAL:	5,623.75
				NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***		6,123.75
				TOTAL PRINTED CHECKS		COUNT	AMOUNT	
						2	6,123.75	
						*** GRAND TOTAL ***		6,123.75

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
					EFF	DATE				LINE	DESC				
2026	8	291													
APP	754-200000				02/17/2026	021726B	021726			Accounts Payable				6,123.75	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100				02/17/2026	021726B	021726			Cash-General					6,123.75
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				6,123.75	6,123.75
APP	999-207540				02/17/2026	021726B	021726			Due to/Due FromJPA Replacement				6,123.75	
APP	754-100100				02/17/2026	021726B	021726			Cash-General					6,123.75
										SYSTEM GENERATED ENTRIES TOTAL				6,123.75	6,123.75
										JOURNAL 2026/08/291 TOTAL				12,247.50	12,247.50

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
754	JPA Replacement 754-100100 754-200000	2026	8	291	02/17/2026	Cash-General Accounts Payable		6,123.75
						FUND TOTAL	6,123.75	6,123.75
999	Pooled Cash 999-100100 999-207540	2026	8	291	02/17/2026	Cash-General Due to/Due From JPA Replacement	6,123.75	6,123.75
						FUND TOTAL	6,123.75	6,123.75

**A/P CASH DISBURSEMENTS JOURNAL**  
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
754	JPA Replacement		6,123.75
999	Pooled Cash	6,123.75	
TOTAL		6,123.75	6,123.75

\*\* END OF REPORT - Generated by Thieu Chau \*\*

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
1065	02/17/2026	EFT	30314 ALLIANCE SOURCE TESTING LLC	INV6738712	01/26/2026		021726	1,450.00
			Invoice: INV6738712					
				1,450.00	751820	571520	JANUARY 2026 SAMPLING Other Laboratory Serv	
							CHECK 1065 TOTAL:	1,450.00
1066	02/17/2026	EFT	2654 FAMCON PIPE	S100172248.003	02/04/2026	2260137	021726	3,336.40
			Invoice: S100172248.003					
				3,336.40	701	132000	CONSTRUCTION ITEMS Storeroom & Truck Inventory	
			Invoice: S100172248.001					
				8,474.90	701	132000	CONSTRUCTION ITEMS Storeroom & Truck Inventory	8,474.90
			Invoice: S100171342.002					
				5,124.78	701	132000	METER COUPLINGS Storeroom & Truck Inventory	5,124.78
			Invoice: S100172983.001					
				760.07	701	132000	CLA-VAL DISCS Storeroom & Truck Inventory	760.07
							CHECK 1066 TOTAL:	17,696.15
1067	02/17/2026	EFT	19548 GRM INFORMATION MANAGEMENT SERVIC	0545771	01/31/2026		021726	460.48
			Invoice: 0545771					
				460.48	701121	623500	FEBRUARY 2026 RECORD STORAGE Records Management	
							CHECK 1067 TOTAL:	460.48
1068	02/17/2026	EFT	21659 ONTARIO REFRIGERATION SERVICE, IN	GW35767	01/23/2026		021726	5,454.85
			Invoice: GW35767					
				5,454.85	701001	551500	REPLC HT WTR RECIRC PMP MTR BLDG#8 1/13 & 1/15/26 Outside Services	
			Invoice: GW35502					
				1,957.00	701001	551500	REPLACE VAV 40 BLDG #8 1/13/26 Outside Services	1,957.00
			Invoice: GW35740					
				665.46	701001	551500	TROUBLESHOOT VAV 49 BLDG#8 1/12/26 Outside Services	665.46
			Invoice: GW35579					
				3,588.00	701001	551500	REPLACE VAV 40 BLDG#8 1/13/26 Outside Services	3,588.00
							CHECK 1068 TOTAL:	11,665.31

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
1069	02/17/2026	EFT	20779 SAND MATERIALS & AGGREGATE SALES, 94582	94582	01/28/2026		021726	2,131.26
			Invoice: 94582	2,131.26 101700 551000	20.42 TNS ROCK, 15 TNS AGGREGATE Supplies/Material			
					CHECK		1069 TOTAL:	2,131.26
1070	02/17/2026	EFT	31096 SEDNA CONSULTING GROUP INC.	01302026LVMWD	01/30/2026		021726	18,460.00
			Invoice: 01302026LVMWD	18,460.00 701420 651600	AI STRATEGY CONSULTING SVCS - PHASE 1 Other Professional Serv			
					CHECK		1070 TOTAL:	18,460.00
1071	02/17/2026	EFT	14479 STEPHEN J. BIGILEN	1-23-26	01/23/2026		021726	770.00
			Invoice: 1-23-26	770.00 751840 651600	VIDEO SRV- JPA MTGS JANUARY 2026 Other Professional Serv			
			Invoice: 1-25-26	1,540.00 701112 651600	VIDEO SRV- LV MTGS JANUARY 2026 Other Professional Serv			
			Invoice: 2-5-26	60.00 701112 651600	VIDEO SRV- LV MTGS JANUARY 2026 Other Professional Serv			
			Invoice: 2-5-26A	30.00 751840 651600	VIDEO SRV- JPA MTGS JANUARY 2026 Other Professional Serv			
					CHECK		1071 TOTAL:	2,400.00
1072	02/17/2026	EFT	30536 UNIVAR SOLUTIONS INC.	53614703	01/19/2026		021726	3,120.19
			Invoice: 53614703	3,120.19 751820 541000	2,843 LBS CITRIC ACID Supplies/Material			
					CHECK		1072 TOTAL:	3,120.19
1073	02/17/2026	EFT	3035 VWR SCIENTIFIC	8820863265	01/28/2026		021726	141.05
			Invoice: 8820863265	141.05 701341 551000	POTASSIUM SULFATE Supplies/Material			
			Invoice: 8819834268	1,315.42 701341 551000	FILTRATION ASSEMBLY Supplies/Material			
			Invoice: 8820894951	-1,315.42 701341 551000	CREDIT MEMO FOR INV#8819834268 Supplies/Material			

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CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
			CHECK	1073 TOTAL: 141.05
1074 02/17/2026 EFT 30388 WATERWISE CONSULTING, INC 9087	01/31/2026		021726	20,936.61
Invoice: 9087			CUSTOMER EVALS JANUARY 2026	
20,936.61 101800 670900			Res. ET Irrigation Controller	
			CHECK	1074 TOTAL: 20,936.61
1075 02/17/2026 PRTD 2727 IDEXX LABORATORIES 3193432622	02/02/2026		021726	3,760.94
Invoice: 3193432622			COLILERT, QUANTITRAY COMPARATOR	
3,760.94 701341 551000			Supplies/Material	
			CHECK	1075 TOTAL: 3,760.94
1076 02/17/2026 PRTD 2814 MCMaster-CARR SUPPLY CO 58847303	01/28/2026		021726	192.13
Invoice: 58847303			EXTENSION CORD & MASONRY DRILL	
192.13 701002 551000			Supplies/Material	
Invoice: 58696123	01/26/2026		021726	132.07
132.07 101600 541000			PANEL PLUGS, JAR, & BALL BEARING	
Invoice: 58776179	01/27/2025		021726	189.02
189.02 751820 551000			TAP CONNECTORS	
			Supplies/Material	
			CHECK	1076 TOTAL: 513.22
1077 02/17/2026 PRTD 30619 LLOYD'S PLUMBING, INC. 202634630	01/05/2026		021726	906.69
Invoice: 202634630			CLEAR DRAIN LINE 1/5/26	
906.69 751820 551500			Outside Services	
			CHECK	1077 TOTAL: 906.69
114106 02/17/2026 PRTD 30485 ADS CORP 22085-0126	01/17/2026		021726	3,698.00
Invoice: 22085-0126			SEWER FLOW MONITORING JANUARY 2026	
924.50 130100 551500			Outside Services	
2,773.50 751800 551500			Outside Services	
			CHECK	114106 TOTAL: 3,698.00
114107 02/17/2026 PRTD 8560 ADVANCED UTILITY SYSTEMS ADVMN0000820	09/30/2025		021726	118,726.16
Invoice: ADVMN0000820			CIS INFINITY SPRT & MAINT 1/1-12/31/26	
118,726.16 701420 621500			System Support and Maintenance	

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 114107 TOTAL:	118,726.16
114108	02/17/2026	PRTD	3077 AIRGAS USA, LLC	5522584656	01/31/2026		021726	484.08
			Invoice: 5522584656				CYLINDER RENTAL JANUARY 2026	
				484.08 701002 551500			Outside Services	
							CHECK 114108 TOTAL:	484.08
114109	02/17/2026	PRTD	30729 AMAZON CAPITAL SERVICES, INC.	1XQJ-4YCY-HNWF	01/29/2026		021726	10.42
			Invoice: 1XQJ-4YCY-HNWF				BULB REPLACEMENT FOR FRIGIDAIRE	
				10.42 701002 551000			Supplies/Material	
			Invoice: 1XVX-Y6W1-F3NM				AMAZON CAPITAL SERVICES, INC. 1XVX-Y6W1-F3NM	
				124.32 101100 541000			5 GALLON WATER JUG	124.32
							Supplies/Material	
			Invoice: 1XVX-Y6W1-GLCT				AMAZON CAPITAL SERVICES, INC. 1XVX-Y6W1-GLCT	
				62.52 701322 572500			STEEL WIRE PULLER WITH DOUBLE LOOP TIP	62.52
							Genl Supplies/Small Tools	
			Invoice: 1RTH-T4R1-6G1F				AMAZON CAPITAL SERVICES, INC. 1RTH-T4R1-6G1F	
				313.39 701525 551000			WHITE ROOFTOP STROBE LIGHT BAR	313.39
							Supplies/Material	
			Invoice: 1CKG-VG9T-DXHQ				AMAZON CAPITAL SERVICES, INC. 1CKG-VG9T-DXHQ	
				72.42 101900 572500			BLUE MARKING WHISKERS	72.42
							Genl Supplies/Small Tools	
			Invoice: 1F6F-FWC3-DXDX				AMAZON CAPITAL SERVICES, INC. 1F6F-FWC3-DXDX	
				226.87 130100 551000			FLOOD KIT & FLOOD BAGS	226.87
							Supplies/Material	
			Invoice: 1NP6-MVCQ-DHLK				AMAZON CAPITAL SERVICES, INC. 1NP6-MVCQ-DHLK	
				313.39 701525 551000			ROOFTOP STROBE LIGHT BAR	313.39
							Supplies/Material	
			Invoice: 1RTH-T4R1-KVNT				AMAZON CAPITAL SERVICES, INC. 1RTH-T4R1-KVNT	
				219.48 701525 551000			HARDWARE KIT & LIGHT BAR BRACKETS	219.48
							Supplies/Material	
			Invoice: 1XXY-99DV-14FJ				AMAZON CAPITAL SERVICES, INC. 1XXY-99DV-14FJ	
				469.17 701525 551500			SIDE MOUNT TRUCK TOOL BOX	469.17
							Outside Services	
			Invoice: 11TP-LDJT-6F11				AMAZON CAPITAL SERVICES, INC. 11TP-LDJT-6F11	
				83.99 701525 551000			TOW RING LOCK	83.99
							Supplies/Material	

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CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 114109 TOTAL:	1,895.97
114110	02/17/2026	PRTD	30711 ANIMAL & INSECT PEST MANAGEMENT I	255197	02/01/2026		021726	1,281.54
			Invoice: 255197		JANUARY 2026 PEST CONTROL SRV			
				513.91 701001 551500	Outside Services			
				168.49 751820 551500	Outside Services			
				107.72 751810 551500	Outside Services			
				41.91 101100 551500	Outside Services			
				449.51 101600 551500	Outside Services			
							CHECK 114110 TOTAL:	1,281.54
114111	02/17/2026	PRTD	19264 ARNOLD LAROCHELLE MATHEWS VANCONA	13830	02/06/2026		021726	825.00
			Invoice: 13830		JPA COUNSEL SRV JANUARY 2026			
				825.00 751840 687200	Outside Services			
							CHECK 114111 TOTAL:	825.00
114112	02/17/2026	PRTD	2404 ASTRA BACKFLOW INC	INV-018720	12/05/2025		021726	904.96
			Invoice: INV-018720		BACKFLOW PARTS			
				904.96 101700 679000	Back Flow Protection			
			Invoice: INV-019491					
			ASTRA BACKFLOW INC	INV-019491	02/04/2026		021726	694.10
				694.10 101700 679000	BACKFLOW DEVICE PARTS			
					Back Flow Protection			
							CHECK 114112 TOTAL:	1,599.06
114113	02/17/2026	PRTD	30090 ATLAS COPCO COMPRESSORS, LLC	1126011347	02/03/2026		021726	1,683.93
			Invoice: 1126011347		REPAIR AIR COMPRESSOR			
				1,683.93 701525 551500	Outside Services			
							CHECK 114113 TOTAL:	1,683.93
114114	02/17/2026	PRTD	30535 BETTER BUSINESS PLANNING, INC	518588	01/28/2026		021726	1.55
			Invoice: 518588		TPA STREAM FEBRUARY 2026			
				1.55 701125 622000	Outside Services			
			Invoice: 518589					
			BETTER BUSINESS PLANNING, INC	518589	01/28/2026		021726	270.73
				270.73 701125 622000	FSA DEBIT CARD FEBRUARY 2026			
					Outside Services			
							CHECK 114114 TOTAL:	272.28

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CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
114115	02/17/2026	PRTD	21426 BRIGHTVIEW LANDSCAPE SERVICES, IN	9627876	01/31/2026		021726	14,245.75
			Invoice: 9627876					
				3,271.37 701001 551500			LANDSCAPE SRVCS JANUARY 2026	
				1,837.13 751820 551800			Outside Services	
				3,843.60 751810 551800			Building Maintenance	
				4,191.15 101600 551800			Building Maintenance	
				336.50 101200 551500			Building Maintenance	
				301.00 130100 551500			Outside Services	
				390.00 751200 541500			Outside Services	
				75.00 751200 541500			Outside Services	
							CHECK 114115 TOTAL:	14,245.75
114116	02/17/2026	PRTD	20655 CANNON CORPORATION	93514-R	02/02/2026		021726	224.70
			Invoice: 93514-R					
				224.70 301440 900000			CORNELL P/S UPGRD SEPTEMBER 2025	
							Capital Asset Expenses	
			Invoice: 95045					
			CANNON CORPORATION	95045	02/11/2026		021726	5,102.75
				5,102.75 301440 900000			WILDLIFE CROSSING RELOCATION JANUARY 2026	
							Capital Asset Expenses	
							CHECK 114116 TOTAL:	5,327.45
114117	02/17/2026	PRTD	30050 CANON FINANCIAL SERVICES, INC.	42464390	01/26/2026		021726	679.34
			Invoice: 42464390					
				679.34 701420 620500			JANUARY 2026 CANON COPIER LEASE	
							Equip Rental	
							CHECK 114117 TOTAL:	679.34
114118	02/17/2026	PRTD	18992 CDW GOVERNMENT	AH8RG4E	01/30/2026		021726	715.00
			Invoice: AH8RG4E					
				715.00 701420 543000			ADOBE CREATIVE CLOUD LICENSE 3/1-10/8/26	
							Capital Outlay	
							CHECK 114118 TOTAL:	715.00
114119	02/17/2026	PRTD	18860 CHEMTREAT, INC.	CIN010972008	02/02/2026		021726	772.62
			Invoice: CIN010972008					
				386.31 701001 551000			FEBRUARY 2026 WATER TREATMENT	
				386.31 751820 551000			Supplies/Material	
							Supplies/Material	
							CHECK 114119 TOTAL:	772.62
114120	02/17/2026	PRTD	2554 COASTLINE EQUIPMENT	1313476	01/12/2026		021726	2,916.46
			Invoice: 1313476					
				2,916.46 701525 551500			FREIGHTLINE MOBILE CRANE #945 TURRET BOLTS REPLCMT	
							Outside Services	

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CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 114120 TOTAL:	2,916.46
114121	02/17/2026	PRTD	16364 DOANE AND HARTWIG WATER SYSTEMS,	I2026-0151	02/02/2026		021726	1,522.23
			Invoice: I2026-0151				SPARE MOTORS FOR ANALYZERS Supplies/Material	
				1,522.23 101600 541000			CHECK 114121 TOTAL:	1,522.23
114122	02/17/2026	PRTD	7257 DIRECTV, INC.	013810616x260206	02/06/2026		021726	10.00
			Invoice: 013810616x260206				TV ACCESS FEE 2/5-3/4/26 Outside Services	
				10.00 101600 551500			CHECK 114122 TOTAL:	10.00
114123	02/17/2026	PRTD	18441 EMPLOYEE RELATIONS NETWORK	100388	12/31/2025		021726	269.00
			Invoice: 100388				EE BACKGROUND CHECKS Recruitment Expense	
				269.00 701125 681000			CHECK 114123 TOTAL:	533.91
			Invoice: 100563				EMPLOYEE RELATIONS NETWORK	
				264.91 701125 681000			EE BACKGROUND CHECKS Recruitment Expense	264.91
							CHECK 114123 TOTAL:	533.91
114124	02/17/2026	PRTD	2658 FEDERAL EXPRESS CORP	9-167-74459	02/06/2026		021726	185.99
			Invoice: 9-167-74459				MAILING TO SOIL CONTROL LAB Other Laboratory Serv	
				185.99 751820 571520			CHECK 114124 TOTAL:	185.99
114125	02/17/2026	PRTD	30780 FLOW SCIENCE INCORPORATED	9709	02/05/2026		021726	1,000.00
			Invoice: 9709				HYDRODYNAMIC MDLNG/ANLYS JANUARY 2026 Capital Asset Expenses	
				1,000.00 754440 900000			CHECK 114125 TOTAL:	1,000.00
114126	02/17/2026	PRTD	6770 G.I. INDUSTRIES	0056191-0283-2	02/02/2026		021726	868.85
			Invoice: 0056191-0283-2				DISP TAPIA RAGS 1/16-1/31/26 Outside Services	
				868.85 751810 541500			CHECK 114126 TOTAL:	1,219.20
			Invoice: 3192237-0283-2				G.I. INDUSTRIES	
				1,219.20 701002 551500			25 YD ROLLOFF DISP 1/16-1/31/26 Outside Services	1,219.20
			Invoice: 3192238-0283-0				G.I. INDUSTRIES	
							25YD ROLLOFF 3700 LV 1/16-1/31/26	4,079.99



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CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE    VENDOR NAME

				INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC				
							CHECK 114130 TOTAL:	23,094.36
114131	02/17/2026	PRTD	30395 CHRISTOPHER M. FREAS	134234	02/02/2026		021726	950.75
	Invoice: 134234			950.75 751820 551000	HOPPER FOR DISTRIBUTION		CONVEYORS	
					Supplies/Material			
							CHECK 114131 TOTAL:	950.75
114132	02/17/2026	PRTD	17447 KONECRANES INC.	163096921	01/28/2026		021726	3,059.09
	Invoice: 163096921			3,059.09 751820 551500	REPLACE CABLE/TOW TROLLIES FOR THE CRANE AT RANCHO		Outside Services	
							CHECK 114132 TOTAL:	3,059.09
114133	02/17/2026	PRTD	2547 LOS ANGELES COUNTY SANITATION DIS	48892/013126	01/31/2026		021726	652.37
	Invoice: 48892/013126			652.37 751810 541500	TAPIA GRIT HAULING JANUARY 2026		Outside Services	
							CHECK 114133 TOTAL:	652.37
114134	02/17/2026	PRTD	2611 LA DWP	8512601000/012926	01/29/2026		021726	46.00
	Invoice: 8512601000/012926			46.00 101700 540510	RECTIFIER 12/30/25-1/29/26		Energy	
							CHECK 114134 TOTAL:	46.00
114135	02/17/2026	PRTD	2793 LISTER RENTS INC	178020.1.2	01/06/2026		021726	313.72
	Invoice: 178020.1.2			313.72 101700 551000	CONCRETE MIXER RENTAL & SLURRY		Supplies/Material	
			LISTER RENTS INC	178237.1.2	01/21/2026		021726	285.83
	Invoice: 178237.1.2			285.83 101700 551000	CONCRETE MIXER RENTAL & SLURRY		Supplies/Material	
			LISTER RENTS INC	178348.1.2	01/28/2026		021726	245.08
	Invoice: 178348.1.2			245.08 101700 551000	CONCRETE MIXER RENTAL & SLURRY		Supplies/Material	
							CHECK 114135 TOTAL:	844.63
114136	02/17/2026	PRTD	14322 MILES CHEMICAL COMPANY, INC	764164	01/29/2026		021726	466.07
	Invoice: 764164			466.07 751750 541000	53 GAL SODIUM HYPOCHLORITE		Supplies	
			MILES CHEMICAL COMPANY, INC	764499	02/03/2026		021726	-75.00
	Invoice: 764499				CR CONTAINER DEPOSIT			



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CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
114142	02/17/2026	PRTD	30876 PORTER BOILER SERVICE, INC	67623	01/31/2026		021726	1,254.00
			Invoice: 67623				SEMI ANNL BOILER MAINTENANCE 1/21/26	
				1,254.00 751820 551500			Outside Services	
							CHECK 114142 TOTAL:	1,254.00
114143	02/17/2026	PRTD	30177 PRECISION AERIALSERVICES. INC	W 35271	01/26/2026		021726	2,216.60
			Invoice: W 35271				AIR COMPRESSOR SVC ON FORD F450 VEH#950	
				2,216.60 701525 551500			Outside Services	
							CHECK 114143 TOTAL:	2,216.60
114144	02/17/2026	PRTD	2585 J. HARRIS INDUSTRIAL WATER TREATM	2379962	01/31/2026		021726	97.65
			Invoice: 2379962				14" POLISHER/MIXED BED TANK RENTAL FEBRUARY 2026	
				97.65 701341 551500			Outside Services	
			Invoice: 2380244				8" MIXED BED TANK RENTAL FEBRUARY 2026	
				35.88 101600 541000			Supplies/Material	
							CHECK 114144 TOTAL:	133.53
114145	02/17/2026	PRTD	2905 RAIN FOR RENT	2237395	02/02/2026		021726	290.97
			Invoice: 2237395				HIGHLINE FOR DWP GERMAINE INTERTIE	
				290.97 101100 541500			Outside Services	
							CHECK 114145 TOTAL:	290.97
114146	02/17/2026	PRTD	4586 ROYAL INDUSTRIAL SOLUTIONS	9009-1066180	02/03/2026		021726	2,360.06
			Invoice: 9009-1066180				POWERFLEX 525 480V DRIVE	
				2,360.06 301440 900000			Capital Asset Expenses	
			Invoice: 9009-1066181				BOLLARD LIGHTS	
				4,225.38 751810 551000			Supplies/Material	
							CHECK 114146 TOTAL:	6,585.44
114147	02/17/2026	PRTD	2957 SOUTHERN CALIFORNIA EDISON (M-BIL	75690/012726	01/27/2026		021726	1,479.80
			Invoice: 75690/012726				BLDG 1 HM-PWP 12/23/25-1/22/26 5,254 KH	
				1,479.80 751750 540510			Energy	
			Invoice: 77683/012726				BLDG 1 EV-PWP 12/23/25-1/22/26 1,873 KH	
				804.69 751750 540510			Energy	

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CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
Invoice: 90504/012826			SOUTHERN CALIFORNIA EDISON (M-BIL	90504/012826	01/28/2026		021726	1,154.65
				1,154.65 751810 678800	N. CYN P/S 12/1-12/30/25		2,169 KH	
					District Sprayfield			
					CHECK	114147	TOTAL:	3,439.14
114148	02/17/2026	PRTD	2958 SOUTHERN CALIFORNIA GAS CO (M-bil	06551212001/020426	02/04/2026		021726	13.81
			Invoice: 06551212001/020426	13.81 101109 540530	JBR P/S 1/5-2/2/26	0	THERMS	
					Gas			
					CHECK	114148	TOTAL:	13.81
114149	02/17/2026	PRTD	20648 STANTEC CONSULTING SERVICES INC.	2519193	02/06/2026		021726	10,477.25
			Invoice: 2519193	10,477.25 701223 651600	URBAN WATER MANAGEMENT PLAN	12/20/25-1/23/26		
					Other Professional Serv			
					CHECK	114149	TOTAL:	10,477.25
114150	02/17/2026	PRTD	21137 TESLA, INC.	40185067	02/02/2026		021726	8,350.07
			Invoice: 40185067	4,175.04 751127 540511	RW P/S JANUARY 2026		79,524.48KWH	
				4,175.03 751128 540511	Energy-Solar			
					Energy-Solar			
					CHECK	114150	TOTAL:	8,350.07
114151	02/17/2026	PRTD	21599 THE ROVISYS COMPANY	109448	02/06/2026		021726	135,633.50
			Invoice: 109448	135,633.50 301440 900000	UPGRD WTR BKHL & SCADA DESIGN	JANUARY 2026		
					Capital Asset Expenses			
					CHECK	114151	TOTAL:	135,633.50
114152	02/17/2026	PRTD	19135 TRANSUNION RISK AND ALTERNATIVE D	974571-202601-1	02/01/2026		021726	160.00
			Invoice: 974571-202601-1	160.00 701221 620000	SSN VERIFICATION JANUARY 2026			
					Forms, Supplies And Postage			
					CHECK	114152	TOTAL:	160.00
114153	02/17/2026	PRTD	30159 TRILLIUM HOLDCO LLC	511281	01/28/2026		021726	18,636.97
			Invoice: 511281	18,636.97 751101 540511	ELEC CHARGES SOLAR DECEMBER 2025			
					Energy-Solar			
					CHECK	114153	TOTAL:	18,636.97

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CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
114154	02/17/2026	PRTD	21252 TYLER TECHNOLOGIES, INC	2582	01/09/2026		021726	1,249.00
			Invoice: 2582					
				1,249.00	701420	683000	TYLER TECH CONF 2026 A.MONTANO Training & Professional Devel	
							CHECK 114154 TOTAL:	1,249.00
114155	02/17/2026	PRTD	3034 VORTEX INDUSTRIES, LLC	01-2224368	01/29/2026		021726	4,118.63
			Invoice: 01-2224368					
				4,118.63	701001	551500	REPAIR BOARD ROOM DOORS & METER SHOP DOUBLE DOORS Outside Services	
							CHECK 114155 TOTAL:	4,118.63
114156	02/17/2026	PRTD	2701 GRAINGER	9780128444	01/21/2026		021726	261.21
			Invoice: 9780128444					
				261.21	701002	551000	CIRCUIT BREAKER & BLANK BOX MOUNT WALL PLATE Supplies/Material	
			Invoice: 9774478920					
				31.81	101900	572500	ADJ. HYDRANT WRENCH Genl Supplies/Small Tools	31.81
			Invoice: 9772791456					
				1,672.75	751820	541000	DETECTOR TUBE Supplies/Material	1,672.75
			Invoice: 9773147518					
				27.15	701001	551000	DUCT TAPE Supplies/Material	27.15
							CHECK 114156 TOTAL:	1,992.92
114157	02/17/2026	PRTD	31071 WCC TECHNOLOGIES GROUP	38500	01/30/2026		021726	19,963.23
			Invoice: 38500					
				19,963.23	301440	900000	INSTALL ACCESS CONTROL & CAMERA SYSTEM AT RLV Capital Asset Expenses	
			Invoice: 38501					
				5,367.21	301440	900000	INSTALL ACCESS CONTROL AT HQ Capital Asset Expenses	5,367.21
							CHECK 114157 TOTAL:	25,330.44
114158	02/17/2026	PRTD	30975 WINNER CHEVROLET INC.	0012930	01/13/2026	2250118	021726	45,899.54
			Invoice: 0012930					
				45,899.54	301440	900000	2025 1500 CHEVY SILVERADO VIN 3GCNAAED5SG378771 Capital Asset Expenses	
							CHECK 114158 TOTAL:	45,899.54

A/P CASH DISBURSEMENTS JOURNAL

NUMBER OF CHECKS 66 \*\*\* CASH ACCOUNT TOTAL \*\*\* 573,484.57

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	56	495,023.52
TOTAL EFT'S	10	78,461.05

\*\*\* GRAND TOTAL \*\*\* 573,484.57

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2026	8	313													
APP	751-200000			02/17/2026	021726		021726				Accounts Payable			80,554.10	
											AP CASH DISBURSEMENTS JOURNAL				
APP	999-100100			02/17/2026	021726		021726				Cash-General				573,484.57
											AP CASH DISBURSEMENTS JOURNAL				
APP	701-200000			02/17/2026	021726		021726				Accounts Payable			232,147.94	
											AP CASH DISBURSEMENTS JOURNAL				
APP	101-200000			02/17/2026	021726		021726				Accounts Payable			35,692.19	
											AP CASH DISBURSEMENTS JOURNAL				
APP	130-200000			02/17/2026	021726		021726				Accounts Payable			1,452.37	
											AP CASH DISBURSEMENTS JOURNAL				
APP	301-200000			02/17/2026	021726		021726				Accounts Payable			214,550.99	
											AP CASH DISBURSEMENTS JOURNAL				
APP	754-200000			02/17/2026	021726		021726				Accounts Payable			9,086.98	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			573,484.57	573,484.57
APP	999-207510			02/17/2026	021726		021726				Due to/Due FromJPA Operations			80,554.10	
											Cash-General				80,554.10
APP	751-100100			02/17/2026	021726		021726				Due to/Due FromInternal Svs			232,147.94	
											Cash-General				232,147.94
APP	999-207010			02/17/2026	021726		021726				Due to/Due Frm Potable Wtr Ops			35,692.19	
											Cash-General				35,692.19
APP	701-100100			02/17/2026	021726		021726				Due to/Due FrmSanitation Ops			1,452.37	
											Cash-General				1,452.37
APP	999-201010			02/17/2026	021726		021726				Due to/Due FrmPotable Wtr Repl			214,550.99	
											Cash-General				214,550.99
APP	101-100100			02/17/2026	021726		021726				Due to/Due FromJPA Replacement			9,086.98	
											Cash-General				9,086.98
APP	999-201300			02/17/2026	021726		021726				Due to/Due FromJPA Replacement			9,086.98	
											Cash-General				9,086.98
APP	130-100100			02/17/2026	021726		021726				Due to/Due FromJPA Replacement			9,086.98	
											Cash-General				9,086.98
APP	999-203010			02/17/2026	021726		021726				Due to/Due FromJPA Replacement			9,086.98	
											Cash-General				9,086.98
APP	301-100100			02/17/2026	021726		021726				Due to/Due FromJPA Replacement			9,086.98	
											Cash-General				9,086.98
APP	999-207540			02/17/2026	021726		021726				Due to/Due FromJPA Replacement			9,086.98	
											Cash-General				9,086.98
APP	754-100100			02/17/2026	021726		021726				Due to/Due FromJPA Replacement			9,086.98	
											Cash-General				9,086.98
											SYSTEM GENERATED ENTRIES TOTAL			573,484.57	573,484.57
											JOURNAL 2026/08/313 TOTAL			1,146,969.14	1,146,969.14

**A/P CASH DISBURSEMENTS JOURNAL**  
**JOURNAL ENTRIES TO BE CREATED**

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2026 8	313	02/17/2026	Cash-General Accounts Payable	35,692.19	35,692.19
FUND TOTAL					35,692.19	35,692.19
130 Sanitation Operations 130-100100 130-200000	2026 8	313	02/17/2026	Cash-General Accounts Payable	1,452.37	1,452.37
FUND TOTAL					1,452.37	1,452.37
301 Potable wtr Replacement Fund 301-100100 301-200000	2026 8	313	02/17/2026	Cash-General Accounts Payable	214,550.99	214,550.99
FUND TOTAL					214,550.99	214,550.99
701 Internal Service Fund 701-100100 701-200000	2026 8	313	02/17/2026	Cash-General Accounts Payable	232,147.94	232,147.94
FUND TOTAL					232,147.94	232,147.94
751 JPA Operations 751-100100 751-200000	2026 8	313	02/17/2026	Cash-General Accounts Payable	80,554.10	80,554.10
FUND TOTAL					80,554.10	80,554.10
754 JPA Replacement 754-100100 754-200000	2026 8	313	02/17/2026	Cash-General Accounts Payable	9,086.98	9,086.98
FUND TOTAL					9,086.98	9,086.98
999 Pooled Cash 999-100100 999-201010 999-201300 999-203010 999-207010 999-207510 999-207540	2026 8	313	02/17/2026	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due Frm Sanitation Ops Due to/Due Frm Potable wtr Repl Due to/Due From Internal Svs Due to/Due From JPA Operations Due to/Due From JPA Replacement	35,692.19 1,452.37 214,550.99 232,147.94 80,554.10 9,086.98	573,484.57
FUND TOTAL					573,484.57	573,484.57

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		35,692.19
130	Sanitation Operations		1,452.37
301	Potable Wtr Replacement Fund		214,550.99
701	Internal Service Fund		232,147.94
751	JPA Operations		80,554.10
754	JPA Replacement		9,086.98
999	Pooled Cash		
		573,484.57	
TOTAL		573,484.57	573,484.57

\*\* END OF REPORT - Generated by Jessica Cortez \*\*

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
113842	12/30/2025	VOID	18874 PACIFIC HYDROTECH CORPORATION	10655/PMT#11	12/09/2025			-21,983.00
			Invoice: 10655/PMT#11					
				-21,983.00	301440	900000		
							CORNELL P/S IMPROVEMENTS NOVEMBER 2025	
							Capital Asset Expenses	
							CHECK 113842 TOTAL:	-21,983.00
				NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***	-21,983.00
				TOTAL VOIDED CHECKS			COUNT	AMOUNT
							1	21,983.00
							*** GRAND TOTAL ***	-21,983.00

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
					EFF	DATE				LINE	DESC				
2026	8	340													
APP	301-200000				02/17/2026	113842	021726			Accounts Payable					21,983.00
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100				02/17/2026	113842	021726			Cash-General				21,983.00	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				21,983.00	21,983.00
APP	999-203010				02/17/2026	123025	021726			Due to/Due FrmPotable wtr Rep1					21,983.00
APP	301-100100				02/17/2026	123025	021726			Cash-General				21,983.00	
										SYSTEM GENERATED ENTRIES TOTAL				21,983.00	21,983.00
										JOURNAL 2026/08/340				43,966.00	43,966.00
										TOTAL					

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
301	Potable wtr Replacement Fund 301-100100 301-200000	2026	8	340	02/17/2026	Cash-General	21,983.00	
						Accounts Payable		21,983.00
						FUND TOTAL	21,983.00	21,983.00
999	Pooled Cash 999-100100 999-203010	2026	8	340	02/17/2026	Cash-General	21,983.00	
						Due to/Due FrmPotable wtr Rep1		21,983.00
						FUND TOTAL	21,983.00	21,983.00

## A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
301	Potable Wtr Replacement Fund		21,983.00
999	Pooled Cash	21,983.00	
TOTAL		21,983.00	21,983.00

\*\* END OF REPORT - Generated by Jessica Cortez \*\*

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
1078	02/24/2026	EFT	30119 ATS COMMUNICATIONS	01-2026	02/06/2026		022426	6,344.50
			Invoice: 01-2026					
				6,344.50	701310	552500	INVOICE DTL DESC JANUARY 2026 CELL SITE MGMT Consulting Services	
							CHECK 1078 TOTAL:	6,344.50
1079	02/24/2026	EFT	11330 DIAL SECURITY	523794	01/28/2026		022426	1,414.07
			Invoice: 523794					
				17.84	751820	551800	FEBRUARY 2026 MONTHLY SVCS Building Maintenance	
				41.74	751820	551800	Building Maintenance	
				41.74	751830	551500	Outside Services	
				41.74	101600	551800	Building Maintenance	
				148.91	101600	551800	Building Maintenance	
				83.58	701001	551500	Outside Services	
				91.50	701001	551500	Outside Services	
				422.96	701001	551500	Outside Services	
				135.76	701002	551500	Outside Services	
				65.48	751750	551500	Outside Services	
				322.82	751810	551800	Building Maintenance	
			DIAL SECURITY				02/09/2026 022426	
			Invoice: 526103				RATE INC 12/29/25-2/28/26 BLDG 1	11.07
				11.07	751750	551500	Outside Services	
			DIAL SECURITY				02/09/2026 022426	
			Invoice: 526107				RATE INC 12/29/25-2/28/26 BLDG 7	22.81
				22.81	701002	551500	Outside Services	
			DIAL SECURITY				02/09/2026 022426	
			Invoice: 526108				RATE INC 12/29/25-2/28/26 BLDG8	14.70
				14.70	701001	551500	Outside Services	
			DIAL SECURITY				02/09/2026 022426	
			Invoice: 526113				RATE INC 12/29/25-2/28/26 LV CAMPUS	71.02
				71.02	701001	551500	Outside Services	
			DIAL SECURITY				02/09/2026 022426	
			Invoice: 526109				RATE INC 12/29/25-2/28/26 IT ROOM	14.72
				14.72	701001	551500	Outside Services	
			DIAL SECURITY				02/09/2026 022426	
			Invoice: 526111				RATE INC 12/29/25-2/28/26 RLV FARM	7.01
				7.01	751830	551500	Outside Services	
							CHECK 1079 TOTAL:	1,555.40
1080	02/24/2026	EFT	31092 ENTERPRISE FM TRUST	FBN5547291	02/04/2026		022426	17,506.13
			Invoice: FBN5547291					
				16.71	701525	551500	VEHICLE MAINT. MGMT. & LEASE 1/22-2/28/26	
				240.00	701525	625500	Outside Services Rental Charges-Vehicles	

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
				2,055.71	701525	551500		Outside Services
				15,193.71	701525	625500		Rental charges-Vehicles
							CHECK    1080 TOTAL:	17,506.13
1081	02/24/2026	EFT	2654 FAMCON PIPE	S100171236.002	01/29/2026	2260119	022426	436.81
			Invoice: S100171236.002					
				436.81	701	132000		HYDRANT GUARDS & REPAIR KITS Storeroom & Truck Inventory
			Invoice: S100172248.004	S100172248.004	02/09/2026	2260137	022426	5,685.05
								CONSTRUCTION ITEMS Storeroom & Truck Inventory
			Invoice: S100171342.003	S100171342.003	02/09/2026	2260122	022426	5,525.25
								A.Y. MCDONALD METER PARTS Storeroom & Truck Inventory
			Invoice: S100170332.002	S100170332.002	02/09/2026	2260116	022426	1,044.71
								GATE VALVES & INVENTORY ITEMS Storeroom & Truck Inventory
			Invoice: S100171821.001	S100171821.001	02/11/2026	2260126	022426	394.66
								A.Y. MCDONALD METER PART Supplies/Material
			Invoice: S100172248.005	S100172248.005	02/11/2026	2260137	022426	1,959.04
								COUPLINGS Storeroom & Truck Inventory
			Invoice: S100174019.001	S100174019.001	02/17/2026	2260148	022426	20,968.06
								AVK HYDRANTS Storeroom & Truck Inventory
			Invoice: S100172682.001	S100172682.001	02/11/2026	2260136	022426	24,225.46
								CLA-VAL ITEMS Storeroom & Truck Inventory
			Invoice: S100174015.001	S100174015.001	02/18/2026	2260146	022426	9,145.48
								A.Y. MCDONALD METER PARTS Storeroom & Truck Inventory
							CHECK    1081 TOTAL:	69,384.52
1082	02/24/2026	EFT	21659 ONTARIO REFRIGERATION SERVICE, IN GW35791		01/29/2026		022426	1,411.00
			Invoice: GW35791					REPLACE HEATING ACTUATOR BLDG#8 1/19-1-20/26 Outside Services
				1,411.00	701001	551500		
							CHECK    1082 TOTAL:	1,411.00

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
1083	02/24/2026	EFT	14479 STEPHEN J. BIGILEN	1-24-26	01/24/2026		022426	770.00
				770.00 701112 651600	VIDEO SRV- OCEANWELLS MTGS JANUARY 2026 Other Professional Serv			
			STEPHEN J. BIGILEN	2-4-26	02/04/2026		022426	30.00
				30.00 701112 651600	VIDEO SRV- OCEANWELLS MTGS JANUARY 2026 Other Professional Serv			
					CHECK		1083 TOTAL:	800.00
1084	02/24/2026	EFT	30536 UNIVAR SOLUTIONS INC.	53645328	01/30/2026		022426	9,564.01
				9,564.01 751810 541011	46,240 LBS SODIUM BISULFITE Sodium Bisulfite			
					CHECK		1084 TOTAL:	9,564.01
1085	02/24/2026	EFT	3035 VWR SCIENTIFIC	8820903890	02/03/2026		022426	791.48
				791.48 701341 551000	PIPET TIPS, GLOVES Supplies/Material			
					CHECK		1085 TOTAL:	791.48
1086	02/24/2026	EFT	30913 WATER RESOURCES ECONOMICS	1484	02/02/2026		022426	6,370.00
				6,370.00 701410 652200	RATE STUDY JANUARY 2026 Mgmt Consultant Fees			
					CHECK		1086 TOTAL:	6,370.00
1087	02/24/2026	PRTD	2814 MCMaster-CARR SUPPLY CO	58151433	01/14/2026		022426	2,025.24
				2,025.24 301440 900000	AIR-INFLATABLE PLUG Capital Asset Expenses			
			MCMaster-CARR SUPPLY CO	59340875	02/05/2026		022426	210.54
				210.54 101100 551000	ELECTRICAL SUPPLIES Supplies/Material			
			MCMaster-CARR SUPPLY CO	59495542	02/09/2026		022426	144.94
				144.94 751810 551000	ELECTRICAL SUPPLIES Supplies/Material			
			MCMaster-CARR SUPPLY CO	59248432	02/04/2026		022426	571.01
				571.01 751820 551000	STAINLESS STEEL THREADED TOD & HEX NUT Supplies/Material			
			MCMaster-CARR SUPPLY CO	59587439	02/10/2026		022426	38.97
				38.97 751820 551000	STAINLESS STEEL THIN-PROFILE HEX NUT Supplies/Material			

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
Invoice: 59159141			MCMaster-CARR SUPPLY CO	59159141	02/03/2026		022426	52.50
				52.50 751820 551000	STAINLESS STEEL HEX NUT & THREADED ROD Supplies/Material			
Invoice: 59230053			MCMaster-CARR SUPPLY CO	59230053	02/04/2026		022426	-52.50
				-52.50 751820 551000	CREDIT FOR INV #59159141 Supplies/Material			
							CHECK 1087 TOTAL:	2,990.70
1088 02/24/2026 PRTD Invoice: 18919701			7770 AUTOMATIONDIRECT.COM	18919701	02/09/2026		022426	121.82
				121.82 101100 551000	CONTROL RELAYS Supplies/Material			
							CHECK 1088 TOTAL:	121.82
114159 02/24/2026 PRTD Invoice: B-45212			17361 ACCURATE FIRST AID SERVICES	B-45212	01/06/2026		022426	107.42
				107.42 701125 680000	FIRST AID STE SRV - HQ Safety			
Invoice: B-45213			ACCURATE FIRST AID SERVICES	B-45213	01/06/2026		022426	314.57
				314.57 701125 680000	FIRST AID STE SRV - OPS Safety			
							CHECK 114159 TOTAL:	421.99
114160 02/24/2026 PRTD Invoice: INV014985			2321 ACWA	INV014985	11/25/2025		022426	225.00
				225.00 701112 601000	REG. ACWA RGN 8,9,&10 A. CORADESCHI Directors' Conference Exp		11/13-11/14/25	
							CHECK 114160 TOTAL:	225.00
114161 02/24/2026 PRTD Invoice: 916863405			20389 AIRGAS SPECIALTY PRODUCTS	916863405	01/23/2026		022426	7,141.16
				7,141.16 751810 541013	30,800 LBS AMMONIUM HYDROXIDE Aqua Ammonia			
							CHECK 114161 TOTAL:	7,141.16
114162 02/24/2026 PRTD Invoice: 1F99-VH4X-M4KK			30729 AMAZON CAPITAL SERVICES, INC.	1F99-VH4X-M4KK	02/09/2026		022426	16.57
				16.57 701525 551000	4 PIN EXTENSION CABLES Supplies/Material			
Invoice: 1F99-VH4X-NHPR			AMAZON CAPITAL SERVICES, INC.	1F99-VH4X-NHPR	02/09/2026		022426	181.95
				181.95 701322 572500	WATER OPERATIONS SUPPLIES Genl Supplies/Small Tools			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 1HPH-XVR6-HHY9			AMAZON CAPITAL SERVICES, INC.	1HPH-XVR6-HHY9	02/02/2026		022426	22.83
				22.83 751810 541000	MONTHLY INSPECTION RECORD LABEL & PLANNER REFILLS Supplies/Material			
Invoice: 1HQL-RG7J-GVPX			AMAZON CAPITAL SERVICES, INC.	1HQL-RG7J-GVPX	02/03/2026		022426	88.83
				88.83 701420 543000	PHONE CASE FOR IPHONE Capital Outlay			
Invoice: 1HQL-RG7J-GWDP			AMAZON CAPITAL SERVICES, INC.	1HQL-RG7J-GWDP	02/03/2026		022426	32.78
				32.78 701420 543000	5G ANTENNA FOLDABLE Capital Outlay			
Invoice: 1J1C-HVKG-Y6TK			AMAZON CAPITAL SERVICES, INC.	1J1C-HVKG-Y6TK	02/06/2026		022426	395.04
				395.04 130100 551000	LITHIUM BATTERY PACK Supplies/Material			
Invoice: 1K3T-TYDK-L31T			AMAZON CAPITAL SERVICES, INC.	1K3T-TYDK-L31T	02/09/2026		022426	351.16
				351.16 701420 620000	PORTABLE LAPTOP CHARGER Forms, Supplies And Postage			
Invoice: 1L77-HTXG-YCG6			AMAZON CAPITAL SERVICES, INC.	1L77-HTXG-YCG6	01/22/2026		022426	125.20
				125.20 701526 572500	TAPERED-WALL BUCKET Genl Supplies/Small Tools			
Invoice: 1LJR-MMXQ-WPW7			AMAZON CAPITAL SERVICES, INC.	1LJR-MMXQ-WPW7	02/08/2026		022426	263.39
				263.39 701525 551000	TRUCK RACK FRAME Supplies/Material			
Invoice: 1M6C-J33T-DL6Q			AMAZON CAPITAL SERVICES, INC.	1M6C-J33T-DL6Q	02/04/2026		022426	35.11
				35.11 701121 620000	MINUTE BOOK PAPER Forms, Supplies And Postage			
Invoice: 1M6C-J33T-MTDK			AMAZON CAPITAL SERVICES, INC.	1M6C-J33T-MTDK	02/04/2026		022426	416.82
				416.82 701521 572500	SAFETY HARNESS Genl Supplies/Small Tools			
Invoice: 1M9F-RT99-TCQG			AMAZON CAPITAL SERVICES, INC.	1M9F-RT99-TCQG	01/17/2026		022426	3,102.75
				3,102.75 701420 543000	DEVICE SRVR, AC-12VDC POWR SUPPLY & GATEWAY MODEM Capital Outlay			
Invoice: 1MHT-RG6V-VNQ1			AMAZON CAPITAL SERVICES, INC.	1MHT-RG6V-VNQ1	02/08/2026		022426	570.65
				570.65 701525 551000	HARDWARE KIT Supplies/Material			
Invoice: 1R77-FKG3-GW7V			AMAZON CAPITAL SERVICES, INC.	1R77-FKG3-GW7V	02/03/2026		022426	21.88
				21.88 751820 543000	TP-LINK USB TO ETHERNET ADAPTER Capital Outlay			
Invoice: 1RLR-HXLD-YQVV			AMAZON CAPITAL SERVICES, INC.	1RLR-HXLD-YQVV	01/26/2026		022426	18.03
				18.03 701525 551000	ALUMINUM CAM LOCK FITTINGS Supplies/Material			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 1VJR-1PNP-GKKM			AMAZON CAPITAL SERVICES, INC.	1VJR-1PNP-GKKM	01/29/2026		022426	15.35
				15.35 701525 551000	HEAVY DUTY RETRACTABLE KEYCHAIN Supplies/Material			
Invoice: 1VPT-XXL3-P1Q9			AMAZON CAPITAL SERVICES, INC.	1VPT-XXL3-P1Q9	01/22/2026		022426	87.26
				87.26 701420 543000	3-IN-1 PANEL ANTENNA Capital Outlay			
Invoice: 1W69-HD7M-GNYD			AMAZON CAPITAL SERVICES, INC.	1W69-HD7M-GNYD	02/02/2026		022426	537.67
				537.67 701521 572500	NEX VEST STYLE HARNESS & RESTRAINT LANYARD Genl Supplies/Small Tools			
Invoice: 1YYK-D6DN-LLY3			AMAZON CAPITAL SERVICES, INC.	1YYK-D6DN-LLY3	02/04/2026		022426	257.64
				257.64 701420 543000	ADAPTER WITH LED INDICATORS AND STORAGE TOTE Capital Outlay			
Invoice: 13NK-KLK1-LCMY			AMAZON CAPITAL SERVICES, INC.	13NK-KLK1-LCMY	02/09/2026		022426	16.45
				16.45 701525 551000	BLACK-ON-WHITE TAPE Supplies/Material			
Invoice: 13TJ-NJNM-NYQL			AMAZON CAPITAL SERVICES, INC.	13TJ-NJNM-NYQL	02/09/2026		022426	49.38
				49.38 101900 572500	METAL GARDEN STAKES Genl Supplies/Small Tools			
Invoice: 13TN-GPJ9-DFGK			AMAZON CAPITAL SERVICES, INC.	13TN-GPJ9-DFGK	01/23/2026		022426	62.52
				62.52 701322 572500	FISH TAPE Genl Supplies/Small Tools			
Invoice: 1FPH-YQQG-RY9J			AMAZON CAPITAL SERVICES, INC.	1FPH-YQQG-RY9J	02/12/2026		022426	8.73
				8.73 701525 551000	BATTERIES Supplies/Material			
Invoice: 1KH1-VNK7-4K69			AMAZON CAPITAL SERVICES, INC.	1KH1-VNK7-4K69	02/11/2026		022426	298.52
				298.52 701525 551000	LED FLASHLIGHT Supplies/Material			
Invoice: 1L99-39JJ-613V			AMAZON CAPITAL SERVICES, INC.	1L99-39JJ-613V	02/11/2026		022426	170.21
				170.21 701525 551000	HARDWARE KIT & EXTENSION CABLES Supplies/Material			
Invoice: 1RPT-TXMY-RHHM			AMAZON CAPITAL SERVICES, INC.	1RPT-TXMY-RHHM	02/06/2026		022426	337.72
				337.72 701420 543000	RED NAS INTERNAL HARD DRIVE Capital Outlay			
Invoice: 1TKT-7VQV-6NWC			AMAZON CAPITAL SERVICES, INC.	1TKT-7VQV-6NWC	02/11/2026		022426	15.34
				15.34 701002 551000	CLOSET ROD BRACKETS Supplies/Material			
Invoice: 1TKT-7VQV-6QJ3			AMAZON CAPITAL SERVICES, INC.	1TKT-7VQV-6QJ3	02/11/2026		022426	108.64
				108.64 701525 551000	BACKUP CAMERA WITH BACKUP SENSORS Supplies/Material			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

		INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK    114162 TOTAL:						7,608.42
114163	02/24/2026	PRTD 30907 AMERICAN BUSINESS BANK	C2409-12-R	01/06/2026	022426	21,999.16
Invoice: C2409-12-R		21,999.16 301	201000	ESCROW NO.8088802 RETENTION FOR PROGRESS PYMT #12 Contract Retainage		
CHECK    114163 TOTAL:						21,999.16
114164	02/24/2026	PRTD 2869 AT&T	90545245/020526	02/05/2026	022426	257.26
Invoice: 90545245/020526		257.26 101122	540520	SVCS 2/5-3/4/26 ACT#818 773-9054 524 5 Telephone		
Invoice: 01230713/020726		64.48 101100	540520	01230713/020726    02/07/2026    022426 SVCS 2/7-3/6/25 ACCT#332 841-0123 071 3 Telephone		64.48
Invoice: 01246420/020726		31.76 101207	540520	01246420/020726    02/07/2026    022426 SVCS 2/7-3/6/26 ACCT#332 841-0124 642 0 Telephone		31.76
Invoice: 20438014/020726		390.01 101100	540520	20438014/020726    02/07/2026    022426 SVCS 2/7-3/6/26 ACCT#331 266-2043 801 4 Telephone		390.01
CHECK    114164 TOTAL:						743.51
114165	02/24/2026	PRTD 16253 AT&T MOBILITY	287319785901X021026	02/02/2026	022426	4,443.22
Invoice: 287319785901X021026		429.19 101300	540520	MOBILITY FOUNDATION 1/3/26-2/2/26 ACT#287319785901 Telephone		
		40.74 701121	540520	Telephone		
		86.23 701122	540520	Telephone		
		40.74 701220	540520	Telephone		
		797.73 701221	540520	Telephone		
		81.48 701224	540520	Telephone		
		45.49 701226	540520	Telephone		
		40.74 701230	540520	Telephone		
		250.63 701322	540520	Telephone		
		1,193.44 701331	540520	Telephone		
		254.24 701420	540520	Telephone		
		45.49 701440	540520	Telephone		
		98.82 701510	540520	Telephone		
		86.23 701520	540520	Telephone		
		457.64 701521	540520	Telephone		
		172.46 701526	540520	Telephone		
		166.51 701530	540520	Telephone		
		208.45 751810	540520	Telephone		
		126.97 751820	540520	Telephone		

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>				
			CHECK    114165 TOTAL:	4,443.22
114166 02/24/2026 PRD 21392 OFFICE SOLUTIONS BUSINESS PRODUCT I-20011231 Invoice: I-20011231	12/30/2025		022426	3,749.07
			NEW FURNITURE FOR PUBLIC OUTREACH OFFICE Outside Services	
		3,749.07 701001 551500	CHECK    114166 TOTAL:	3,749.07
114167 02/24/2026 PRD 21426 BRIGHTVIEW LANDSCAPE SERVICES, IN 9585604 Invoice: 9585604	12/01/2025		022426	37,440.00
		37,440.00 751810 678800	SPRAYFIELD & MAINT DECEMBER 2025 District Sprayfield	
			CHECK    114167 TOTAL:	37,440.00
114168 02/24/2026 PRD 8091 BROWN AND CALDWELL 45593386 Invoice: 45593386	02/10/2026		022426	12,403.55
		12,403.55 754440 900000	RLV FLARE WASTE GAS FLARE 11/21/25-1/22/26 Capital Asset Expenses	
			CHECK    114168 TOTAL:	12,403.55
114169 02/24/2026 PRD 30008 CAL SIERRA CONSTRUCTION, INC 7386-001 Invoice: 7386-001	01/28/2026		022426	272,650.00
		272,650.00 301440 900000	MCCOY TANK REHAB 12/3-12/31/25 Capital Asset Expenses	
			CHECK    114169 TOTAL:	272,650.00
114170 02/24/2026 PRD 31038 CLARK LAND RESOURCES, INC. LVMWD-0126 Invoice: LVMWD-0126	02/10/2026		022426	29,520.73
		29,520.73 754440 900000	ON CALL SVCS PWP 1/5-1/30/26 Capital Asset Expenses	
			CHECK    114170 TOTAL:	29,520.73
114171 02/24/2026 PRD 20643 COATING SPECIALIST AND INSPECTION 17020 Invoice: 17020	06/02/2025		022426	18,225.00
		18,225.00 301440 900000	COATING & INSPCTN-J/S & CALABASAS TNK 4/28-5/25/25 Capital Asset Expenses	
			CHECK    114171 TOTAL:	18,225.00
114172 02/24/2026 PRD 30593 DION & SONS, INC V224169 Invoice: V224169	02/05/2026		022426	730.91
		730.91 751820 541010	193.40 GAL RED DYE DIESEL - RANCHO Fuel	
Invoice: V224170	02/05/2026		022426	1,208.51
		1,208.51 751830 541010	325.30 GAL RED DYE DIESEL - RANCHO Fuel	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>								
							CHECK 114172 TOTAL:	1,939.42
114173	02/24/2026	PRTD	7257 DIRECTV, INC. Invoice: 015016309X260211	015016309X260211	02/11/2026		022426	20.00
				20.00 701001 551500			TV ACCESS FEE 2/10-3/9/26 Outside Services	
							CHECK 114173 TOTAL:	20.00
114174	02/24/2026	PRTD	31067 EVERON, LLC Invoice: 160456955	160456955	02/03/2026		022426	69,341.69
				69,341.69 301440 900000			ALARM SYST EQUIP/MATRLS, ENGINRG DRAWINGS Capital Asset Expenses	
							CHECK 114174 TOTAL:	69,341.69
114175	02/24/2026	PRTD	2705 HACH COMPANY Invoice: 14857677	14857677	02/03/2026		022426	713.59
				713.59 701341 551000			TURBIDITY CALIBRATION KIT & GELEX STANDARDS Supplies/Material	
			Invoice: 14864499 HACH COMPANY	14864499	02/06/2026		022426	416.68
				416.68 751750 541000			LAB SUPPLIES FOR PURE WATER Supplies	
							CHECK 114175 TOTAL:	1,130.27
114176	02/24/2026	PRTD	21197 JACOBS ENGINEERING GROUP INC. Invoice: W9Y39300-20	W9Y39300-20	02/10/2026		022426	12,266.50
				12,266.50 701122 651600			PHASE 3 WHITE PAPER 11/22-12/26/25 Other Professional Serv	
							CHECK 114176 TOTAL:	12,266.50
114177	02/24/2026	PRTD	2611 LA DWP Invoice: 9348356341/012826	9348356341/012826	01/28/2026		022426	116,536.78
				116,536.78 101001 511700			PURCHASED WATER - TEMP METER 12/2/25-1/17/26 Purch wtr-LADWP	
			Invoice: 9348356341/021926 LA DWP	9348356341/021926	02/19/2026		022426	71,580.01
				71,580.01 101001 511700			PURCHASED WATER - TEMP METER 1/17-2/13/26 Purch wtr-LADWP	6,374HCF
							CHECK 114177 TOTAL:	188,116.79
114178	02/24/2026	PRTD	31110 MADDAUS WATER MANAGEMENT INC. Invoice: 589-01	589-01	02/13/2026		022426	2,943.75
				2,943.75 701223 651600			WATER CONSERVATN MODELING/TECH SVCS JANUARY 2026 Other Professional Serv	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC			
							CHECK 114178 TOTAL:	2,943.75
114179	02/24/2026	PRTD	20973 MERRIMAC ENERGY GROUP	2245042	02/02/2026		022426	32,209.02
Invoice: 2245042					8,750 GAL UNLEADED FUEL			
				32,209.02	701525	551010		
							CHECK 114179 TOTAL:	32,209.02
114180	02/24/2026	PRTD	2839 MOTION INDUSTRIES, INC.	CA22-00777267	01/27/2026		022426	146.97
Invoice: CA22-00777267					SPEED SLEEVE			
				146.97	751810	551000	Supplies/Material	
							CHECK 114180 TOTAL:	146.97
114181	02/24/2026	PRTD	16754 NATURAL SURROUNDINGS	8891	02/01/2026		022426	375.00
Invoice: 8891					FEBRUARY 2026 INTERIOR PLANT CARE			
				375.00	701001	551500	Outside Services	
							CHECK 114181 TOTAL:	375.00
114182	02/24/2026	PRTD	30922 NORTH HILLS RECYCLING INC.	33288	01/22/2026		022426	1,731.86
Invoice: 33288					120 1/4 INCH WOOD CHIP BULK SUPPLY			
				1,731.86	751820	541080	Amendment	
							CHECK 114182 TOTAL:	1,731.86
114183	02/24/2026	PRTD	2302 ODP BUSINESS SOLUTIONS LLC	450950881001	12/15/2025		022426	27.03
Invoice: 450950881001					CLOCK			
				27.03	701221	620000	Forms, Supplies And Postage	
Invoice: 450970820001								
				77.24	701221	620000	CERAMIC HEATER	
							Forms, Supplies And Postage	
							CHECK 114183 TOTAL:	104.27
114184	02/24/2026	PRTD	18874 PACIFIC HYDROTECH CORPORATION	10655/PMT#11	12/09/2025		022426	21,983.00
Invoice: 10655/PMT#11					CORNELL P/S IMPROVEMENTS NOVEMBER 2025			
				21,983.00	301440	900000	Capital Asset Expenses	
							CHECK 114184 TOTAL:	21,983.00
114185	02/24/2026	PRTD	2585 J. HARRIS INDUSTRIAL WATER TREATM	2384574	02/07/2026		022426	93.03
Invoice: 2384574					8" MIXED BED TANK RENTAL FEBRUARY 2026			
				93.03	101600	541000	Supplies/Material	



A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK 114190 TOTAL: 6,806.42								
114191	02/24/2026	PRTD	9505 TIRE MAN AGOURA	2147663	01/05/2026		022426	206.42
			Invoice: 2147663	206.42 701525 551500	TIRE SVC VEH#944			
					Outside Services			
			Invoice: 2147669	2147669	01/06/2026		022426	1,142.55
				1,142.55 701525 551500	TIRE SVC VEH#927			
					Outside Services			
			Invoice: 2147683	2147683	01/05/2026		022426	206.42
				206.42 701525 551500	TIRE SVC VEH#944			
					Outside Services			
CHECK 114191 TOTAL: 1,555.39								
114192	02/24/2026	PRTD	31043 TOTAL ACCESS ELEVATOR LLC	INV-02624-F8W3	02/01/2026		022426	290.00
			Invoice: INV-02624-F8W3	145.00 701001 551500	FEB 2026 ELEVATOR SRV			
				145.00 701002 551500	Outside Services			
					Outside Services			
CHECK 114192 TOTAL: 290.00								
114193	02/24/2026	PRTD	8764 UNITED RIBBON COMPANY, INC.	5596147	01/15/2026	2260125	022426	1,109.54
			Invoice: 5596147	1,109.54 701510 620000	TONERS			
					Forms, Supplies And Postage			
			Invoice: 5596208	5596208	01/15/2026	2260124	022426	424.17
				424.17 701510 620000	TONERS			
					Forms, Supplies And Postage			
			Invoice: 5597066	5597066	02/06/2026	2260129	022426	127.30
				127.30 701125 620000	TIFFANY A. TONER			
					Forms, Supplies And Postage			
CHECK 114193 TOTAL: 1,661.01								
114194	02/24/2026	PRTD	20935 US METRO GROUP, INC.	111100	01/31/2026		022426	15,567.38
			Invoice: 111100	7,670.79 701001 551500	JANITORIAL SRV JANUARY 2026			
				3,336.79 701002 551500	Outside Services			
				311.84 101600 551800	Outside Services			
				926.73 751750 551800	Building Maintenance			
				1,713.14 751810 551800	Building Maintenance			
				1,608.09 751820 551800	Building Maintenance			

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999 100100 Cash-General  
 CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC				
	CHECK	114194	TOTAL:	15,567.38
114195 02/24/2026 PRTD Invoice: 9779862581	2701 GRAINGER	9779862581	01/21/2026 FLEET WASH CONCENTRATE Outside Services	022426 1,306.99
		1,306.99 701525 551500		
Invoice: 9779862599	GRAINGER	9779862599	01/21/2026 HEADLAMP Genl Supplies/Small Tools	022426 167.45
		167.45 701526 572500		
Invoice: 9781235743	GRAINGER	9781235743	01/22/2026 EP GREASE, CARTRIDGE Genl Supplies/Small Tools	022426 207.87
		207.87 101900 572500		
Invoice: 9781235750	GRAINGER	9781235750	01/22/2026 MOBILE GREASE CARTRIDGE Genl Supplies/Small Tools	022426 451.96
		451.96 101900 572500		
Invoice: 9783462337	GRAINGER	9783462337	01/23/2026 LIFT LINE Genl Supplies/Small Tools	022426 408.46
		408.46 701521 572500		
Invoice: 9784458821	GRAINGER	9784458821	01/26/2026 THREAD SEALANT & URINE SALT DISSOLVER Genl Supplies/Small Tools	022426 440.54
		440.54 101900 572500		
Invoice: 9784605306	GRAINGER	9784605306	01/26/2026 DISPOSABLE GLOVES Genl Supplies/Small Tools	022426 149.31
		149.31 101900 572500		
Invoice: 9785525263	GRAINGER	9785525263	01/27/2026 VACUUM BRKR REPAIR KIT, O-RING & HANDLE REPAIR KIT Supplies/Material	022426 100.54
		100.54 701002 551000		
Invoice: 9785588725	GRAINGER	9785588725	01/27/2026 PRESSURE GAUGE Supplies/Material	022426 55.29
		55.29 751810 551000		
Invoice: 9785588733	GRAINGER	9785588733	01/27/2026 GAUGE W/DIAPHRAGM SEAL Supplies/Material	022426 278.77
		278.77 751810 551000		
Invoice: 9787387878	GRAINGER	9787387878	01/28/2026 RECIPROCATING SAW BLADE Supplies/Material	022426 27.73
		27.73 701002 551000		
Invoice: 9787865022	GRAINGER	9787865022	01/28/2026 ELECTRICAL SUPPLIES Supplies/Material	022426 340.11
		340.11 701002 551000		
	GRAINGER	9787387860	01/28/2026	022426 19.36

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 9787387860				19.36	701002	551000	SHOCKWAVE CARB HAMMER DRILL Supplies/Material	
							CHECK 114195 TOTAL:	3,954.38
114196	02/24/2026	PRTD	30823 WALSH CONSTRUCTION COMPANY II, LL	10635/PMT#21	02/06/2026		022426	1,314,031.63
Invoice: 10635/PMT#21				1,314,031.63	754440	900000	PHASE 1 DESIGN BUILD SVCS PWP JANUARY 2026 Capital Asset Expenses	
							CHECK 114196 TOTAL:	1,314,031.63
114197	02/24/2026	PRTD	3047 WESCO DISTRIBUTION, INC.	494893	02/02/2026		022426	5,831.13
Invoice: 494893				5,831.13	751810	551000	DC FAN RETROKIT VFD Supplies/Material	
			WESCO DISTRIBUTION, INC.	497468	02/05/2026		022426	771.94
Invoice: 497468				771.94	751810	551000	LIGHTING CONTACTOR Supplies/Material	
							CHECK 114197 TOTAL:	6,603.07
114198	02/24/2026	PRTD	30304 ZOH0 CORPORATION	5020036296	01/29/2026	2260132	022426	4,924.00
Invoice: 5020036296				4,924.00	701420	543000	MAINT FEE MANAGERENGINE ADAUDT 1/29/26-3/20/29 Capital Outlay	
							CHECK 114198 TOTAL:	4,924.00
				NUMBER OF CHECKS	51	*** CASH ACCOUNT TOTAL ***		2,239,453.69
				TOTAL PRINTED CHECKS	COUNT	AMOUNT		
				TOTAL EFT'S	42	2,125,726.65		
					9	113,727.04		
				*** GRAND TOTAL ***				2,239,453.69

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2026	8	417													
APP	701-200000			02/24/2026	022426		022426				Accounts Payable			211,736.40	
											AP CASH DISBURSEMENTS JOURNAL				
APP	999-100100			02/24/2026	022426		022426				Cash-General				2,239,453.69
											AP CASH DISBURSEMENTS JOURNAL				
APP	751-200000			02/24/2026	022426		022426				Accounts Payable			73,743.67	
											AP CASH DISBURSEMENTS JOURNAL				
APP	101-200000			02/24/2026	022426		022426				Accounts Payable			191,398.58	
											AP CASH DISBURSEMENTS JOURNAL				
APP	301-200000			02/24/2026	022426		022426				Accounts Payable			406,224.09	
											AP CASH DISBURSEMENTS JOURNAL				
APP	130-200000			02/24/2026	022426		022426				Accounts Payable			395.04	
											AP CASH DISBURSEMENTS JOURNAL				
APP	754-200000			02/24/2026	022426		022426				Accounts Payable			1,355,955.91	
											AP CASH DISBURSEMENTS JOURNAL				
											GENERAL LEDGER TOTAL			2,239,453.69	2,239,453.69
APP	999-207010			02/24/2026	022426		022426				Due to/Due FromInternal Svcs			211,736.40	
											Cash-General				211,736.40
APP	701-100100			02/24/2026	022426		022426				Due to/Due FromJPA Operations			73,743.67	
											Cash-General				73,743.67
APP	999-207510			02/24/2026	022426		022426				Due to/Due Frm Potable Wtr Ops			191,398.58	
											Cash-General				191,398.58
APP	751-100100			02/24/2026	022426		022426				Due to/Due FrmPotable Wtr Repl			406,224.09	
											Cash-General				406,224.09
APP	999-203010			02/24/2026	022426		022426				Due to/Due FrmSanitation Ops			395.04	
											Cash-General				395.04
APP	301-100100			02/24/2026	022426		022426				Due to/Due FromJPA Replacement			1,355,955.91	
											Cash-General				1,355,955.91
APP	999-201300			02/24/2026	022426		022426				Due to/Due FromJPA Replacement			1,355,955.91	
											Cash-General				1,355,955.91
APP	130-100100			02/24/2026	022426		022426				Due to/Due FromJPA Replacement			1,355,955.91	
											Cash-General				1,355,955.91
APP	999-207540			02/24/2026	022426		022426				Due to/Due FromJPA Replacement			1,355,955.91	
											Cash-General				1,355,955.91
APP	754-100100			02/24/2026	022426		022426				Due to/Due FromJPA Replacement			1,355,955.91	
											Cash-General				1,355,955.91
											SYSTEM GENERATED ENTRIES TOTAL			2,239,453.69	2,239,453.69
											JOURNAL 2026/08/417 TOTAL			4,478,907.38	4,478,907.38

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2026 8	417	02/24/2026	Cash-General Accounts Payable	191,398.58	191,398.58
				FUND TOTAL	191,398.58	191,398.58
130 Sanitation Operations 130-100100 130-200000	2026 8	417	02/24/2026	Cash-General Accounts Payable	395.04	395.04
				FUND TOTAL	395.04	395.04
301 Potable wtr Replacement Fund 301-100100 301-200000	2026 8	417	02/24/2026	Cash-General Accounts Payable	406,224.09	406,224.09
				FUND TOTAL	406,224.09	406,224.09
701 Internal Service Fund 701-100100 701-200000	2026 8	417	02/24/2026	Cash-General Accounts Payable	211,736.40	211,736.40
				FUND TOTAL	211,736.40	211,736.40
751 JPA Operations 751-100100 751-200000	2026 8	417	02/24/2026	Cash-General Accounts Payable	73,743.67	73,743.67
				FUND TOTAL	73,743.67	73,743.67
754 JPA Replacement 754-100100 754-200000	2026 8	417	02/24/2026	Cash-General Accounts Payable	1,355,955.91	1,355,955.91
				FUND TOTAL	1,355,955.91	1,355,955.91
999 Pooled Cash 999-100100 999-201010 999-201300 999-203010 999-207010 999-207510 999-207540	2026 8	417	02/24/2026	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due Frm Sanitation Ops Due to/Due Frm Potable wtr Repl Due to/Due From Internal Svs Due to/Due From JPA Operations Due to/Due From JPA Replacement	191,398.58 395.04 406,224.09 211,736.40 73,743.67 1,355,955.91	2,239,453.69
				FUND TOTAL	2,239,453.69	2,239,453.69

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		191,398.58
130	Sanitation Operations		395.04
301	Potable Wtr Replacement Fund		406,224.09
701	Internal Service Fund		211,736.40
751	JPA Operations		73,743.67
754	JPA Replacement		1,355,955.91
999	Pooled Cash		
		2,239,453.69	
TOTAL		2,239,453.69	2,239,453.69

\*\* END OF REPORT - Generated by Thieu Chau \*\*

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET	
26157	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5629286	01/16/2026		020326A	70.69	
				Invoice: 5629286	JED SMITH P/S	12/5/25-1/5/26			
				70.69 101108 540540	Water				
							CHECK	26157 TOTAL:	70.69
26158	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5631993	01/16/2026		020326A	792.01	
				Invoice: 5631993	TAPIA	12/5/25-1/5/26			
				792.01 751810 540540	Water				
							CHECK	26158 TOTAL:	792.01
26159	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5632027	01/16/2026		020326A	219.61	
				Invoice: 5632027	RLV FARM	12/5/25-1/5/26			
				219.61 751830 540540	Water				
							CHECK	26159 TOTAL:	219.61
26160	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5632029	01/16/2026		020326A	43.61	
				Invoice: 5632029	SOLAR LANDSCAPING	12/5/25-1/5/26			
				43.61 751820 540540	Water				
							CHECK	26160 TOTAL:	43.61
26161	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5632175	01/16/2026		020326A	389.17	
				Invoice: 5632175	HQ PWP/DEMO	12/5/25-1/5/26			
				389.17 751750 540540	Water				
							CHECK	26161 TOTAL:	389.17
26162	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5632179	01/16/2026		020326A	405.37	
				Invoice: 5632179	HQ BLDG#8	12/5/25-1/5/26			
				405.37 701001 540540	Water				
							CHECK	26162 TOTAL:	405.37
26163	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5632180	01/16/2026		020326A	7.50	
				Invoice: 5632180	FIRE PRTCN #8	12/5/25-1/5/26			
				7.50 701001 540540	Water				
							CHECK	26163 TOTAL:	7.50
26164	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5632181	01/16/2026		020326A	7.50	
				Invoice: 5632181	FIRE PRTCN #7	12/5/25-1/5/26			
				7.50 701002 540540	Water				

# Las Virgenes Municipal Water District



## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
							CHECK 26164 TOTAL:	7.50
26165	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5632182	01/16/2026		020326A	1,041.64
			Invoice: 5632182	1,041.64 701002 540540	12/5/25-1/5/26			
							CHECK 26165 TOTAL:	1,041.64
26166	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5632184	01/16/2026		020326A	442.71
			Invoice: 5632184	442.71 701002 540540	12/5/25-1/5/26			
							CHECK 26166 TOTAL:	442.71
26167	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5633496	01/16/2026		020326A	76.09
			Invoice: 5633496	76.09 130100 540540	12/5/25-1/5/26			
							CHECK 26167 TOTAL:	76.09
26168	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5633565	01/16/2026		020326A	76.09
			Invoice: 5633565	76.09 130100 540540	12/5/25-1/5/26			
							CHECK 26168 TOTAL:	76.09
26169	02/03/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5634218	01/16/2026		020326A	574.03
			Invoice: 5634218	574.03 751820 540540	12/5/25-1/5/26			
							CHECK 26169 TOTAL:	574.03
				NUMBER OF CHECKS	13		*** CASH ACCOUNT TOTAL ***	4,146.02
				TOTAL MANUAL CHECKS		COUNT	AMOUNT	
						13	4,146.02	
							*** GRAND TOTAL ***	4,146.02

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2026	8	19													
APP	101-200000		02/03/2026	020326A	020326					Accounts Payable				70.69	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		02/03/2026	020326A	020326					Cash-General					4,146.02
										AP CASH DISBURSEMENTS JOURNAL					
APP	751-200000		02/03/2026	020326A	020326					Accounts Payable				2,018.43	
										AP CASH DISBURSEMENTS JOURNAL					
APP	701-200000		02/03/2026	020326A	020326					Accounts Payable				1,904.72	
										AP CASH DISBURSEMENTS JOURNAL					
APP	130-200000		02/03/2026	020326A	020326					Accounts Payable				152.18	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				4,146.02	4,146.02
APP	999-201010		02/03/2026	020326A	020326					Due to/Due Frm Potable Wtr Ops				70.69	
APP	101-100100		02/03/2026	020326A	020326					Cash-General					70.69
APP	999-207510		02/03/2026	020326A	020326					Due to/Due FromJPA Operations				2,018.43	
APP	751-100100		02/03/2026	020326A	020326					Cash-General					2,018.43
APP	999-207010		02/03/2026	020326A	020326					Due to/Due FromInternal Svs				1,904.72	
APP	701-100100		02/03/2026	020326A	020326					Cash-General					1,904.72
APP	999-201300		02/03/2026	020326A	020326					Due to/Due FrmSanitation Ops				152.18	
APP	130-100100		02/03/2026	020326A	020326					Cash-General					152.18
										SYSTEM GENERATED ENTRIES TOTAL				4,146.02	4,146.02
										JOURNAL 2026/08/19 TOTAL				8,292.04	8,292.04

**A/P CASH DISBURSEMENTS JOURNAL**  
**JOURNAL ENTRIES TO BE CREATED**

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2026 8	19	02/03/2026	Cash-General		70.69
				Accounts Payable	70.69	
				FUND TOTAL	70.69	70.69
130 Sanitation Operations 130-100100 130-200000	2026 8	19	02/03/2026	Cash-General		152.18
				Accounts Payable	152.18	
				FUND TOTAL	152.18	152.18
701 Internal Service Fund 701-100100 701-200000	2026 8	19	02/03/2026	Cash-General		1,904.72
				Accounts Payable	1,904.72	
				FUND TOTAL	1,904.72	1,904.72
751 JPA Operations 751-100100 751-200000	2026 8	19	02/03/2026	Cash-General		2,018.43
				Accounts Payable	2,018.43	
				FUND TOTAL	2,018.43	2,018.43
999 Pooled Cash 999-100100 999-201010 999-201300 999-207010 999-207510	2026 8	19	02/03/2026	Cash-General		4,146.02
				Due to/Due Frm Potable Wtr Ops	70.69	
				Due to/Due Frm Sanitation Ops	152.18	
				Due to/Due From Internal Svs	1,904.72	
				Due to/Due From JPA Operations	2,018.43	
				FUND TOTAL	4,146.02	4,146.02

**A/P CASH DISBURSEMENTS JOURNAL**  
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable water Operations		70.69
130	Sanitation Operations		152.18
701	Internal Service Fund		1,904.72
751	JPA Operations		2,018.43
999	Pooled Cash	4,146.02	
	TOTAL	4,146.02	4,146.02

\*\* END OF REPORT - Generated by Thieu Chau \*\*

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      104520      US Bank - Cash  
 CHECK NO    CHK DATE    TYPE    VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
26170	02/03/2026	MANL	30667 U.S. BANK	15122857	01/23/2026		020326B	3,000.00
Invoice: 15122857								
				3,000.00	101001	862500	US BANK FEE Q/E 12/31/25 Other Non-Operating Expense	
							CHECK    26170 TOTAL:	3,000.00
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***		3,000.00
				TOTAL MANUAL CHECKS	COUNT	AMOUNT		
					1	3,000.00		
							*** GRAND TOTAL ***	3,000.00

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2026	8		20								
APP 101-200000			02/03/2026	020326B	020326			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		3,000.00	
APP 999-104520			02/03/2026	020326B	020326			US Bank - Cash AP CASH DISBURSEMENTS JOURNAL			3,000.00
GENERAL LEDGER TOTAL										3,000.00	3,000.00
APP 999-201010			02/03/2026	020326B	020326			Due to/Due Frm Potable Wtr Ops		3,000.00	
APP 101-100100			02/03/2026	020326B	020326			Cash-General			3,000.00
SYSTEM GENERATED ENTRIES TOTAL										3,000.00	3,000.00
JOURNAL 2026/08/20 TOTAL										6,000.00	6,000.00

## A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101	Potable Water Operations	2026	8	20	02/03/2026			
	101-100100					Cash-General		3,000.00
	101-200000					Accounts Payable	3,000.00	
						FUND TOTAL	3,000.00	3,000.00
999	Pooled Cash	2026	8	20	02/03/2026			
	999-104520					US Bank - Cash		3,000.00
	999-201010					Due to/Due Frm Potable Wtr Ops	3,000.00	
						FUND TOTAL	3,000.00	3,000.00

**A/P CASH DISBURSEMENTS JOURNAL**  
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		3,000.00
999	Pooled Cash	3,000.00	
	TOTAL	3,000.00	3,000.00

\*\* END OF REPORT - Generated by Thieu Chau \*\*

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
26171	02/17/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5634795	01/29/2026		021726A	200.48
			Invoice: 5634795					
				200.48 701001 540540				
					INVOICE DTL DESC			
					RWPS 12/18/25-1/20/26			
					Water			
						CHECK	26171 TOTAL:	200.48
26172	02/17/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5634801	01/29/2026		021726A	280.00
			Invoice: 5634801					
				280.00 701001 540540				
					BD#8/RW 12/18/25-1/20/26			
					Water			
						CHECK	26172 TOTAL:	280.00
26173	02/17/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5634803	01/29/2026		021726A	198.35
			Invoice: 5634803					
				198.35 701001 540540				
					HQ BD#8/RW 12/18/25-1/20/26			
					Water			
						CHECK	26173 TOTAL:	198.35
26174	02/17/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5634807	01/29/2026		021726A	273.70
			Invoice: 5634807					
				273.70 701002 540540				
					BD#7/RW 12/18/25-1/20/26			
					Water			
						CHECK	26174 TOTAL:	273.70
26175	02/17/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5635164	01/29/2026		021726A	39.19
			Invoice: 5635164					
				39.19 751223 540540				
					IND HILLS 12/18/25-1/20/26			
					Water			
						CHECK	26175 TOTAL:	39.19
26176	02/17/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5635564	01/29/2026		021726A	39.19
			Invoice: 5635564					
				39.19 751125 540540				
					MORRSN P/S 12/18/25-1/20/26			
					Water			
						CHECK	26176 TOTAL:	39.19
26177	02/17/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5642992	01/29/2026		021726A	70.69
			Invoice: 5642992					
				70.69 101201 540540				
					EQS TANK 12/18/25-1/20/26			
					Water			
						CHECK	26177 TOTAL:	70.69
26178	02/17/2026	MANL	3352 LAS VIRGENES MUNICIPAL WATER DIST	5643995	01/29/2026		021726A	28.45
			Invoice: 5643995					
				28.45 101600 540540				
					WLK FLT PLANT 12/18/25-1/20/26			
					Water			

## A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
<b>INVOICE DTL DESC</b>				
	CHECK	26178	TOTAL:	28.45
26179 02/17/2026 MANL 3352 LAS VIRGENES MUNICIPAL WATER DIST 5643999 Invoice: 5643999	01/29/2026		021726A	616.17
616.17 101600 540540	WLK FLT PLANT 12/18/25-1/20/26 Water			
	CHECK	26179	TOTAL:	616.17
26180 02/17/2026 MANL 30658 WELLS FARGO BANK Invoice: JANUARY 2026	JANUARY 2026		021726A	1,875.95
1,875.95 101001 862500	WFB CLIENT ANALYSIS FEE JANUARY 2026 Other Non-Operating Expense			
	CHECK	26180	TOTAL:	1,875.95
NUMBER OF CHECKS	10	*** CASH ACCOUNT TOTAL ***		3,622.17
TOTAL MANUAL CHECKS	COUNT	AMOUNT		
	10	3,622.17		
		*** GRAND TOTAL ***		3,622.17

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296jcortez

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2026	8	314													
APP	701-200000		02/17/2026	021726A	021726					Accounts Payable				952.53	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		02/17/2026	021726A	021726					Cash-General					3,622.17
										AP CASH DISBURSEMENTS JOURNAL					
APP	751-200000		02/17/2026	021726A	021726					Accounts Payable				78.38	
										AP CASH DISBURSEMENTS JOURNAL					
APP	101-200000		02/17/2026	021726A	021726					Accounts Payable				2,591.26	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				3,622.17	3,622.17
APP	999-207010		02/17/2026	021726A	021726					Due to/Due FromInternal Svcs				952.53	
										Cash-General					952.53
APP	701-100100		02/17/2026	021726A	021726					Due to/Due FromJPA Operations				78.38	
										Cash-General					78.38
APP	999-207510		02/17/2026	021726A	021726					Due to/Due Frm Potable Wtr Ops				2,591.26	
										Cash-General					2,591.26
APP	751-100100		02/17/2026	021726A	021726										
										SYSTEM GENERATED ENTRIES TOTAL				3,622.17	3,622.17
APP	999-201010		02/17/2026	021726A	021726										
										JOURNAL 2026/08/314	TOTAL			7,244.34	7,244.34
APP	101-100100		02/17/2026	021726A	021726										

## A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2026 8	314	02/17/2026	Cash-General		2,591.26
				Accounts Payable	2,591.26	
				FUND TOTAL	2,591.26	2,591.26
701 Internal Service Fund 701-100100 701-200000	2026 8	314	02/17/2026	Cash-General		952.53
				Accounts Payable	952.53	
				FUND TOTAL	952.53	952.53
751 JPA Operations 751-100100 751-200000	2026 8	314	02/17/2026	Cash-General		78.38
				Accounts Payable	78.38	
				FUND TOTAL	78.38	78.38
999 Pooled Cash 999-100100 999-201010 999-207010 999-207510	2026 8	314	02/17/2026	Cash-General		3,622.17
				Due to/Due Frm Potable Wtr Ops	2,591.26	
				Due to/Due FromInternal Sys	952.53	
				Due to/Due FromJPA Operations	78.38	
				FUND TOTAL	3,622.17	3,622.17

**A/P CASH DISBURSEMENTS JOURNAL**  
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		2,591.26
701	Internal Service Fund		952.53
751	JPA Operations		78.38
999	Pooled Cash		
	TOTAL	3,622.17	3,622.17

\*\* END OF REPORT - Generated by Jessica Cortez \*\*

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

INVOICE	INV DATE	PO	CHECK RUN	NET
26181	02/24/2026	MANL	30658 WELLS FARGO BANK	
Invoice: 10001/JANUARY 2026				
10001/JANUARY 2026	02/01/2026		022426B	42,706.45
INVOICE DTL DESC				
VISA CHARGES JANUARY 2026				
-79.14	701525	551000	Supplies/Material	
-10.83	701223	683000	Training & Professional Devel	
-9.42	701112	601000	Directors' Conference Exp	
.01	701121	711000	Misc Staff Expense	
.12	701420	710500	Dues, Subsc & Memberships	
.59	701525	551000	Supplies/Material	
.59	701121	711000	Misc Staff Expense	
1.79	701330	683000	Training & Professional Devel	
1.97	701420	621500	System Support and Maintenance	
2.50	701121	683000	Training & Professional Devel	
3.05	701121	683000	Training & Professional Devel	
3.21	701220	620000	Forms, Supplies And Postage	
3.30	701121	683000	Training & Professional Devel	
4.54	701340	711000	Misc Staff Expense	
8.22	701121	620000	Forms, Supplies And Postage	
10.42	101300	541000	Supplies/Material	
11.77	701420	621500	System Support and Maintenance	
13.82	701521	711000	Misc Staff Expense	
15.00	701230	710500	Dues, Subsc & Memberships	
16.02	701222	572500	Genl Supplies/Small Tools	
16.85	751840	620000	Forms, Supplies And Postage	
17.85	701420	621500	System Support and Maintenance	
19.07	751840	620000	Forms, Supplies And Postage	
19.98	701125	711000	Misc Staff Expense	
21.81	701322	572500	Genl Supplies/Small Tools	
21.94	751810	541000	Supplies/Material	
22.98	701121	683000	Training & Professional Devel	
25.00	701230	683000	Training & Professional Devel	
25.32	701322	711000	Misc Staff Expense	
26.16	701121	620000	Forms, Supplies And Postage	
26.32	751810	551000	Supplies/Material	
27.93	701121	683000	Training & Professional Devel	
28.00	701525	551000	Supplies/Material	
28.14	701220	620000	Forms, Supplies And Postage	
28.90	701420	621500	System Support and Maintenance	
28.94	751820	551000	Supplies/Material	
29.35	701322	711000	Misc Staff Expense	
29.94	701121	683000	Training & Professional Devel	
30.00	701223	683000	Training & Professional Devel	
31.91	701121	683000	Training & Professional Devel	
32.23	101300	541000	Supplies/Material	
34.15	701322	572500	genl Supplies/Small Tools	
36.07	701420	540520	Telephone	
36.12	701420	540520	Telephone	
37.13	701121	683000	Training & Professional Devel	
37.49	701525	551000	Supplies/Material	
38.99	701121	710500	Dues, Subsc & Memberships	
40.00	751810	551000	Supplies/Material	
40.87	701002	551000	Supplies/Material	
42.28	701210	711000	Misc Staff Expense	

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

		INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC				
42.88	701331	572500				Genl Supplies/Small Tools
44.95	701525	551000				Supplies/Material
45.00	701112	601000				Directors' Conference Exp
45.29	701520	711000				Misc Staff Expense
46.42	751820	551000				Supplies/Material
46.83	701520	711000				Misc Staff Expense
47.49	701521	711000				Misc Staff Expense
50.00	701420	540520				Telephone
50.00	701420	540520				Telephone
50.00	701210	683000				Training & Professional Devel
50.00	701210	683000				Training & Professional Devel
50.36	101300	541000				Supplies/Material
51.40	701340	711000				Misc Staff Expense
53.45	701121	620000				Forms, Supplies And Postage
58.19	701222	572500				Genl Supplies/Small Tools
61.05	701521	711000				Misc Staff Expense
65.00	701420	540520				Telephone
65.00	701330	683000				Training & Professional Devel
65.13	701322	711000				Misc Staff Expense
65.48	701520	711000				Misc Staff Expense
65.83	101200	541000				Supplies/Material
73.76	701121	620000				Forms, Supplies And Postage
76.81	130100	551000				Supplies/Material
79.14	701525	551000				Supplies/Material
85.53	701121	711000				Misc Staff Expense
86.22	701210	711000				Misc Staff Expense
97.79	101100	551000				Supplies/Material
98.58	701521	711000				Misc Staff Expense
99.00	701222	711000				Misc Staff Expense
100.95	701525	551000				Supplies/Material
105.36	701322	711000				Misc Staff Expense
109.09	751820	551000				Supplies/Material
109.50	701521	711000				Misc Staff Expense
110.80	751810	551000				Supplies/Material
111.51	101300	541000				Supplies/Material
118.46	751750	551000				Supplies/Material
118.52	701525	551000				Supplies/Material
125.00	701121	683000				Training & Professional Devel
137.07	701322	572500				Genl Supplies/Small Tools
143.55	751810	551000				Supplies/Material
149.99	701340	711000				Misc Staff Expense
150.00	701420	621500				System Support and Maintenance
155.00	701410	710500				Dues, Subsc & Memberships
157.69	101100	551000				Supplies/Material
162.89	701322	711000				Misc Staff Expense
165.88	751810	678800				District Sprayfield
181.00	701210	711000				Misc Staff Expense
184.00	701530	683000				Training & Professional Devel
185.69	701341	551000				Supplies/Material
191.74	701222	572500				Genl Supplies/Small Tools
193.07	701520	711000				Misc Staff Expense
196.32	130100	551000				Supplies/Material

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

		INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC				
	200.00	701125	681000		Recruitment Expense	
	208.51	701526	622500		Radio Maintenance Expense	
	219.57	701530	623000		Safety Equipment	
	229.46	701001	551000		Supplies/Material	
	241.86	701121	711000		Misc Staff Expense	
	249.00	701420	683000		Training & Professional Devel	
	251.00	701526	683000		Training & Professional Devel	
	286.80	701420	683000		Training & Professional Devel	
	300.00	701121	710500		Dues, Subsc & Memberships	
	300.00	701125	710500		Dues, Subsc & Memberships	
	321.55	701112	601000		Directors' Conference Exp	
	325.00	701125	681000		Recruitment Expense	
	342.92	701525	551000		Supplies/Material	
	343.01	701222	572500		genl Supplies/Small Tools	
	383.03	101700	541000		Supplies/Material	
	385.00	701440	683000		Training & Professional Devel	
	385.00	701121	683000		Training & Professional Devel	
	390.84	701125	681000		Recruitment Expense	
	420.03	701410	683000		Training & Professional Devel	
	420.03	701121	683000		Training & Professional Devel	
	438.97	101200	541000		Supplies/Material	
	468.87	701112	601000		Directors' Conference Exp	
	470.00	701525	551500		Outside Services	
	470.52	701125	683000		Training & Professional Devel	
	485.74	701121	681500		Empl Recognition Functions	
	489.00	701525	551000		Supplies/Material	
	491.68	101600	541000		Supplies/Material	
	500.00	701410	683000		Training & Professional Devel	
	500.00	701121	683000		Training & Professional Devel	
	549.00	701230	683000		Training & Professional Devel	
	549.00	701125	683000		Training & Professional Devel	
	668.79	701121	683000		Training & Professional Devel	
	675.00	701121	683000		Training & Professional Devel	
	675.00	701121	683000		Training & Professional Devel	
	715.85	701112	601000		Directors' Conference Exp	
	756.05	701525	551500		Outside Services	
	774.22	701331	551000		Supplies/Material	
	776.65	101300	541000		Supplies/Material	
	795.00	701210	683000		Training & Professional Devel	
	795.28	701525	551500		Outside Services	
	825.00	701342	683000		Training & Professional Devel	
	850.00	701230	660410		Professional Org Sponsorships	
	900.00	701125	681000		Recruitment Expense	
	922.72	701322	572500		genl Supplies/Small Tools	
	941.28	701002	551000		Supplies/Material	
	950.00	701230	683000		Training & Professional Devel	
	955.00	701125	681000		Recruitment Expense	
	962.90	701420	540520		Telephone	
	1,262.69	701342	683000		Training & Professional Devel	
	2,040.84	701525	551500		Outside Services	
	2,154.23	701001	551000		Supplies/Material	
	2,233.40	130100	551000		Supplies/Material	

**A/P CASH DISBURSEMENTS JOURNAL**

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
				INVOICE DTL DESC				
				3,402.25	701222	572500	Genl Supplies/Small Tools	
							CHECK 26181 TOTAL:	42,706.45
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		42,706.45
				TOTAL MANUAL CHECKS		COUNT	AMOUNT	
						1	42,706.45	
							*** GRAND TOTAL ***	42,706.45

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2026	8	426	APP	701-200000	02/24/2026	022426B	022426			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		36,736.44	
			APP	999-100100	02/24/2026	022426B	022426			Cash-General AP CASH DISBURSEMENTS JOURNAL			42,706.45
			APP	101-200000	02/24/2026	022426B	022426			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		2,616.16	
			APP	751-200000	02/24/2026	022426B	022426			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		847.32	
			APP	130-200000	02/24/2026	022426B	022426			Accounts Payable AP CASH DISBURSEMENTS JOURNAL		2,506.53	
GENERAL LEDGER TOTAL												42,706.45	42,706.45
			APP	999-207010	02/24/2026	022426B	022426			Due to/Due FromInternal Svs		36,736.44	
			APP	701-100100	02/24/2026	022426B	022426			Cash-General			36,736.44
			APP	999-201010	02/24/2026	022426B	022426			Due to/Due Frm Potable Wtr Ops		2,616.16	
			APP	101-100100	02/24/2026	022426B	022426			Cash-General			2,616.16
			APP	999-207510	02/24/2026	022426B	022426			Due to/Due FromJPA Operations		847.32	
			APP	751-100100	02/24/2026	022426B	022426			Cash-General			847.32
			APP	999-201300	02/24/2026	022426B	022426			Due to/Due FrmSanitation Ops		2,506.53	
			APP	130-100100	02/24/2026	022426B	022426			Cash-General			2,506.53
SYSTEM GENERATED ENTRIES TOTAL												42,706.45	42,706.45
JOURNAL 2026/08/426 TOTAL												85,412.90	85,412.90

**A/P CASH DISBURSEMENTS JOURNAL**  
**JOURNAL ENTRIES TO BE CREATED**

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2026 8	426	02/24/2026	Cash-General Accounts Payable		2,616.16
				FUND TOTAL	2,616.16	2,616.16
130 Sanitation Operations 130-100100 130-200000	2026 8	426	02/24/2026	Cash-General Accounts Payable		2,506.53
				FUND TOTAL	2,506.53	2,506.53
701 Internal Service Fund 701-100100 701-200000	2026 8	426	02/24/2026	Cash-General Accounts Payable		36,736.44
				FUND TOTAL	36,736.44	36,736.44
751 JPA Operations 751-100100 751-200000	2026 8	426	02/24/2026	Cash-General Accounts Payable		847.32
				FUND TOTAL	847.32	847.32
999 Pooled Cash 999-100100 999-201010 999-201300 999-207010 999-207510	2026 8	426	02/24/2026	Cash-General Due to/Due Frm Potable Wtr Ops Due to/Due FrmSanitation Ops Due to/Due FromInternal Svs Due to/Due FromJPA Operations		42,706.45
				FUND TOTAL	42,706.45	42,706.45

**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable water Operations		2,616.16
130	Sanitation Operations		2,506.53
701	Internal Service Fund		36,736.44
751	JPA Operations		847.32
999	Pooled Cash	42,706.45	
TOTAL		42,706.45	42,706.45

\*\* END OF REPORT - Generated by Thieu Chau \*\*

A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 999      100100      Cash-General  
 CHECK NO    CHK DATE    TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	CHECK RUN	NET
1063	02/24/2026	WIRE	3384 METROPOLITAN WATER DISTRICT OF S.	12104	02/10/2026		022426A	840,162.70
			Invoice: 12104					
				601,268.00	101001	500200	MWD PURCHASED WATER JANUARY 2026	
				45,795.85	101001	501200	Non-Interruptible	
				193,098.85	101001	501000	Capacity Reservation Charge	
				-683,264.00	101	135500	Readiness To Serve	
				683,264.00	101001	500200	Prepaid Services	
							Non-Interruptible	
							CHECK	1063 TOTAL: 840,162.70
1064	02/17/2026	WIRE	2964 CA ST TREAS. BOE	97-817885/013126	01/31/2026		022426A	32,097.00
			Invoice: 97-817885/013126					
				32,097.00	751	206000	97-817885 USE TAX JANUARY 2026	
							Use Tax Liability	
							CHECK	1064 TOTAL: 32,097.00
							NUMBER OF CHECKS	2
							*** CASH ACCOUNT TOTAL ***	872,259.70
							TOTAL WIRE TRANSFERS	COUNT 2 AMOUNT 872,259.70
							*** GRAND TOTAL ***	872,259.70

**A/P CASH DISBURSEMENTS JOURNAL**

JOURNAL ENTRIES TO BE CREATED

CLERK: 3296tchau

YEAR	PER	JNL	SRC	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
			EFF	DATE						LINE	DESC				
2026	8	418													
APP	101-200000		02/24/2026	022426A	022426					Accounts Payable				840,162.70	
										AP CASH DISBURSEMENTS JOURNAL					
APP	999-100100		02/24/2026	022426A	022426					Cash-General					872,259.70
										AP CASH DISBURSEMENTS JOURNAL					
APP	751-200000		02/24/2026	022426A	022426					Accounts Payable				32,097.00	
										AP CASH DISBURSEMENTS JOURNAL					
										GENERAL LEDGER TOTAL				872,259.70	872,259.70
APP	999-201010		02/24/2026	022426A	022426					Due to/Due Frm Potable Wtr Ops				840,162.70	
										Cash-General					840,162.70
APP	101-100100		02/24/2026	022426A	022426					Due to/Due FromJPA Operations				32,097.00	
										Cash-General					32,097.00
APP	999-207510		02/24/2026	022426A	022426										
										SYSTEM GENERATED ENTRIES TOTAL				872,259.70	872,259.70
APP	751-100100		02/24/2026	022426A	022426					JOURNAL 2026/08/418	TOTAL			1,744,519.40	1,744,519.40

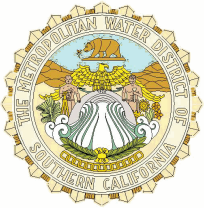
**A/P CASH DISBURSEMENTS JOURNAL**  
 JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 Potable Water Operations 101-100100 101-200000	2026 8	418	02/24/2026	Cash-General		840,162.70
				Accounts Payable	840,162.70	
				FUND TOTAL	840,162.70	840,162.70
751 JPA Operations 751-100100 751-200000	2026 8	418	02/24/2026	Cash-General		32,097.00
				Accounts Payable	32,097.00	
				FUND TOTAL	32,097.00	32,097.00
999 Pooled Cash 999-100100 999-201010 999-207510	2026 8	418	02/24/2026	Cash-General		872,259.70
				Due to/Due Frm Potable Wtr Ops	840,162.70	
				Due to/Due FromJPA Operations	32,097.00	
				FUND TOTAL	872,259.70	872,259.70

**A/P CASH DISBURSEMENTS JOURNAL**  
JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FR
101	Potable Water Operations		840,162.70
751	JPA Operations		32,097.00
999	Pooled Cash	872,259.70	
	TOTAL	872,259.70	872,259.70

\*\* END OF REPORT - Generated by Thieu Chau \*\*



**MWD**  
 METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA  
 700 North Alameda Street  
 Los Angeles, CA, 90012-2944

**INVOICE**

**Billed To:**  
 Las Virgenes Municipal Water District



**Service Address**  
 4232 Las Virgenes Road  
 Calabasas, CA 91302

January 2026	Page No. 1 of 1
Mailed: 02/10/2026	Due Date: 03/30/2026
Invoice Number: 12104	Revision: 0

**NOTICE**

The MWD Administrative Code Section 4507 and 4508 require that payment must be made in "Good Funds" by the due date or the payment will be considered delinquent and an additional charge shall be assessed.

DELIVERIES	Volume (AF)
Total Water Treated Delivered	937.5
Total Water Untreated Delivered	

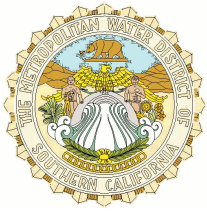
SALES	Type	Volume (AF)	Rate (\$ /AF)	Total ( \$ )
	System Access Rate	393.5	\$492.00	\$193,602.00
	System Power Rate	393.5	\$179.00	\$70,436.50
	Supply Rate	393.5	\$313.00	\$123,165.50
	Treatment Surcharge	393.5	\$544.00	\$214,064.00
	<b>SUBTOTAL</b>			<b>\$601,268.00</b>

OTHER CHARGES AND CREDITS	Rate (\$ /AF)
Capacity Charge( Payment Schedule: M)	\$45,795.85
Readiness To Serve Charge( Payment Schedule: M)	\$193,098.85
<b>SUBTOTAL</b>	<b>\$238,894.70</b>

ADDITIONAL INFORMATION	Volume (AF)	Peak Day	Flow (CFS)
Capacity Charge		7/13/2023	37.9
YTD Deliveries (For Current Calendar Year)	937.5		
Current Month Deliveries	937.5		

<b>INVOICE TOTAL</b>	Volume AF	Amount Now Due
	<b>393.5</b>	<b>\$840,162.70</b>

Note: Amount Due is based on highlighted fields



**MWD**

**METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA**

700 North Alameda Street

Los Angeles, CA, 90012-2944

**INVOICE DETAIL**

NOTICE
<p>The MWD Administrative Code Section 4507 and 4508 require that payment must be made in "Good Funds" by the due date or the payment will be considered delinquent and an additional charge shall be assessed.</p>

IN ACCORDANCE WITH READINGS AND BILLING DATA LISTED BELOW

Agency Name	Invoice No.	Rev.	Bill Period	Page No.	Mailed On	Due On
Las Virgenes Municipal Water District	12104	0	January 2026	1 of 2	02-10-26	03-30-26

Meter No LV-01

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth St. and Andora Ave.	100	25004702	25004702	0	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
<b>LV-01 Total</b>		0.0	0.00

Meter No LV-02

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Terminus of Calabasas Feeder	1,000	24664797	24703756	38959000	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
System Access Rate	492.00	894.4	440,044.80
System Power Rate	179.00	894.4	160,097.60
Treatment Surcharge	544.00	894.4	486,553.60
Supply Rate	313.00	894.4	279,947.20
<b>Delivery Subtotal</b>		894.4	1,366,643.20

--- ADJUSTMENT ---

	Rate Per AF	Volume AF	Amount
Jan 2026 basic to reverse cyclic sale (dec 2024 purch)	1,528.00	-544.0	-831,232.00
<b>Adjustment Subtotal</b>		-544.0	-831,232.00
<b>LV-02 Total</b>		350.4	535,411.20

Meter No LV-03

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
Chatsworth Park	10	101252514	101440234	1877200	Unbundled

--- DELIVERIES ---

	Rate Per AF	Volume AF	Amount
System Access Rate	492.00	43.1	21,205.20
System Power Rate	179.00	43.1	7,714.90
Treatment Surcharge	544.00	43.1	23,446.40
Supply Rate	313.00	43.1	13,490.30
<b>Delivery Subtotal</b>		43.1	65,856.80
<b>LV-03 Total</b>		43.1	65,856.80

Meter No RC-LV-TR

Treated Domestic	Constant	Previous Reading	Current Reading	Volume (Cu. Ft.)	Rate Desc.
	1	0	0	0	Unbundled

Agency Name	Invoice No.	Rev.	Bill Period	Page No.	Mailed On	Due On
Las Virgenes Municipal Water District	12104	0	January 2026	2 of 2	02-10-26	03-30-26

--- DELIVERIES ---

Rate Per AF	Volume AF	Amount
-------------	-----------	--------

--- ADJUSTMENT ---

Rate Per AF	Volume AF	Amount
-------------	-----------	--------

Jan 2026 basic to reverse cyclic sale(dec 2024 purch) ( Las Virgenes )	1,256.00	544.0	683,264.00
Jan 2026 basic to reverse cyclic delivery (dec 2024 purch) ( Las Virgenes )	1,256.00	-544.0	-683,264.00

<b>Adjustment Subtotal</b>		0.0	0.00
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<b>RC-LV-TR Total</b>		0.0	0.00
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--- OTHER CHARGES AND CREDITS ---

Amount
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Capacity Charge for current calendar year		45,795.85
Readiness to Serve Charge for current fiscal year		193,098.85

VOLUME TOTAL	INVOICE TOTAL
<b>393.5</b>	<b>\$840,162.70</b>

This invoice was printed on 2/10/2026 at 3:26:31PM



THE METROPOLITAN WATER DISTRICT  
of SOUTHERN CALIFORNIA  
700 North Alameda Street  
Los Angeles, CA 90012-2944  
<http://www.mwdh2o.com/>

**SUMMARY OF PROGRAM DEMANDS BY WATER DESCRIPTION IN ACRE FEET  
BASED ON HISTORICAL WATER DELIVERIES  
INVOICE COVER SHEET  
For the Fiscal Year 2025 - 2026**

**LV - Las Virgenes Municipal Water District**

<b>DELIVERIES</b>													
MWD Water	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year Bal
<b>Program: BASIC</b>													
<b>TREATED FULL SERVICE</b>													
Subtotal	1,779.9	1,394.3	1,154.6	1,370.4	982.2	595.8	393.5	0.0	0.0	0.0	0.0	0.0	7,670.7
<b>TREATED FULL SERVICE AGENCY TRANSFER</b>													
Subtotal	0.0	0.0	0.0	0.0	0.0	135.7	0.0	0.0	0.0	0.0	0.0	0.0	135.7
<b>TREATED INTERRUPTIBLE (HISTORICAL)</b>													
Subtotal	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>BASIC Total</b>	<b>1,779.9</b>	<b>1,394.3</b>	<b>1,154.6</b>	<b>1,370.4</b>	<b>982.2</b>	<b>731.5</b>	<b>393.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>7,806.4</b>
<b>MWD Water Total</b>	<b>1,779.9</b>	<b>1,394.3</b>	<b>1,154.6</b>	<b>1,370.4</b>	<b>982.2</b>	<b>731.5</b>	<b>393.5</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>7,806.4</b>

<b>STORAGE - CYC</b>															
<b>Program: CYC Version: CC03 Impl_Code: 001</b>															
	Begin Bal	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Year Bal	End Bal
<b>Deliveries</b>	546.4	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	546.4
<b>Sales</b>	(546.4)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	(546.4)
<b>Adj/Losses</b>	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>



**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
4232 Las Virgenes Road, Calabasas CA 91302

**MINUTES**  
**REGULAR MEETING**

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9:00 AM

March 03, 2026

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by John Soderberg.

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at **9:00 a.m.** by Board President Coradeschi in the Glen D. Peterson Board Room at Las Virgenes Municipal Water District headquarters at 4232 Las Virgenes Road, Calabasas, CA 91302. Nancy Lawrence, Clerk of the Board, conducted the roll call.

Present: Directors Gary Burns, Andy Coradeschi, Randy Levine, Jay Lewitt, and Len Polan.

Absent: None

Staff Present: David Pedersen, General Manager  
Joe McDermott, Assistant General Manager  
Donald Patterson, Assistant General Manager  
Adrienne Burns, Director of External Affairs  
Darrell Johnson, Director of Water Operations  
Debbie Rosales, Finance Manager  
Nancy Lawrence, Clerk of the Board  
Keith Lemieux, District Counsel

## 2. APPROVAL OF AGENDA

Director Levine moved to approve the agenda. Motion seconded by Director Polan. Motion carried 5-0 by the following vote:

AYES: Directors: Burns, Coradeschi, Levine, Lewitt, and Polan.

NOES: None

ABSTAIN: None

ABSENT: None

## 3. PUBLIC COMMENTS

None.

## 4. CONSENT CALENDAR

**A Minutes: February 17, 2026:** Approve

**B Contract Laboratory Services: Contract Increase Extension:**

Authorize the General Manager to execute a contract amendment to extend the term of the professional services agreement with Weck Laboratories, Inc. from January 2026 to April 15<sup>th</sup>, 2026; and to approve an increase in the amount of \$87,900, for contract laboratory services.

Director Burns moved to approve consent items. Motion seconded by Director Levine. Motion carried 5-0 by the following vote:

AYES: Directors: Burns, Coradeschi, Levine, Lewitt, and Polan.

NOES: None

ABSTAIN: None

ABSENT: None

## 5. ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS

**A Water Supply Conditions Update**

Donald Patterson, Assistant General Manager, provided the report. As of the end of February, rainfall is higher than average while snowpack in the Northern Sierra was 52% and snowpack in Southern Sierra was at 86%. The Colorado River Basin snowpack was at 69%. Lake Mead storage was at 36%, Lake Powell Storage was at 24%. All reservoirs are at or above historical average.

**B Legislative and Regulatory Update**

Jeremy Wolf, Legislative Program Manager, presented the update. A Federal funding request in the amount of 1.5 million for the Pure Water projects' brine line was submitted. Governor Newsom's California Water Plan 2028 was reviewed; it's implementation will

be led by the Department of Water Resources. A review of proposed Bill AB 2013 was presented. Supervisor Horvath will not be running for Mayor of Los Angeles and will remain Supervisor of Los Angeles. Nithia Ramen is running for Los Angeles Mayor. Senate District 24 Shia Roy received the democratic endorsement.

**C Update to changes on Ralph M. Brown Act.**

Keith Lemiux, District Counsel provided the update. SB707 which makes significant changes to the Brown Act. Counsel provided an update on illegal meetings, quorums, serial meetings, remote participation, new and updated SB707 requirements.

**D Update on Pipeline replacement at Lindero Canyon Rd. and Agoura Rd.**

Eric Schlageter, Director of Engineering and Facilities, provided an overview of the Lindero Rd/Agoura Rd pipeline break and repair from July 4<sup>th</sup>, 2023, and August 7<sup>th</sup>, 2023. John Soderberg, Associate Engineer, detailed the findings of the event and repair. DRP Engineering performed an environmental study of the subsurface conditions, design, relocation, and replacement of the pipeline. Both pipelines showed missing coating where the breaks occurred. Findings from soil boring tests resulted in discovery of the plume which does not show current or ongoing impact to the pipeline but was at the time of the event. Pipeline relocation will be combined with the ancillary pipelines associated with the Advanced Water Purification Facility (AWPF) Pure Water Project and is scheduled to be done in 2028.

**6. TREASURER**

Director Levine had no report to provide. Report will be available at the March 17<sup>th</sup>, 2026, regular board meeting.

**7. FINANCE AND ADMINISTRATION**

**A Potable Water Standby Charge: Adoption of Ordinance**

Waive the full reading and give second reading in title only; pass, approve and adopt proposed Ordinance No. 290 as it relates to continuation of Potable Water Replacement Fund Standby Charge for Fiscal Year 2026-27; and order publication within 15 days of adoption using summary of Ordinance.

Debbie Rosales, Finance Manager, provided the report on Potable Water Standby Charges.

No public comments were submitted or made.

Director Levine moved to approve Item 7A. Motion seconded by Director Burns Motion carried 5-0 by the following roll call vote:

AYES: Directors: Burns, Coradeschi, Levine, Lewitt, and Polan.

NOES: None  
ABSTAIN: None  
ABSENT: None

Keith Lemieux, District Counsel, read Ordinance No. 290 by title only.

**8. NON-ACTION ITEMS**

**A General Manager Reports**

(1) General Business

General Manager David Pedersen reported that the Metropolitan Water shut down of the Foothill Feeder has concluded. FEMA reimbursement of approximately \$140,000 was received for storm damage to a pipeline that occurred in 2023. An update was provided on OceanWell and the possibility of forming a JPA. Calendar reminders include the Calabasas Chamber International Women’s Day Event on Wednesday March 4<sup>th</sup>, 2026. WaterReuse Conference Tour of the Pure Water Demo Facility will be held on Sunday March 8<sup>th</sup>, 2026, at 9am. Tuesday March 31<sup>st</sup> the Board Strategic Planning Workshop will be held at Calamigos Ranch from 9am-1pm. Agenda items for the Board Strategic Meeting will be presented before the next regular board meeting. April CSDA Special Legislative Days will be April 7<sup>th</sup> and 8<sup>th</sup>. Advanced Water Purification Facility groundbreaking is on April 10<sup>th</sup>, 2026.

Follow-Up Items

None.

**B Directors’ Comments and Report on Outside Meetings**

Director Lewitt reported on the Urban Water Institute Conference  
Director Coradeschi reported on the Urban Water Institute Conference  
Director Burns reported on Urban the Water Institute Conference

**9. FUTURE AGENDA ITEMS**

Director Polan moved to have a closed session item on the liability associated with the Lindero Rd/Agoura Rd Pipeline break. Motion seconded by Director Burns.

**10. ADJOURNMENT**

Seeing no further business to come before the Board, the meeting was duly adjourned at **10:50 a.m.**



**DATE:** March 25, 2026  
**TO:** Board of Directors  
**FROM:** Finance and Technology

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**SUBJECT: Monthly Cash and Investment Report: January 2026**

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**SUMMARY:**

During the month of January 2026, the value of the District's total cash and investments increased from \$129,552,150 held on December 31, 2025, to \$130,470,387 on January 31, 2026. The total held in the District's investment portfolio increased from \$129,269,790 to \$129,344,587 at book value. Two investments matured, and two investments were purchased. The value of the District's Local Agency Investment Fund (LAIF) account increased to \$12,963,255, and the District's California Asset Management Program (CAMP) account decreased to \$32,299,502. The book value of the District investment portfolio (excluding LAIF and CAMP funds) increased from \$84,058,057 to \$84,081,831. The remaining funds were held in the District's checking and money market accounts.

**RECOMMENDATION(S):**

Receive and file the Monthly Cash and Investment Report for January 2026.

**DISCUSSION:**

As of January 31, 2026, the District held \$130,470,387 in its cash and investment accounts at book value, up 0.71% month-over-month. The majority of the funds were held in the District's self-managed investment account, which had a January 31st book value of \$84,081,831. CAMP held the majority of the remaining funds, in the amount of \$32,299,502. LAIF held \$12,963,255, and the remaining portion was held in the District's checking and money market accounts.

The annualized yield of the District's investment portfolio was 3.58%, up from 3.53% in December. The annualized yield on the District's CAMP funds was 3.85%, down 10 basis points from December. The annualized yield on the District's LAIF funds was 3.93%, down ten basis points from December. The combined total yield on the District's accounts was 3.68%, down one basis point from December.

The following investments were purchased in January:

- 01/15/26 - Customers Bank certificate of deposit bullet, in the amount of \$245,000; and a maturity of 01/15/2031; YTM 3.750%
- 01/28/26 - FAMC agency bullet, in the amount of \$1,000,000, and a maturity of 01/28/2031; YTM 3.850%

The following investments matured during January:

- 01/06/26 - JP Morgan Chase, in the amount of \$245,000; YTM 0.500%
- 01/15/26 - FAMC, in the amount of \$1,000,000; YTM 0.489%

The following transaction was posted in the District's LAIF account:

- 01/15/26 – Monthly interest in the amount of \$142,474.

The following transactions were posted in the District's CAMP account:

- 01/07/26 - Withdrawal in the amount of \$200,000.
- 01/30/26 – Monthly interest in the amount of \$105,779.

The District's investments are in compliance with the adopted Investment Policy, and the District has sufficient funds to meet expenditures during the next six months from funds held in local agency investment pool liquid accounts.

#### Cash Analysis:

Another important aspect of the Monthly Cash and Investment Report is to monitor the District's performance as compared to its adopted Financial Policies. Attachment B shows the District's total cash and investments as of January 31, 2026, and compares the balances to the adopted Financial Policies. As shown in January, the Potable Water Enterprise had \$13.9 million available for capital projects, the Recycled Water Enterprise had \$8.8 million available for capital, and the Sanitation Enterprise has exhausted its funds available for capital due mainly to a quarterly cash advance to the JPA for funding of the Pure Water Project Las Virgenes-Triunfo. The Board-adopted Fiscal Year 2025-26 Budget anticipated drawing down a total of \$35 million in assigned funds for the Pure Water Project Las Virgenes-Triunfo including: \$15 million in potable water funds, \$10 million in recycled water funds and \$10 million in sanitation funds, which were drawn down in December 2025. Funds available for capital in the Sanitation Enterprise are expected to be replenished and meet policy reserve requirements within the upcoming first quarter of 2026.

#### **GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Brian Richie, Director of Finance and Technology

#### **ATTACHMENTS:**

[LVMWD Investment Portfolio 01.31.2026.pdf](#)  
[Investment\\_Report\\_Definitions.pdf](#)  
[Cash Report - January 2026.pdf](#)



**LAS VIRGENES MUNICIPAL WATER DISTRICT  
MONTHLY CASH AND INVESTMENT REPORT  
JANUARY 31, 2026**

District investments are included in this report and all investments, except those relating to debt issues and deferred compensation programs funds, conform to District investment policy. All investment transactions within the period covered by this report, except for the exceptions noted above, conform to District Investment policy. Deferred compensation program funds are not included in this report; their investment is directed by individual employees participating in the deferred compensation program and not by the District. Debt issue funds are included in this report; their investment is controlled by specific provisions of the issuance documents and not by the District."

"The deposits and investments of the District safeguard the principal and maintain the liquidity needs of the District, providing the District with the ability to meet expenditure requirements for the next six months. The maturity dates are compatible with foreseeable cash flow requirements. The deposits and investments can be easily and rapidly converted into cash without substantial loss of value."

Fund Name	Face Amount/Shares	Market Value	Book Value	% of Portfolio	YTM @ Cost	Days To Maturity
1   Investments	84,788,000.00	84,519,185.44	84,081,830.87	64.45	3.58	901
2   LAIF	12,963,254.95	12,963,254.95	12,963,254.95	9.94	3.93	1
3   CAMP	32,299,501.71	32,299,501.71	32,299,501.71	24.76	3.85	1
4   US Bank Blackrock	196,146.99	196,146.99	196,146.99	0.15	3.57	1
5   Wells Fargo Operating	926,652.71	926,652.71	926,652.71	0.71	3.57	1
<b>Total / Average</b>	<b>131,173,556.36</b>	<b>130,904,741.80</b>	<b>130,467,387.23</b>	<b>100.00</b>	<b>3.68</b>	<b>581</b>

\_\_\_\_\_  
David W. Pedersen, General Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Randy Levine, Treasurer

\_\_\_\_\_  
Date



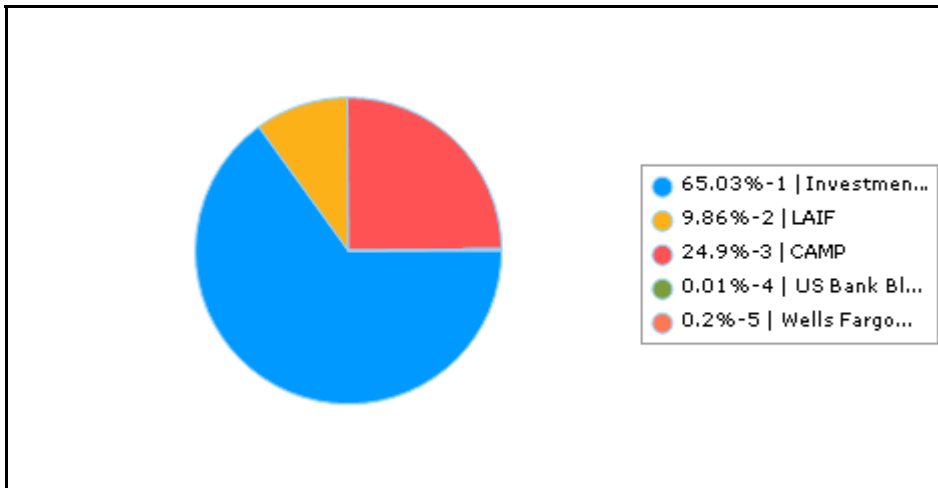
## Las Virgenes Municipal Water District CA Distribution by Main Fund - Market Value All Portfolios

Begin Date: 12/31/2025, End Date: 1/31/2026

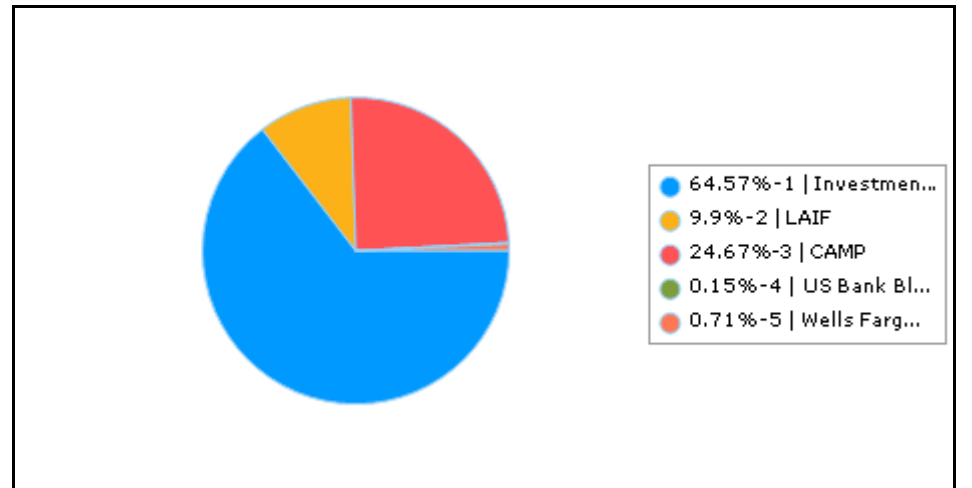
### Main Fund Allocation

Main Fund	Market Value 12/31/2025	% of Portfolio 12/31/2025	Market Value 1/31/2026	% of Portfolio 1/31/2026
1   Investments	84,587,090.22	65.03	84,519,185.44	64.57
2   LAIF	12,820,780.98	9.86	12,963,254.95	9.90
3   CAMP	32,390,952.11	24.90	32,299,501.71	24.67
4   US Bank Blackrock	18,565.56	0.01	196,146.99	0.15
5   Wells Fargo Operating	263,794.81	0.20	926,652.71	0.71
<b>Total / Average</b>	<b>130,081,183.68</b>	<b>100.00</b>	<b>130,904,741.80</b>	<b>100.00</b>

### Portfolio Holdings as of 12/31/2025



### Portfolio Holdings as of 1/31/2026





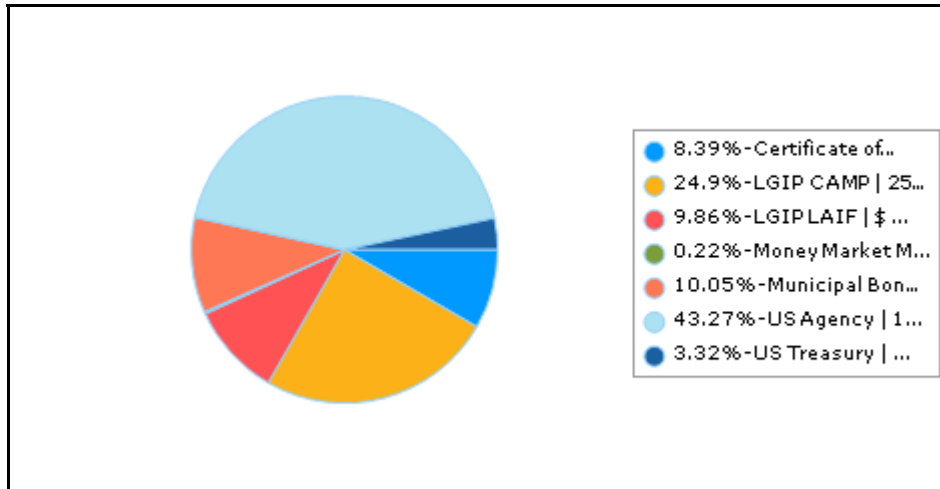
## Las Virgenes Municipal Water District CA Distribution by Asset Category - Market Value All Portfolios

Begin Date: 12/31/2025, End Date: 1/31/2026

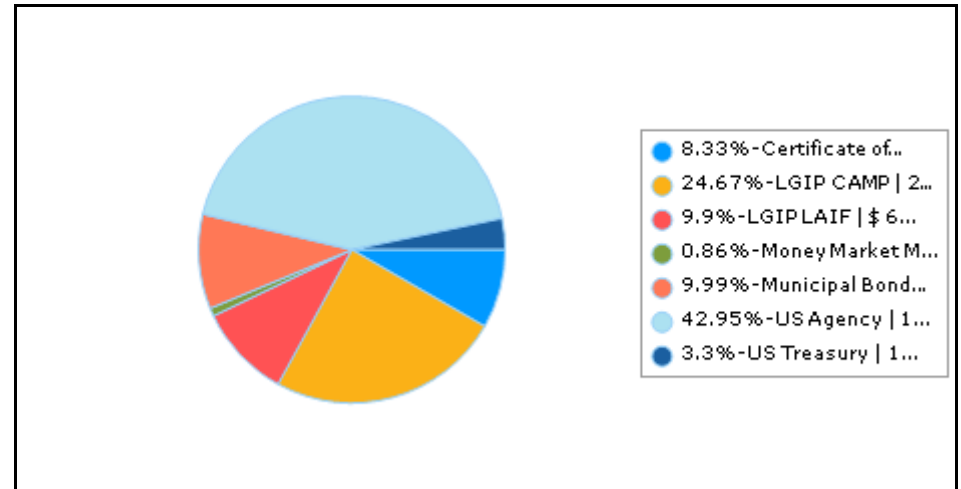
### Asset Category Allocation

Asset Category	Market Value 12/31/2025	% of Portfolio 12/31/2025	Market Value 1/31/2026	% of Portfolio 1/31/2026
Certificate of Deposit   25 %	10,917,188.05	8.39	10,902,271.76	8.33
LGIP CAMP   25 %	32,390,952.11	24.90	32,299,501.71	24.67
LGIP LAIF   \$ 65M	12,820,780.98	9.86	12,963,254.95	9.90
Money Market Mutual Funds   20 %	282,360.37	0.22	1,122,799.70	0.86
Municipal Bonds   100 %	13,066,709.95	10.05	13,070,965.90	9.99
US Agency   100 %	56,282,919.72	43.27	56,228,135.28	42.95
US Treasury   100 %	4,320,272.50	3.32	4,317,812.50	3.30
<b>Total / Average</b>	<b>130,081,183.68</b>	<b>100.00</b>	<b>130,904,741.80</b>	<b>100.00</b>

**Portfolio Holdings as of 12/31/2025**



**Portfolio Holdings as of 1/31/2026**



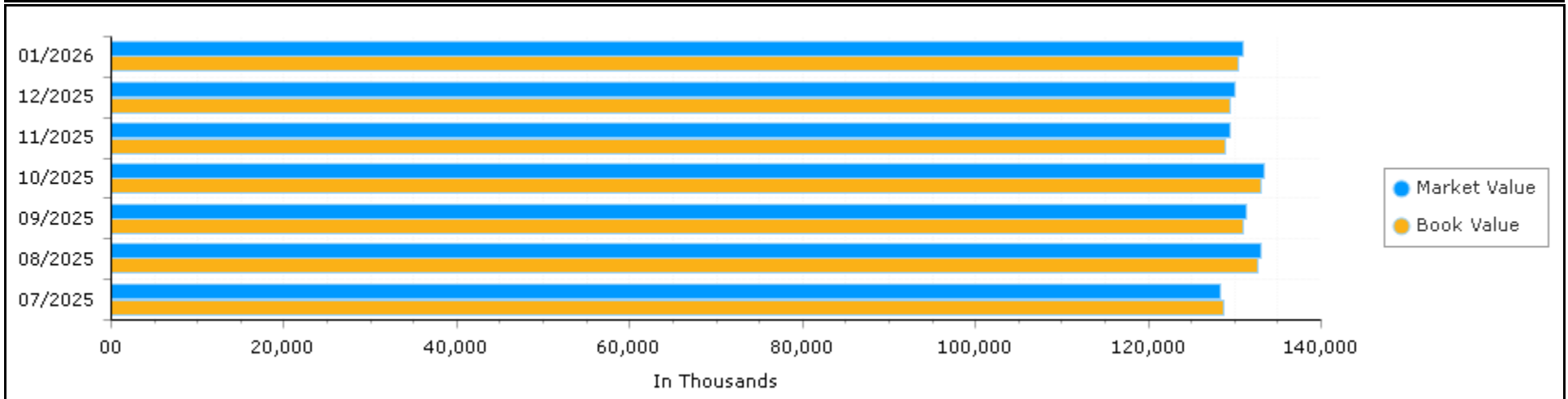


## Las Virgenes Municipal Water District CA Portfolio Summary by Month All Portfolios

Begin Date: 7/31/2025, End Date: 1/31/2026

Month	Market Value	Book Value	Unrealized Gain/Loss	YTM @ Cost	YTM @ Market	Duration	Days To Maturity
7/31/2025	128,384,165.11	128,719,633.16	-335,468.05	3.65	4.22	1.54	599
8/31/2025	132,985,845.77	132,731,315.43	254,530.34	3.69	4.03	1.50	581
9/30/2025	131,309,993.77	131,000,197.30	309,796.47	3.70	3.99	1.51	586
10/31/2025	133,411,047.54	133,026,293.51	384,754.03	3.69	3.91	1.49	578
11/30/2025	129,431,587.83	128,873,525.34	558,062.49	3.70	3.86	1.53	593
12/31/2025	130,081,183.68	129,552,150.13	529,033.55	3.69	3.80	1.52	591
1/31/2026	130,904,741.80	130,467,387.23	437,354.57	3.69	3.77	1.51	584
Total / Average	130,929,795.07	130,624,357.44	305,437.63	3.69	3.94	1.51	587

**Market Value / Book Value Comparison**





**Las Virgenes Municipal Water District CA**  
**Total Rate of Return - Book Value by Month**  
**All Portfolios**

Begin Date: 7/31/2025, End Date: 1/31/2026

Month	Beginning BV + Accrued Interest	Interest Earned During Period-BV	Realized Gain/Loss-BV	Investment Income-BV	Average Capital Base-BV	TRR-BV	Annualized TRR-BV	Treasury 3 Year
7/31/2025	130,861,392.51	426,202.80	0.00	426,202.80	132,077,270.87	0.32	3.94	3.84
8/31/2025	129,346,510.35	361,532.28	0.00	361,532.28	131,078,962.92	0.28	3.36	3.67
9/30/2025	133,382,987.37	358,452.19	0.00	358,452.19	131,483,752.74	0.27	3.32	3.55
10/31/2025	131,644,177.94	479,870.83	0.00	479,870.83	131,003,336.60	0.37	4.49	3.53
11/30/2025	133,625,295.51	363,079.61	0.00	363,079.61	132,183,515.34	0.27	3.35	3.56
12/31/2025	129,497,773.75	361,637.96	0.00	361,637.96	130,299,547.06	0.28	3.38	3.55
1/31/2026	130,194,190.16	488,929.91	0.00	488,929.91	129,444,743.67	0.38	4.63	3.61
<b>Total/Average</b>	<b>130,861,392.51</b>	<b>2,839,705.58</b>	<b>0.00</b>	<b>2,839,705.58</b>	<b>130,533,091.14</b>	<b>2.18</b>	<b>3.76</b>	<b>3.62</b>



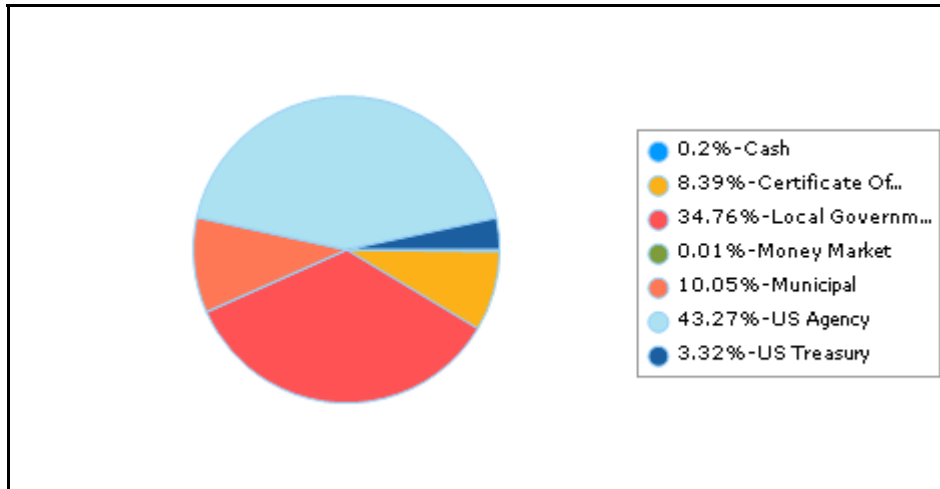
## Las Virgenes Municipal Water District CA Distribution by Security Sector - Market Value All Portfolios

Begin Date: 12/31/2025, End Date: 1/31/2026

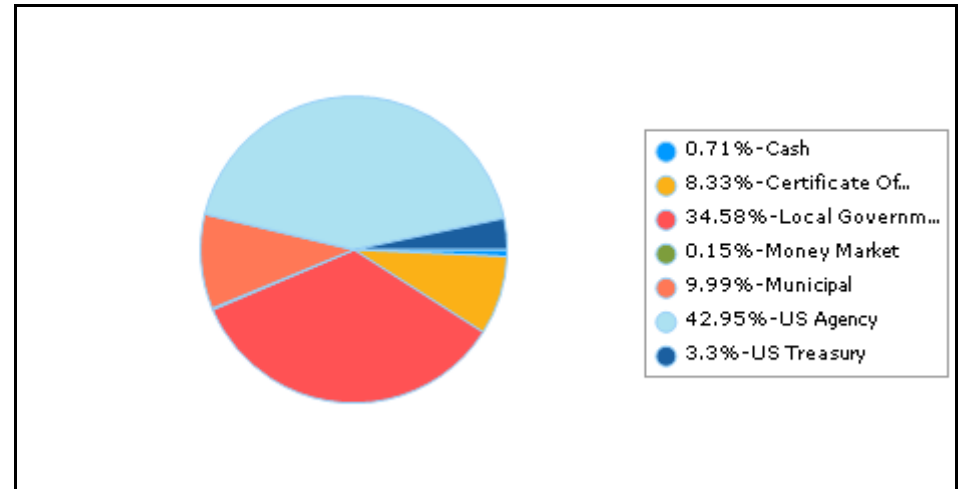
### Security Sector Allocation

Security Sector	Market Value 12/31/2025	% of Portfolio 12/31/2025	Market Value 1/31/2026	% of Portfolio 1/31/2026
Cash	263,794.81	0.20	926,652.71	0.71
Certificate Of Deposit	10,917,188.05	8.39	10,902,271.76	8.33
Local Government Investment Pool	45,211,733.09	34.76	45,262,756.66	34.58
Money Market	18,565.56	0.01	196,146.99	0.15
Municipal	13,066,709.95	10.05	13,070,965.90	9.99
US Agency	56,282,919.72	43.27	56,228,135.28	42.95
US Treasury	4,320,272.50	3.32	4,317,812.50	3.30
<b>Total / Average</b>	<b>130,081,183.68</b>	<b>100.00</b>	<b>130,904,741.80</b>	<b>100.00</b>

**Portfolio Holdings as of 12/31/2025**



**Portfolio Holdings as of 1/31/2026**





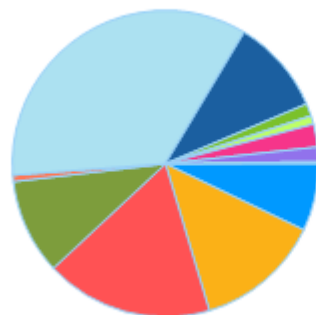
## Las Virgenes Municipal Water District CA Distribution by Security Type - Market Value All Portfolios

Begin Date: 12/31/2025, End Date: 1/31/2026

### Security Type Allocation

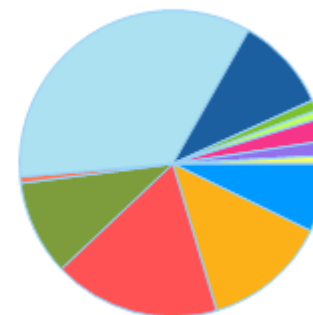
Security Type	Market Value 12/31/2025	% of Portfolio 12/31/2025	Market Value 1/31/2026	% of Portfolio 1/31/2026
Certificate Of Deposit	9,221,581.15	7.09	9,449,590.12	7.22
FAMC Bond	17,277,479.72	13.28	17,251,355.28	13.18
FFCB Bond	23,024,110.00	17.70	23,008,510.00	17.58
FHLB Bond	13,099,760.00	10.07	13,088,660.00	10.00
FNMA Bond	882,290.00	0.68	882,020.00	0.67
Local Government Investment Pool	45,211,733.09	34.76	45,262,756.66	34.58
Municipal Bond	13,066,709.95	10.05	13,070,965.90	9.99
Negotiable Certificate Of Deposit	1,695,606.90	1.30	1,452,681.64	1.11
Treasury Bond	1,194,242.50	0.92	1,193,800.00	0.91
Treasury Note	3,126,030.00	2.40	3,124,012.50	2.39
TVA Bond	1,999,280.00	1.54	1,997,590.00	1.53
Other	282,360.37	0.22	1,122,799.70	0.86
<b>Total / Average</b>	<b>130,081,183.68</b>	<b>100.00</b>	<b>130,904,741.80</b>	<b>100.00</b>

#### Portfolio Holdings as of 12/31/2025



- 7.09%-Certificate Of...
- 13.28%-FAMC Bond
- 17.7%-FFCB Bond
- 10.07%-FHLB Bond
- 0.68%-FNMA Bond
- 34.76%-Local Governm...
- 10.05%-Municipal Bon...
- 1.3%-Negotiable Cert...
- 0.92%-Treasury Bond
- 2.4%-Treasury Note
- 1.54%-TVA Bond
- 0.22%-Other

#### Portfolio Holdings as of 1/31/2026



- 7.22%-Certificate Of...
- 13.18%-FAMC Bond
- 17.58%-FFCB Bond
- 10%-FHLB Bond
- 0.67%-FNMA Bond
- 34.58%-Local Governm...
- 9.99%-Municipal Bond
- 1.11%-Negotiable Cer...
- 0.91%-Treasury Bond
- 2.39%-Treasury Note
- 1.53%-TVA Bond
- 0.86%-Other



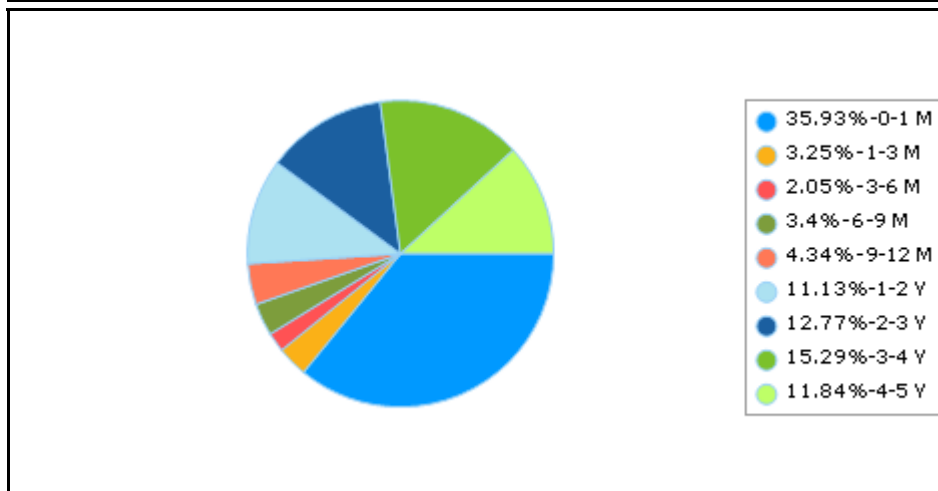
## Las Virgenes Municipal Water District CA Distribution by Maturity Range - Market Value All Portfolios

Begin Date: 12/31/2025, End Date: 1/31/2026

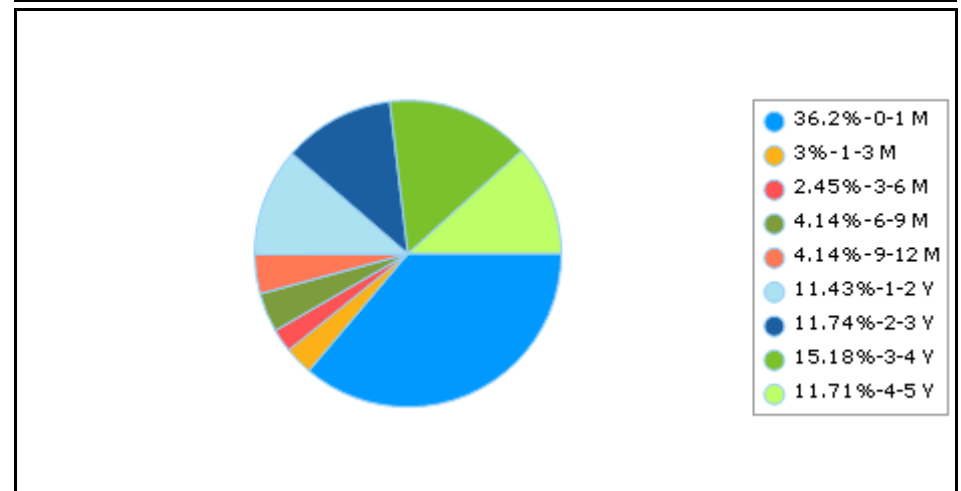
### Maturity Range Allocation

Maturity Range	Market Value 12/31/2025	% of Portfolio 12/31/2025	Market Value 1/31/2026	% of Portfolio 1/31/2026
0-1 Month	46,737,816.46	35.93	47,385,556.36	36.20
1-3 Months	4,224,640.72	3.25	3,929,857.53	3.00
3-6 Months	2,672,715.20	2.05	3,212,872.05	2.45
6-9 Months	4,426,956.80	3.40	5,414,376.74	4.14
9-12 Months	5,647,093.40	4.34	5,419,945.00	4.14
1-2 Years	14,476,907.14	11.13	14,962,898.01	11.43
2-3 Years	16,608,447.57	12.77	15,369,672.07	11.74
3-4 Years	19,887,177.19	15.29	19,874,543.08	15.18
4-5 Years	15,399,429.20	11.84	15,335,020.96	11.71
<b>Total / Average</b>	<b>130,081,183.68</b>	<b>100.00</b>	<b>130,904,741.80</b>	<b>100.00</b>

**Portfolio Holdings as of 12/31/2025**



**Portfolio Holdings as of 1/31/2026**



Las Virgenes Municipal Water District CA  
Portfolio Holdings  
Investment Portfolio | by Maturity Range - Monthly Report  
Report Format: By Transaction  
Group By: Maturity Range  
Average By: Cost Value  
Portfolio / Report Group: Report Group | Investment Portfolio  
As of 1/31/2026

Description	CUSIP/Ticker	YTM @ Cost	Security Sector	Bullet/Callable	Maturity Date	Book Value	Market Value	% of Portfolio
<b>0-1 Month</b>								
FFCB 0.45 2/2/2026-23	3133EMPD8	0.450	US Agency	Callable	2/2/2026	1,000,000.00	1,000,000.00	1.20
<b>Total / Average 0-1 Month</b>		<b>0.450</b>				<b>1,000,000.00</b>	<b>1,000,000.00</b>	<b>1.20</b>
<b>1-3 Months</b>								
FFCB 0.8 3/9/2026-23	3133EMSU7	0.800	US Agency	Callable	3/9/2026	1,000,000.00	996,970.00	1.20
FHLB 0.65 3/10/2026-22	3130ALDS0	0.650	US Agency	Callable	3/10/2026	1,000,000.00	997,000.00	1.20
FAMC 0.83 3/27/2026	31422XDX7	0.828	US Agency	Bullet	3/27/2026	1,000,003.05	995,870.00	1.20
Bank Hapoalim NY 4.8 3/30/2026	06251A6T2	4.845	Certificate Of Deposit	Bullet	3/30/2026	243,983.25	244,383.08	0.29
Nelnet Bank UT 0.75 4/15/2026	64034KAF8	0.750	Certificate Of Deposit	Bullet	4/15/2026	245,000.00	243,451.60	0.29
Greenstate Credit Union 0.95 4/16/2026	39573LBC1	0.950	Certificate Of Deposit	Bullet	4/16/2026	245,000.00	243,507.95	0.29
Oceanside Water CA 1.103 5/1/2026	675413DL9	1.103	Municipal	Bullet	5/1/2026	210,000.00	208,674.90	0.25
<b>Total / Average 1-3 Months</b>		<b>1.041</b>				<b>3,943,986.30</b>	<b>3,929,857.53</b>	<b>4.72</b>
<b>3-6 Months</b>								
FAMC 0.95 5/4/2026-23	31422XFP2	0.950	US Agency	Callable	5/4/2026	1,000,000.00	992,810.00	1.20
FAMC 0.925 6/10/2026-22	31422XHF2	0.925	US Agency	Callable	6/10/2026	1,000,000.00	990,170.00	1.20
FFCB 3.654 7/13/2026-25	3133EMQ62	6.351	US Agency	Callable	7/13/2026	988,278.88	988,300.00	1.18
Toyota Financial Savings NV 0.95 7/29/2026	89235MLE9	0.950	Certificate Of Deposit	Bullet	7/29/2026	245,000.00	241,592.05	0.29
<b>Total / Average 3-6 Months</b>		<b>2.587</b>				<b>3,233,278.88</b>	<b>3,212,872.05</b>	<b>3.86</b>
<b>6-9 Months</b>								
Upper Santa Clara Valley Water District 1.175 8/1/	916544EV7	3.350	Municipal	Bullet	8/1/2026	989,978.88	987,830.00	1.09
City of San Diego 1.903 8/1/2026	79730CJK1	5.030	Municipal	Bullet	8/1/2026	985,442.19	991,520.00	1.12
FFCB 0.71 8/10/2026-23	3133EM2C5	0.710	US Agency	Callable	8/10/2026	1,000,000.00	984,420.00	1.20
UBS Bank UT 0.95 8/11/2026	90348JR93	0.950	Certificate Of Deposit	Bullet	8/11/2026	245,000.00	241,339.70	0.29
FHLB 0.75 9/28/2026-21	3130ANY38	0.750	US Agency	Callable	9/28/2026	1,000,000.00	984,370.00	1.20
FAMC 0.9 10/2/2026-22	31422XNH1	0.900	US Agency	Callable	10/2/2026	1,000,000.00	981,800.00	1.20
Synchrony Bank 1 10/22/2026	87164YE34	1.000	Certificate Of Deposit	Bullet	10/22/2026	248,000.00	243,097.04	0.30
<b>Total / Average 6-9 Months</b>		<b>1.985</b>				<b>5,468,421.07</b>	<b>5,414,376.74</b>	<b>6.39</b>
<b>9-12 Months</b>								
City of Palm Springs 1.402 11/1/2026	69666JHX9	1.402	Municipal	Bullet	11/1/2026	500,000.00	491,355.00	0.60

Description	CUSIP/Ticker	YTM @ Cost	Security Sector	Bullet/Callable	Maturity Date	Book Value	Market Value	% of Portfolio
FFCB 1.34 11/30/2026	3133ENFV7	1.291	US Agency	Bullet	11/30/2026	1,000,391.88	981,820.00	1.20
California State 1.051 12/1/2026-26	13067WSW3	1.918	Municipal	Callable	12/1/2026	993,137.24	979,410.00	1.15
FHLB Step 12/22/2026-22	3130AQ2B8	1.869	US Agency	Callable	12/22/2026	1,000,000.00	993,750.00	1.20
FAMC 1.5 1/19/2027	31422XSV5	1.517	US Agency	Bullet	1/19/2027	999,841.48	980,530.00	1.20
TVA 2.875 2/1/2027	880591EU2	3.561	US Agency	Bullet	2/1/2027	993,331.02	993,080.00	1.19
<b>Total / Average 9-12 Months</b>		<b>1.972</b>				<b>5,486,701.62</b>	<b>5,419,945.00</b>	<b>6.52</b>

#### 1-2 Years

Beal Bank (Texas) 1.55 2/3/2027	07371AWQ2	1.550	Certificate Of Deposit	Bullet	2/3/2027	245,000.00	239,693.30	0.29
American Express 2 3/9/2027	02589ABQ4	3.585	Certificate Of Deposit	Bullet	3/9/2027	245,999.71	245,272.50	0.28
State of Maryland 4.05 3/15/2027	574193WF1	4.114	Municipal	Bullet	3/15/2027	999,338.70	1,006,310.00	1.19
BMW Bank NA 4.6 4/12/2027	05580A6Y5	4.600	Certificate Of Deposit	Bullet	4/12/2027	244,000.00	246,308.24	0.29
Spokane Teachers Credit Union 4.75 4/15/2027	849061AG1	4.750	Certificate Of Deposit	Bullet	4/15/2027	248,000.00	250,869.36	0.30
FHLB 5 4/15/2027-26	3130B0UQ0	5.000	US Agency	Callable	4/15/2027	1,000,000.00	1,001,020.00	1.20
FHLB 3 4/21/2027-22	3130ARGE5	3.000	US Agency	Callable	4/21/2027	1,000,000.00	992,890.00	1.20
San Jose California 3.594 5/1/2027	798153PY2	3.594	Municipal	Bullet	5/1/2027	1,000,000.00	996,400.00	1.20
Capital One Bank NA 3.05 5/4/2027	14042TFW2	3.050	Certificate Of Deposit	Bullet	5/4/2027	246,000.00	243,830.28	0.29
FFCB 3.24 6/28/2027	3133ENZK9	3.260	US Agency	Bullet	6/28/2027	999,741.39	996,370.00	1.20
Commonwealth of Massachusetts 3.679 7/15/2027	576004HD0	3.679	Municipal	Bullet	7/15/2027	500,000.00	500,455.00	0.60
T-Note 3.75 8/15/2027	91282CLG4	3.619	US Treasury	Bullet	8/15/2027	1,001,896.73	1,003,160.00	1.20
FFCB 3.375 9/15/2027	3133ENL99	3.451	US Agency	Bullet	9/15/2027	998,878.25	997,060.00	1.19
Security Bank & Trust 3.9 9/28/2027	814010CR3	3.900	Certificate Of Deposit	Bullet	9/28/2027	245,000.00	245,039.20	0.29
FFCB 4 9/29/2027	3133ENQ29	4.064	US Agency	Bullet	9/29/2027	999,047.52	1,006,810.00	1.19
Discover Bank 4.9 11/8/2027	254673Y67	4.900	Certificate Of Deposit	Bullet	11/8/2027	244,000.00	248,557.92	0.29
FAMC 4.25 11/18/2027	31424WRD6	4.250	US Agency	Bullet	11/18/2027	1,000,000.00	1,011,240.00	1.20
FHLB 4.25 12/10/2027	3130ATUS4	3.738	US Agency	Bullet	12/10/2027	1,008,567.35	1,011,890.00	1.22
University Bank 4.05 12/16/2027	914098DM7	4.050	Certificate Of Deposit	Bullet	12/16/2027	249,000.00	250,127.97	0.30
FFCB 4 1/6/2028	3133EN5N6	3.662	US Agency	Bullet	1/6/2028	1,005,911.52	1,008,150.00	1.21
Lakeside Bank 3.85 1/13/2028	51210STA5	3.850	Certificate Of Deposit	Bullet	1/13/2028	245,000.00	245,215.60	0.29
Austin Telco FCU 4.75 1/27/2028	052392CN5	4.750	Certificate Of Deposit	Bullet	1/27/2028	248,000.00	252,508.64	0.30
State of California 1.7 2/1/2028	13063DC48	3.959	Municipal	Bullet	2/1/2028	959,325.07	963,720.00	1.08
<b>Total / Average 1-2 Years</b>		<b>3.819</b>				<b>14,932,706.24</b>	<b>14,962,898.01</b>	<b>17.80</b>

#### 2-3 Years

TVA 3.875 3/15/2028	880591EZ1	3.886	US Agency	Bullet	3/15/2028	999,794.97	1,004,510.00	1.20
FFCB 3.5 4/12/2028	3133EPFU4	3.667	US Agency	Bullet	4/12/2028	996,676.99	998,610.00	1.19
Dort Financial Credit Unio 4.25 4/21/2028	25844MAS7	4.250	Certificate Of Deposit	Bullet	4/21/2028	247,000.00	249,366.26	0.30
Morgan Stanley Bank NA 4.5 5/10/2028	61690U5S5	4.500	Certificate Of Deposit	Bullet	5/10/2028	244,000.00	247,650.24	0.29
T-Note 1.25 5/19/2028	91282CCE9	3.678	US Treasury	Bullet	5/19/2028	474,739.16	474,375.00	0.53
FFCB 3.875 5/30/2028	3133EPLD5	3.886	US Agency	Bullet	5/30/2028	999,767.38	1,006,700.00	1.20
FFCB 3.875 6/8/2028	3133EPME2	3.875	US Agency	Bullet	6/8/2028	1,000,000.00	1,007,150.00	1.20

Description	CUSIP/Ticker	YTM @ Cost	Security Sector	Bullet/Callable	Maturity Date	Book Value	Market Value	% of Portfolio
FAMC 4.32 7/17/2028	31422X4Y5	4.320	US Agency	Bullet	7/17/2028	1,000,000.00	1,015,240.00	1.20
State of Rhode Island 1.5 8/1/2028	762223ML6	4.789	Municipal	Bullet	8/1/2028	927,115.11	948,010.00	1.03
FFCB 4.25 8/7/2028	3133EPSK2	4.325	US Agency	Bullet	8/7/2028	998,319.95	1,015,510.00	1.19
Liberty First Credit Union 4.7 8/7/2028	530520AK1	4.700	Certificate Of Deposit	Bullet	8/7/2028	249,000.00	255,566.13	0.30
FHLB 4.375 9/8/2028	3130AWTR1	4.445	US Agency	Bullet	9/8/2028	998,334.32	1,018,810.00	1.19
Amerant Bank NA 4.65 9/8/2028	02357QCF2	4.650	Certificate Of Deposit	Bullet	9/8/2028	249,000.00	254,216.55	0.30
State of Texas Financing Authority 5.382 10/1/2028	882724V79	5.382	Municipal	Bullet	10/1/2028	750,000.00	781,867.50	0.90
FAMC 4.78 10/5/2028	31424WAH5	4.780	US Agency	Bullet	10/5/2028	1,000,000.00	1,027,610.00	1.20
United Fidelity Bank FSB 4.8 10/13/2028	910286HE6	4.800	Certificate Of Deposit	Bullet	10/13/2028	249,000.00	255,359.46	0.30
FAMC 4.92 11/1/2028	31424WB00	4.920	US Agency	Bullet	11/1/2028	1,000,000.00	1,031,730.00	1.20
Wells Fargo Bank 5.05 11/21/2028	949764HZ0	5.050	Certificate Of Deposit	Bullet	11/21/2028	248,000.00	256,218.72	0.30
SALLIE MAE BANK/SALT LKE 4.4 12/13/2028	795451DH3	4.400	Certificate Of Deposit	Bullet	12/13/2028	244,000.00	247,879.60	0.29
FFCB 4.25 12/15/2028	3133EPN50	4.335	US Agency	Bullet	12/15/2028	997,829.66	1,019,740.00	1.19
FFCB 3.875 1/9/2029	3133EPU37	3.950	US Agency	Bullet	1/9/2029	998,018.95	1,004,580.00	1.19
Cedar Rapids Bank & Trust 3.8 1/12/2029	150517GS3	3.800	Certificate Of Deposit	Bullet	1/12/2029	249,000.00	248,972.61	0.30
<b>Total / Average 2-3 Years</b>		<b>4.332</b>				<b>15,119,596.49</b>	<b>15,369,672.07</b>	<b>17.96</b>

#### 3-4 Years

FHLB 4.75 2/12/2029-26	3130AYY91	4.750	US Agency	Callable	2/12/2029	1,000,000.00	1,000,290.00	1.20
FFCB 4.125 2/13/2029	3133EP3B9	4.137	US Agency	Bullet	2/13/2029	999,672.22	1,013,970.00	1.20
Unibank 4.05 2/16/2029	90458JCK0	4.050	Certificate Of Deposit	Bullet	2/16/2029	245,000.00	246,597.40	0.29
T-Bond 1.875 2/28/2029	91282CEB3	4.290	US Treasury	Bullet	2/28/2029	933,746.29	949,610.00	1.07
Morgan Stanley Pvt Bank 4.35 3/6/2029	61768ET29	4.350	Certificate Of Deposit	Bullet	3/6/2029	244,000.00	247,779.56	0.29
FAMC 4.15 3/12/2029	31424WGJ5	4.150	US Agency	Bullet	3/12/2029	1,000,000.00	1,015,310.00	1.20
FFCB 4.375 4/10/2029	3133ERAK7	4.447	US Agency	Bullet	4/10/2029	997,958.38	1,021,820.00	1.19
T-Bond 2.875 4/30/2029	91282CEM9	4.650	US Treasury	Bullet	4/30/2029	237,288.79	244,190.00	0.28
State of Oregon 4.912 5/1/2029	68609UJS5	4.912	Municipal	Bullet	5/1/2029	525,000.00	544,005.00	0.63
Texas A&M Univ 3.086 5/15/2029-27	88213AKG9	4.534	Municipal	Callable	5/15/2029	478,915.98	489,780.00	0.56
T-Note 2.375 5/15/2029	9128286T2	4.355	US Treasury	Bullet	5/15/2029	471,041.78	480,470.00	0.55
Empower Federal Credit Union 4.6 5/24/2029	291916AL8	4.600	Certificate Of Deposit	Bullet	5/24/2029	249,000.00	254,933.67	0.30
County of Santa Cruz 4.87 6/1/2029	80181PHE0	4.870	Municipal	Bullet	6/1/2029	325,000.00	333,898.50	0.39
Beal Bank USA (Nevada) 4.7 6/6/2029	07371DT23	4.700	Certificate Of Deposit	Bullet	6/6/2029	244,000.00	250,563.60	0.29
FHLB 4.625 6/8/2029	3130B1BC0	4.348	US Agency	Bullet	6/8/2029	1,008,200.20	1,030,240.00	1.21
Optum Bank Inc 4.45 7/10/2029	68405VCE7	4.450	Certificate Of Deposit	Bullet	7/10/2029	244,000.00	248,694.56	0.29
FFCB 4.25 7/12/2029	3133ERKX8	4.250	US Agency	Bullet	7/12/2029	1,000,000.00	1,018,290.00	1.20
Palomar Community College District 1.836 8/1/2029	697511FG3	4.315	Municipal	Bullet	8/1/2029	922,711.10	934,740.00	1.06
Altaone Federal Credit Bank 4.25 8/15/2029	02157RAB3	4.250	Certificate Of Deposit	Bullet	8/15/2029	249,000.00	252,241.98	0.30
FAMC 3.625 9/4/2029	31424WNNH1	3.732	US Agency	Bullet	9/4/2029	996,522.41	995,240.00	1.19
Merrick Bank 3.8 9/12/2029	59013KM52	3.800	Certificate Of Deposit	Bullet	9/12/2029	249,000.00	248,454.69	0.30
FHLB 4.25 10/5/2029-26	3130B3BN2	4.250	US Agency	Callable	10/5/2029	1,000,000.00	1,000,410.00	1.20

Description	CUSIP/Ticker	YTM @ Cost	Security Sector	Bullet/Callable	Maturity Date	Book Value	Market Value	% of Portfolio
Parkside Financial Bank & Trust 3.45 10/9/2029	70147AGF5	3.450	Certificate Of Deposit	Bullet	10/9/2029	249,000.00	245,387.01	0.30
FHLB 4.25 10/22/2029-27	3130B3HT3	4.250	US Agency	Callable	10/22/2029	1,000,000.00	1,005,920.00	1.20
FFCB 3.875 10/23/2029	3133ERYH8	3.914	US Agency	Bullet	10/23/2029	998,688.19	1,002,680.00	1.19
FFCB 4 11/1/2029	3133ERZD6	4.081	US Agency	Bullet	11/1/2029	997,276.51	1,006,840.00	1.19
Freedom Northwest CU 4 11/13/2029	356436AS4	4.000	Certificate Of Deposit	Bullet	11/13/2029	249,000.00	250,055.76	0.30
FHLB 4.5 12/14/2029	3130ATUT2	4.130	US Agency	Bullet	12/14/2029	1,012,813.06	1,028,290.00	1.22
Third Federal S&L of Cleveland 4 12/18/2029	88413QGP7	4.000	Certificate Of Deposit	Bullet	12/18/2029	245,000.00	245,913.85	0.29
FFCB 4.375 1/2/2030	3133ERR29	4.380	US Agency	Bullet	1/2/2030	999,819.63	1,019,930.00	1.20
T-Note 3.5 1/31/2030	91282CGJ4	4.369	US Treasury	Bullet	1/31/2030	242,264.57	247,997.50	0.29
<b>Total / Average 3-4 Years</b>		<b>4.265</b>				<b>19,613,919.11</b>	<b>19,874,543.08</b>	<b>23.34</b>
<b>4-5 Years</b>								
T-Note 1.5 2/15/2030	912828Z94	4.318	US Treasury	Bullet	2/15/2030	898,505.40	918,010.00	1.05
First Bank of the Lake 4.3 2/28/2030	31925YCF7	4.300	Certificate Of Deposit	Bullet	2/28/2030	249,000.00	252,722.55	0.30
FHLB 4.375 3/8/2030	3130AV5P3	4.030	US Agency	Bullet	3/8/2030	1,012,691.21	1,023,780.00	1.21
Western State Bank 4 3/25/2030	95960NLA3	4.000	Certificate Of Deposit	Bullet	3/25/2030	249,000.00	249,926.28	0.30
FFCB 4 4/1/2030	3133ETBF3	4.002	US Agency	Bullet	4/1/2030	999,924.95	1,009,610.00	1.20
State of Cal. Public Works 4.833 4/1/2030	13068XNV7	4.833	Municipal	Bullet	4/1/2030	400,000.00	411,580.00	0.48
Eagle Bank 4.05 4/16/2030	27002YHQ2	4.050	Certificate Of Deposit	Bullet	4/16/2030	249,000.00	250,421.79	0.30
FFCB 1.3 5/13/2030	3133ELYY4	3.946	US Agency	Bullet	5/13/2030	898,096.85	903,180.00	1.05
BNY Mellon NA 3.9 5/14/2030	05584CXB7	3.900	Certificate Of Deposit	Bullet	5/14/2030	245,000.00	244,963.25	0.29
FAMC 4 6/12/2030	31424WD58	4.000	US Agency	Bullet	6/12/2030	1,000,000.00	1,004,820.00	1.20
Medallion Bank Utah 4.15 6/17/2030	58404DXW6	4.150	Certificate Of Deposit	Bullet	6/17/2030	249,000.00	251,499.96	0.30
FAMC 3.85 7/3/2030	31424WH39	3.864	US Agency	Bullet	7/3/2030	999,443.14	1,004,880.00	1.20
Security First Bank NEB 4 7/3/2030	81425PBZ3	4.000	Certificate Of Deposit	Bullet	7/3/2030	245,000.00	245,955.50	0.29
Foothill DeAnza Community College District 1.958 8	345102PM3	3.840	Municipal	Bullet	8/1/2030	461,801.60	461,980.00	0.55
FNMA 0.875 8/5/2030	3135G05Q2	3.932	US Agency	Bullet	8/5/2030	875,942.84	882,020.00	1.03
State of California 4.875 9/1/2030	13063EHU3	3.739	Municipal	Bullet	9/1/2030	1,047,096.18	1,039,430.00	1.26
State Bank of India - NY 3.95 9/9/2030	856288CT0	3.950	Certificate Of Deposit	Bullet	9/9/2030	245,000.00	245,568.40	0.29
Goldman Sachs Bank USA 3.75 10/8/2030	38151PAL5	3.750	Certificate Of Deposit	Bullet	10/8/2030	245,000.00	243,378.10	0.29
FAMC 3.7 10/9/2030	31424WX80	3.711	US Agency	Bullet	10/9/2030	999,531.22	996,770.00	1.20
FAMC 3.65 11/5/2030	31424W2H4	3.724	US Agency	Bullet	11/5/2030	996,652.32	996,660.00	1.19
Versabank USA NATL 3.8 12/17/2030	92512KBF9	3.800	Certificate Of Deposit	Bullet	12/17/2030	245,000.00	243,860.75	0.29
FAMC 3.65 12/26/2030	31424W5P3	3.686	US Agency	Bullet	12/26/2030	1,228,034.63	1,211,225.28	1.47
Customers Bank 3.75 1/15/2031	23204HRD2	3.750	Certificate Of Deposit	Bullet	1/15/2031	245,000.00	243,329.10	0.29
FAMC 3.85 1/28/2031	31428JAH0	3.861	US Agency	Bullet	1/28/2031	999,500.82	999,450.00	1.20
<b>Total / Average 4-5 Years</b>		<b>3.927</b>				<b>15,283,221.16</b>	<b>15,335,020.96</b>	<b>18.22</b>
<b>Total / Average</b>		<b>3.578</b>				<b>84,081,830.87</b>	<b>84,519,185.44</b>	<b>100</b>

### Monthly Investment Report Definitions

- Disc./Cpn Rate – The yield paid by a fixed income security.
- Yield to Call (YTC) – The rate of return of a security held to call when interest payments, market value and par value are considered.
- Yield to Maturity (YTM) – The rate of return of a security held to maturity when interest payments, market value and par value are considered.
- Bullet – A fixed income security that cannot be redeemed by the issuer until the maturity date.
- Callable – A fixed income security that can be redeemed by the issuer before the maturity date.
- Book Value – The price paid for the security.
- Par Value – The face value of a security.
- Market Value – The current price of a security.
- Sinking Bond – In the case of the CASPWR Bond held by the District, a sinking bond pays a portion of principal on a defined schedule throughout the life of the bond.
- Custodian – The financial institution that holds securities for an investor.

### Investment Abbreviations

- FHLB – Federal Home Loan Bank
- FHLMC – Federal Home Loan Mortgage Corporation (Freddie Mac)
- FNMA – Federal National Mortgage Association (Fannie Mae)
- FFCB – Federal Farm Credit Bank
- FAMCA/AGM – Federal Agricultural Mortgage Corporation (Farmer Mac)
- TVA – Tennessee Valley Authority

**LVMWD CASH ANALYSIS - January 31, 2026**

	Restricted Cash	Cash Held by Policy	Policy Requirement	Funds Available for Capital
101 - Potable Water Operations		22,469,174	11,239,358	
201 - Potable Water Construction	8,312,253			
301 - Potable Water Replacement		11,628,241	13,119,099	
Potable Water Assigned Funds		15,000,000		
603 - Rate Stabilization Fund		3,887,856	8,000,000	
<b>Total Potable Water</b>	<b>8,312,253</b>	<b>52,985,271</b>	<b>32,358,457</b>	<b>13,939,067</b>
102 - Recycled Water Operations		3,604,496	1,128,808	
203 - Recycled Water Construction	916,186			
302 - Recycled Water Replacement		7,075,802	1,636,606	
Recycled Water Assigned Funds		10,000,000		
<b>Total Recycled Water</b>	<b>916,186</b>	<b>20,680,298</b>	<b>2,765,414</b>	<b>8,831,070</b>
130 - Sanitation Operations		5,293,875	4,967,214	
230 - Sanitation Construction	6,102,027			
330 - Sanitation Replacement		5,428,562	12,662,257	
Sanitation Assigned Funds		0		
<b>Total Sanitation</b>	<b>6,102,027</b>	<b>10,722,437</b>	<b>17,629,471</b>	<b>(805,007)</b>
701 - Vested Sick Leave Reserve	2,054,688			
720 - Insurance Reserve		9,073,729	8,880,220	<b>193,509</b>
JPA	19,478,556			
701 - Internal Services Fund	144,942			
<i>Subtotal</i>	<i>37,008,652</i>	<i>93,461,735</i>		
<b>TOTAL</b>	<b>130,470,387</b>			<b>17,335,379</b>

**Financial Policy** - Cash required to comply with District's adopted Financial Policy.

**Assigned Fund** - Revenue restricted to a particular purpose.



**DATE:** March 25, 2026  
**TO:** Board of Directors  
**FROM:** Finance and Technology

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**SUBJECT: Statement of Revenues, Expenses and Changes in Net Position: January 2026**

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**SUMMARY:**

This report provides a year-to-date summary of unaudited Fiscal Year 2025-26 financial results for the District through January 31, 2026.

Through the first seven months of Fiscal Year 2025-26, the District generated operating revenues of \$48.6 million, 2.5% above prior year operating revenues of \$47.4 million. Year-to-date operating expenses were \$41.7 million for the current fiscal year, 13.5% above prior year expenses of \$37.9 million.

The District generated net operating income available for capital projects of \$6.9 million year-to-date through January 31, 2026, a decrease from the prior year's net income of \$9.5 million and projected to be slightly below the annual budgeted net operating income of \$16.9 million through 58 percent of the fiscal year. The District depends on the net operating income to fund capital projects and meet policy-required reserves.

**RECOMMENDATION(S):**

Receive and file the Statement of Revenues, Expenses and Changes in Net Position for the period ending on January 31, 2026.

**FINANCIAL IMPACT:**

There is no financial impact associated with the report.

**DISCUSSION:**

Districtwide operating revenues year-to-date through January 2026 were \$48.6 million, \$1.2 million (2.5 percent) above the prior year's revenues of \$47.4 million. Operating revenues encompassed 56.3 percent of the annual budgeted revenues, slightly below expectations through 58 percent of the fiscal year. The increase in revenues was due to higher potable water revenues of \$1.0 million (or 3.8%), decreased recycled water revenues of \$0.1 million

(13.5 percent), and higher sanitation revenues of \$14.2 million (3.2 percent), compared to the prior year.

Potable water sales were \$29.0 million through the first seven months of Fiscal Year 2025-26, compared to \$27.9 million during the same period of the prior year. Overall, potable water deliveries to customers decreased (9,033 acre-feet for the current year versus 10,127 acre-feet during the prior year). However, the District's adopted five-year rate study, potable water rates increase 5.0 percent in Fiscal Year 2025-26, along with an increase in MWD pass-thru rates, resulting in higher revenues year-over-year for the first seven months of the fiscal year.

Sanitation service fees of \$14.2 million were \$0.4 million (3.2 percent) above prior year revenues of \$13.7 million. Per the District's adopted five-year rate study, sanitation rates increased 3.75% over the prior year, which was the primary driver of increased revenues year-over-year.

Other income (which includes revenues from penalties) was \$1.9 million through the first seven months of the current fiscal year, above budgeted revenues of \$1.5 million. The District generated revenues from potable water penalties in the amount of \$476,000 through January of Fiscal Year 2025-26, compared to penalties of \$659,000 through the same time period of Fiscal Year 2024-25. The decrease was offset by a slight increase in late fee revenues. Penalties for wasteful water usage are imposed as a violation of the law and independent of the cost to provide water service. As a result, penalty revenues are unrestricted and may be used for a wide variety of items subject to Board approval, including enhanced funding for water conservation programs, funding for the Pure Water Project Las Virgenes-Triunfo and one-time payment(s) to CalPERS for unfunded pension liability.

Districtwide operating expenses year-to-date through January 2026 of \$41.7 million were \$3.8 million (10.1 percent) above the prior year's operating expenses of \$37.9 million year-over-year and included several one-time expenditures for the current fiscal year. Expenditures for the OceanWell pilot study were offset by MWD grant reimbursements in the amount of \$350,000. Overall, operating expenses encompassed 60.1 percent of the \$69.3 million annual operating budget, slightly above expectations through 58 percent of the fiscal year.

Water operating expenses were \$29.9 million through the first seven months of Fiscal Year 2025-26, encompassing 60.3% of the annual budget of \$49.5 million and higher than expectations through 58% of the fiscal year. Water operating expenses through January 2026 were 8.8 percent above prior year expenses. Driving the year-over-year increase were higher source of supply costs, as well as an increase of one-time costs associated with outside services and supplies and materials purchases.

Sanitation operating expenses were \$11.9 million through January 31, 2026, 13.5% above prior year expenses of \$10.4 million through January of Fiscal Year 2024-25. Operating expenses for the purchase of sanitation services from the Las Virgenes-Triunfo Joint Powers Authority (JPA) reflected a slight increase year-over-year in Fiscal Year 2025-26. The largest increase for the period through January 2026 was purchased services to the City of Los Angeles, primarily due to the timing of payments issued.

Other revenues in the non-operating section of the statement increased by \$170,000 through January 31, 2026, when compared to January 2025. The increase in revenues year-over-year was due to revenue recognition associated with development fees.

Net operating income through January 2026 of Fiscal Year 2025-26 is \$6.9 million, a decrease versus the prior year net operating income of \$9.5 million and is projected to be slightly below annual budgeted net operating income of \$16.9 million through 58 percent of the fiscal year. The lower net operating income can be attributed to higher one-time expenses such as those related to emergency pipeline repairs. The District depends on the net operating income to fund capital projects and meet policy-required reserves.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Debbie Rosales, Finance Manager

**ATTACHMENTS:**

[Statement of Revenues, Expenses, and Changes in Net Position for January 2026](#)

**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
**Statements of Revenues, Expenses, and Changes in Net Position**  
**For the Months Ended January 31, 2026 (Preliminary) and 2025**  
(dollars in thousands)



	<b>Annual Budget</b>	<i>Through 58.3% of fiscal year</i>		<b>Variance with Prior Year Positive (Negative)</b>
		<b>Actual Year-to-Date</b>		
	<u>2025/26</u>	<u>2025/26</u>	<u>2024/25</u>	<u>2025/26 to 2024/25</u>
<b>OPERATING REVENUES:</b>				
Potable water sales and service fees	\$ 52,705	\$ 29,009	\$ 27,941	\$ 1,068
Recycled water sales and service fees	5,672	3,513	4,061	(548)
Sanitation service fees	26,290	14,154	13,712	442
Other income	1,603	1,926	1,699	227
<b>Total operating revenues</b>	<b>86,270</b>	<b>48,602</b>	<b>47,413</b>	<b>1,189</b>
<b>OPERATING EXPENSES:</b>				
<b>Water expenses:</b>				
Source of supply	28,431	16,593	17,489	(896)
Pumping	2,687	1,754	1,141	613
Transmission and distribution	5,282	3,791	2,624	1,167
Meter	369	193	75	118
Water conservation	710	130	101	29
General and administrative	12,013	7,389	6,007	1,382
<b>Total water expenses</b>	<b>49,492</b>	<b>29,850</b>	<b>27,437</b>	<b>2,413</b>
<b>Sanitation expenses:</b>				
Share of Joint Powers Authority (expense)	15,735	9,019	8,683	336
Other sewage treatment	696	859	103	756
Lift stations	171	150	105	45
General and administrative	3,244	1,825	1,550	275
<b>Total sanitation expenses</b>	<b>19,846</b>	<b>11,853</b>	<b>10,441</b>	<b>1,412</b>
<b>Total operating expenses</b>	<b>69,338</b>	<b>41,703</b>	<b>37,878</b>	<b>3,825</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>16,932</b>	<b>6,899</b>	<b>9,535</b>	<b>(2,636)</b>
<b>NON-OPERATING REVENUES (EXPENSES):</b>				
Taxes	1,512	623	598	25
Lease income	105	57	56	1
Interest income	1,500	2,306	2,358	(52)
Facilities income/ (expense)	324	194	214	(20)
Other revenues/(expenses)	2,446	415	199	216
<b>Non-operating revenues (expenses)</b>	<b>5,887</b>	<b>3,595</b>	<b>3,425</b>	<b>170</b>
Capital contributions	707	122	564	(442)
<b>Change in Net Position</b>	<b>23,526</b>	<b>10,616</b>	<b>13,524</b>	<b>(2,908)</b>
<b>NET POSITION:</b>				
Beginning of fiscal year	329,545	329,545	315,689	13,856
<b>Ending Net Position</b>	<b>\$ 353,071</b>	<b>\$ 340,161</b>	<b>\$ 329,213</b>	<b>\$ 10,948</b>



**DATE:** March 25, 2026  
**TO:** Board of Directors  
**FROM:** Engineering and Facilities

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**SUBJECT: Calabasas Tank Rehabilitation Project: Final Acceptance**

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**SUMMARY:**

On January 21, 2025, the Board awarded a construction contract to Spiess Construction Company, Inc., in the amount of \$235,881.70, for the Calabasas Tank Rehabilitation Project. Two change orders were approved during construction. The work has now been completed, and there are no outstanding issues that would prevent final acceptance of the project. As a result, staff recommends filing the Notice of Completion and releasing the retention as stipulated in the contract documents.

**RECOMMENDATION(S):**

Authorize the General Manager to execute a Notice of Completion and have the same recorded; and in the absence of claims from subcontractors and others, release the retention, in the amount of \$11,339.35, 30-calendar days after filing the Notice of Completion for the Calabasas Tank Rehabilitation Project.

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total cost of the project was \$491,473.11. Sufficient funds for the project are available in the adopted Fiscal Year 2025-26 Budget.

**DISCUSSION:**

On January 21, 2025, the Board awarded a construction contract to Spiess Construction Company, Inc., in the amount of \$235,881.70, for the Calabasas Tank Rehabilitation Project. Calabasas Tank, located near Schumacher Road and Parkway Calabasas in the City of Calabasas is an 8-million-gallon, steel potable water tank built in 1963. The Calabasas Tank provides potable water for the 1235-foot pressure zone, serving eastern Calabasas and Hidden Hills.

The general scope of work included a point repair along the roof of the tank and minor coating repairs near the center vent. During the course of the construction, two change orders were approved:

- Change Order No. 1 was approved by the Board on May 20, 2025, to postpone the project due to the Palisades Fire.
- Change Order No. 2 was administratively approved and included additional repairs around the center vent and deductions for work not ultimately required, for a total deduction of \$9,093.64.

Following is a table that summarizes the total project cost:

<b>Description</b>	<b>Cost</b>
<b><u>Professional Services</u></b>	
Design, Bid, Construction Support	\$44,660.00
Coating Inspection Services	\$17,022.05
<b><u>Construction</u></b>	
Original Construction Contract	\$235,881.70
Changer Order No. 1	\$0.00
Changer Order No. 2	(\$9,093.64)
<b><u>Administrative</u></b>	
District Labor	\$76,126.00
G&A	\$126,877.00
<b>Total Project Cost</b>	<b>\$491,473.11</b>

The construction work was substantially completed on February 13, 2026.

**GOALS:**

Construct, Manage and Maintain all Facilities and Provide Services to Assure System Reliability and Environmental Compatibility

Prepared by: John Soderberg, PE, Associate Engineer

**ATTACHMENTS:**

[Notice of Completion](#)

RECORDING REQUESTED BY

Las Virgenes Municipal Water District

AND WHEN RECORDED MAIL TO

Name Susan Brown
Street Address Las Virgenes Municipal Water District
4232 Las Virgenes Road
City & State Calabasas, CA 91302
Zip

SPACE ABOVE THIS LINE FOR RECORDER'S USE

T 420 LEGAL (9-94)

Notice of Completion

NOTICE IS HEREBY GIVEN THAT:

- 1. The undersigned is the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the undersigned is Las Virgenes Municipal Water District (NAME).
3. The full address of the undersigned is 4232 Las Virgenes Road, Calabasas CA 91302

(NUMBER AND STREET, CITY, STATE, ZIP). OWNER IN FEE

- 4. The nature of the title of the undersigned is OWNER IN FEE (E.G., owner in fee OR vendee under contract of purchase OR lessee OR OTHER APPROPRIATE DESIGNATION).
5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

N/A

- 6. The names of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work of improvement herein referred to are (OR IF NO TRANSFER WAS MADE, INSERT THE WORD "none"):

N/A

- 7. A work of improvement on the property hereinafter described was completed on Feb 13, 2026 (DATE).
8. The name of the original contractor, if any, for the work of improvement was Spiess Construction Co., Inc. (NAME OF CONTRACTOR, OR IF NO CONTRACTOR FOR THE WORK OF IMPROVEMENT AS A WHOLE, INSERT THE WORD "none"). [IF NOTICE COVERS COMPLETION OF CONTRACT FOR ONLY PART OF THE WORK OF IMPROVEMENT, ADD: The kind of work done or material furnished was potable water tank rehabilitation (Calabasas Tank Rehabilitation Project). (GIVE GENERAL STATEMENT, E.G., furnishing of concrete for sidewalks).
9. The property on which the work of improvement was completed is in the City of Calabasas, County of Los Angeles, State of California, and is described as follows: Calabasas Tank, at the terminus of Schumacher Road (set forth description of jobsite sufficient for identification, using legal description if possible).
10. The street address of the said property is None (NUMBER AND STREET, OR, IF THERE IS NO OFFICIAL STREET ADDRESS, INSERT THE WORD "none".)

Dated: 2026 Las Virgenes Municipal Water District
(SIGNATURE)
Gary Burns, Secretary of the Board (TYPED NAME)

VERIFICATION

I, the undersigned, say:
I am the person who signed the foregoing notice. I have read the above notice and know its contents, and the facts stated therein are true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at Calabasas, California, this day of 2025
(SIGNATURE)
Gary Burns, Secretary of the Board

**DO NOT RECORD**

**Recommended Procedure in the Preparation of a Notice of Completion**

A notice of completion must be filed for record *within 10 days* after completion of the work of improvement (to be computed exclusive of the day of completion), as provided in section 3093, Civil Code.

The "owner" who must file for record a notice of completion of a building or other work of improvement means the owner (or his successor in interest at the date of notice is filed) on whose behalf the work was done, though his ownership is less than the fee title. For example, if A is the owner in fee, and B, lessee under a lease, causes a building to be constructed, then B, or whoever has succeeded to his interest at the date the notice is filed, must file the notice.

If the ownership is in *two or more persons as joint tenants or tenants in common*, the notice may be signed by any one of the co-owners (in fact, the foregoing form is designed for giving of the notice by only one co-tenant), but the names and addresses of the other co-owners must be stated in paragraph 5 of the form.

In paragraphs 3 and 5, the full address called for should include street number, city, county and state.

As to paragraph 6, insert the date of completion of the work of improvement as a *whole* if applicable. However, if the notice is to be given only of completion of a particular contract, where work of improvement is made pursuant to two or more original contracts, strike the words "a work of improvement" and insert a general statement of the kind of work done or materials furnished pursuant to such contract (e.g. "The foundations for the improvements").

If the notice is to be given as a notice of completion of the work of improvement as a *whole*, insert the name of the prime contractor, if any, in paragraph 7. No contractor's name need be given if there is no general contractor, e.g., on so-called "owner-builder jobs". However, if the notice is to be given only of completion of a particular contract, where work of improvement is made pursuant to two or more original contracts, insert the name of the contractor who performed that particular contract.

Paragraph 8 should be completed only where the notice is signed by a successor in interest of the owner who caused the improvement to be constructed.

In paragraph 9, insert the *full legal* description, not merely a street address or tax description. Refer to deed or policy of title insurance. If the space provided for description is not sufficient, a rider may be attached.

In paragraph 10, show the street address, if any, assigned to the property by any competent public or governmental authority.

**NOTICE  
OF COMPLETION**

CHICAGO TITLE COMPANY



WESTERN DIVISION HEADQUARTERS  
245 S. LOS ROBLES AVENUE, SUITE 105  
PASADENA, CALIFORNIA 91101-2820  
(818) 432-7600

CHICAGO TITLE COMPANY





**DATE:** March 25, 2026  
**TO:** Board of Directors  
**FROM:** Engineering and Facilities

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**SUBJECT: Supply and Delivery of Valves, Assembly Kits and Actuators: Award**

---

**SUMMARY:**

The District maintains a variety of existing valves (butterfly, gate, plug, ball, and check valves) that range from 1-inch to 30-inches at facilities throughout the service area. While these valves are routinely exercised, many of the valves have exceeded their useful life and are in need of repair or replacement. The annual projected cost for routine and emergency valve repairs and the associated supplies is estimated to exceed \$50,000, requiring Board approval for the contract. Staff recommends authorization to execute an initial one-year blanket purchase order, in the amount of \$100,000, with four one-year renewal options for the supply and delivery of valves, assembly kits and actuators.

**RECOMMENDATION(S):**

Authorize the General Manager to approve an initial one-year blanket purchase order, in the amount of \$100,000, with four one-year renewal options, for the supply and delivery of valves, assembly kits and actuators.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

Sufficient funds are available in the adopted Fiscal Year 2025-26 Budget and will be recommended in future fiscal year budgets.

**DISCUSSION:**

The District maintains a variety of valves throughout the potable water, recycled water and wastewater systems. There are a variety of valves (butterfly, gate, plug, ball, and check

valves) that range from 1-inch to 30-inches and are routinely exercised. Many of these mainline and pressure-reducing valves have exceeded their useful life and are in need of rebuilding or replacement.

While the contract will primarily be utilized for the District's major facilities (Rancho Las Virgenes Composting Facility, Tapia Water Reclamation Facility, and the Westlake Filtration Plant), the contract will also be utilized to repair and replace in-kind valves at facilities that are currently in operation throughout the service area.

The District utilizes a sole-sourced distributor for valves and actuators that are purchased from Southwest Valve and Equipment. Southwest Valve and Equipment is the sole authorized distributor in California for Henry Pratt, Rotork and Milliken valves.

The annual projected cost for routine and emergency valve repairs and the associated supplies is estimated to exceed \$50,000, requiring Board approval. Staff recommends authorizing an initial one-year blanket purchase order, in the amount of \$100,000, with four one-year renewal options to maintain these assets and maximize their useful life through proactive maintenance.

**GOALS:**

Construct, Manage and Maintain all Facilities and Provide Services to Assure System Reliability and Environmental Compatibility

Prepared by: Jim Korkosz, Facilities Manager



**DATE:** March 25, 2026  
**TO:** Board of Directors  
**FROM:** Finance and Technology

---

**SUBJECT: Annual Supply and Delivery of Ammonium Hydroxide: Change Order**

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**SUMMARY:**

In February 2023, a request for bids was released for the annual supply and delivery of ammonium hydroxide. Airgas Specialty Products, Inc. submitted the lowest responsible bid. As a result, on April 4, 2023, the Board approved an initial one-year purchase order, in the amount of \$73,354.05, with Airgas Specialty Products, Inc. for the annual supply and delivery of ammonium hydroxide with four one-year renewal options. In February 2025, the General Manager authorized a change order, in the amount of \$7,335.40, bringing the total purchase order amount to \$80,689.45. An increase is recommended for the purchase order, in the amount of \$19,310.55, from \$80,689.45 to \$100,000, for the current contract term, and a corresponding not-to-exceed amount of \$100,000 for the two subsequent one-year renewal options.

**RECOMMENDATION(S):**

Authorize the General Manager to approve a change order with Airgas Specialty Products, Inc., increasing the annual amount by \$19,310.55 for the current year and two subsequent one-year renewal options, for the supply and delivery of ammonium hydroxide.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The cost of this action is \$19,310.55 per year. Sufficient funds are available for ammonium hydroxide in the adopted Fiscal Year 2025-26 Budget and will be recommended in future fiscal year budgets.

**DISCUSSION:**

In February 2023, a request for bids was released for the annual supply and delivery of ammonium hydroxide. One bid was received with Airgas Specialty Products, Inc., submitting the lowest responsible bid. As a result, on April 4, 2023, the Board approved an initial one-year purchase order with Airgas Specialty Products, Inc., in the amount of \$73,354.05, with four one-year renewal options. The awarded not-to-exceed amount was \$73,354.05, based on a unit price \$0.2233 per pound for a typical bulk delivery of 31,160 pounds. In February 2025, the General Manager authorized a change order, in the amount of \$7,335.40, bringing the total purchase order amount to \$80,689.45.

The District uses ammonium hydroxide (aqua ammonia) for the disinfection process to minimize the formation of disinfection byproducts in the final effluent at the Tapia Water Reclamation Facility (Tapia) and in the potable water treated at the Westlake Filtration Plant (Westlake). An annual contract is used to secure pricing and ensure product availability. The original contract estimated orders every four to six weeks at Tapia and two orders a year for Westlake.

Over the last two years, operational adjustments and increased flows at Tapia have caused an increase in the chemical dosing. Additionally, SCADA controls were dialed in to automatically adjust the chlorine-to-ammonia dosing ratio. These slight changes have caused the typical time between orders to go from five to six weeks to four to five weeks, depleting the not-to-exceed amount at a faster rate. There have been several Metropolitan Water District of Southern California (MWD) shutdowns over the past two years that have required Westlake to come on-line. MWD is also projecting multiple planned shutdowns over the next few years, which will require the Westlake facility to operate more frequently.

Approving an increase to the purchase order for the current term and future renewal options would allow staff to make purchases to accommodate any changes at Tapia and Westlake and would reduce staff time and increase efficiency in the event the higher annual usage continues. A formal bid process was used for the initial purchase of ammonium hydroxide; therefore, an increase to the purchase order amount does not require additional bidding.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Liz Smith, Purchasing Supervisor



**DATE:** March 25, 2026  
**TO:** Board of Directors  
**FROM:** General Manager

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**SUBJECT: Update to Records Retention Schedule and Authorization of Records Destruction**

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**SUMMARY:**

The updated records retention schedule provides detailed retention periods for all record types across District operations, reflecting best practices for both paper and electronic records. The updated schedule and proposed resolution have been prepared and reviewed by District counsel. Staff recommends that the Board approve the updated records retention schedule and authorize the destruction of records in accordance with the schedule, thereby enabling the District to maintain an effective, efficient and compliant records management program.

**RECOMMENDATION(S):**

Pass, approve, and adopt proposed Resolution No. 2665, approving an updated records retention schedule and authorizing destruction of certain records.

**RESOLUTION NO. 2665**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF LAS VIRGENES MUNICIPAL WATER DISTRICT ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN DISTRICT RECORDS**

(Reference is hereby made to Resolution No. 2665 on file in the District's Resolution Book and by this reference the same is incorporated herein.)

**FINANCIAL IMPACT:**

While there is no fiscal impact associated with this action, the proposed resolution will help to streamline efforts associated with the District's upcoming implementation with electronic document management. Sufficient funds are available for document destruction based on the proposed records retention schedule in the adopted Fiscal Year 2025-26 Budget.

**DISCUSSION:**

The District's approach to records retention has evolved in response to both statutory mandates and modern records management best practices. The legal foundation for the District's records retention program is established by California Government Code Section 60200 et seq., which authorizes special districts to adopt schedules for the retention and destruction of records, provided that such actions do not adversely affect the interests of the District or the public and provided that records required by law to be preserved are maintained accordingly. The District's own policy, as codified in Article 5 of the Las Virgenes Municipal Water District Code, further specifies the categories of records to be retained permanently, those eligible for destruction after a defined period, and the procedures for review and approval of records slated for destruction, including annual reporting to the Board and opportunities for schedule modification as needed to address operational or legal developments.

Historically, the District's records retention practices were guided by a general manual that relied on broad retention categories. Over time, the approach has become outdated due to the expansion of regulatory requirements and the need for more control over record types and retention periods. In response, the District has taken a comprehensive approach to modernize its records management framework, resulting in the development of department-specific retention schedules that reflect current legal standards, operational needs and technological capabilities.

The process of updating the records retention schedule involved several key steps. A detailed inventory of all record across the District's departments was conducted with input from experts and legal counsel to ensure that statutory and regulatory requirements were fully addressed. The new schedule is structured to designate an Office of Record for each record type, clarify the distinction between official records and non-records (such as drafts and transitory documents), and incorporate retention periods for both paper and electronic records. Special attention was given to the management of various electronic databases and systems, recognizing the digital data and need for electronic recordkeeping practices.

The District engaged Gladwell Governmental Services, Inc., to design a compliant and efficient records retention program. The resulting records retention schedule and proposed resolution have been reviewed by District counsel.

Prepared by: Nancy Lawrence, Executive Assistant/Clerk of the Board

**ATTACHMENTS:**

[Updated Records Retention Schedule](#)  
[LVMWD's Regulations for Retention of District Records](#)  
[Proposed Resolution No. 2665](#)

## HOW TO USE RETENTION SCHEDULES

A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

**Copies** or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include all records as defined by the California Public Records Act.

### **STRUCTURE: DISTRICT-WIDE, DEPARTMENTS & DIVISIONS**

The District-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the District-wide retention schedule, or look in the index to the schedules (provided after approval.)

### **BENEFITS**

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the District with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the District
- Find records faster
- Determine what media should be used to store records

### **AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):**

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention ("**Minimum 2 years**"), the destruction / deletion must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**"

## RECORDS RETENTION SCHEDULE LEGEND

**OFR (Office of Record):** The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

**Records Description:** The record series (a group of like records).

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**  
**Active (guideline):** How long the file remains in the immediate office area  
**Inactive (guideline):** How long the file is in off-site storage, stored electronically in accordance with law (see below)  
**Total Retention:** The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options (guideline) terms used in State law:** Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)  
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)  
Ppr = Paper  
OD = Optical Disk or other **Unalterable Media** which does not allow changes

**Scan / Import (guideline):**  
“S” indicates the record should be scanned into the document imaging system;  
“I” indicates the record should be electronically imported into the document imaging system;  
“M” indicates the record was microfilmed

**Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record:** “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record) the electronic record is also placed on Unalterable Media, Imutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**; other legal mandates may apply.

**Legend for legal citations** (§: Section)  
CC: Civil Code (CA)  
CFC: California Fire Code  
EVC: Evidence Code (CA)  
FTB: Franchise Tax Board (CA)  
HUD: Housing & Urban Develop. (US)  
PC: Penal Code (CA)  
UFC: Uniform Fire Code  
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)  
CCP: Code of Civil Procedure (CA)  
CFR: Code of Federal Regulations (US)  
FA: Food & Agriculture Code  
GC: Government Code (CA)  
LC: Labor Code (CA)  
PRC Public Resources Code  
USC: United States Code (US)

CBC: California Building Code  
CCR: California Code of Regulations (CA)  
EC: Elections Code (CA)  
FC: Family Code (CA)  
H&S: Health & Safety Code (CA)  
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)  
R&T: Revenue & Taxation Code (CA)  
VC: Vehicle Code (CA)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>DISTRICT-WIDE (Used by All Departments)</b>								
Lead Dept. (managing the contract)	DW-001	Agreements & Contracts (Cash Contracts) - <b>ADMINISTRATIVE RECORDS</b> (Correspondence with contractor where the Content relates in a substantive way to the performance of the contract, etc.)  <b>AFTER 2023, Lead Dept is Office of Record, and Stores original in Tyler</b>  <b>Prior to 2023, Originals went to Administration / General Manager, who was the Office of Record</b>	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Also see Grants. Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, CCP §§336(a), 337 et. seq., GC §60201
Lead Dept.	DW-002	Agreements & Contracts: <b>UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS, or RESPONSES to RFPs</b> (Request for Proposals) <b>and/or RFQs</b> (Request for Qualifications) that don't result in a contract	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Lead Dept.	DW-003	Copies or duplicates of any record	Copies - Immediately After the Record is No Longer Required		Mag, Ppr			GC §60200
Lead Dept.	DW-004	Correspondence - <b>Regulatory Agencies</b>	Minimum 10 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	some correspondence with Regulatory Agencies needs to be retained for longer periods of time than other types of correspondence; GC §60201

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the District's Original Document	DW-005	Correspondence - <b>ROUTINE</b> <b>(Content relates in a SUBSTANTIVE way to the conduct of the public's business)</b>  (e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, etc.)  IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608. GC §60201

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<p><i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i></p> <p><i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i></p> <p><i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i></p>								
Dept. that Authors Document or Receives the District's Original Document	DW-006	<p>Correspondence - <b>TRANSITORY / PRELIMINARY DRAFTS</b>, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p><b>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</b></p> <p>(e.g. calendars, checklists, e-mail or social media posting, invitations, instant messaging, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from others, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)</p>	Content Not Substantive - Immediately After the Record is No Longer Required		Mag, Ppr			Electronic and paper records are categorized, filed and <b>retained based upon the CONTENT</b> of the record. Records where either <b>the Content relates in a substantive way to the conduct of the public's business</b> , or ARE made or retained for the purpose of preserving the informational content for future reference <b>are saved by placing them in an electronic or paper (project) file folder and retained for the applicable retention period.</b> If not mentioned here, consult District Counsel to determine if a record is considered transitory / preliminary draft. GC §§60201, 7927.500, 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	DW-007	Drafts & Notes: Drafts that are revised (retain final version)	Drafts - Immediately After the Record is No Longer Required		Mag, Ppr			GC §60201, GC §§7927.500
Lead Dept.	DW-008	GIS (Geographic Information System) / ESRI / Arc Info	Indefinite <b>Permanent</b>	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Human Resources	DW-009	Personnel Files ( <b>Department Copies</b> ) Send all originals to Human Resources	Do Not Retain in Departments	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Originals are retained by Human Resources; GC §60200

**RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	DW-010	Personnel Files - Department-level <b>Supervisor's Notes</b> Ensure current Supervisors notes / Oral Counseling, etc. are forwarded to an employee's new Supervisor when transferring.	After Incorporation into Documented Discipline, or Performance Appraisal	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; Supervisors notes should be maintained in a separate folder and be incorporated in the employee's annual performance review; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 60201
Lead Dept.	DW-011	Photographs (other than Board Meetings)	Drafts - Immediately After the Record is No Longer Required		Mag			Preliminary Drafts (retention is placed on the record the photograph is used in - Brochure, Report, etc.); destroy unnecessary photographs. GC §60201
Lead Dept.	DW-012	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by <b>OTHER Departments</b>	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §60200
	DW-013	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by <b>OUTSIDE ORGANIZATIONS</b> (ACWA, CSDA, etc.)	When No Longer Required		Mag			Non-Records
Authoring Dept.	DW-014	Reference Materials: Policies, Procedures / Handbooks, Manuals, Standard Operating Procedures (SOPs), Studies, Reports: Produced by <b>YOUR Department</b>	Minimum of Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Lead Dept.	DW-015	Reports and Studies ( <b>Historically significant</b> )	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §60201

## RECORDS RETENTION SCHEDULE: DISTRICT-WIDE STANDARDS

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<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	DW-016	Reports and Studies ( <b>NOT</b> Historically significant reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Information is outdated after 10 years; GC §60201
Lead Dept.	DW-017	Special Projects / Subject Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
Lead Dept.	DW-018	Surveys / Questionnaires (that the District issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Lead Dept.	DW-019	Visitor Logs / Registers	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.

**RECORDS RETENTION SCHEDULE: ADMINISTRATION  
GENERAL MANAGER, CLERK OF THE BOARD**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>ADMINISTRATION - GENERAL MANAGER</b>								
Admin / General Manager	GM-001	Agreements & Contracts (originals) - <b>ALL PRIOR TO 2023 (Tyler); AFTER 2023: Elevation Agreements, JPAs, Limited Service Agreements, MOUs, etc.</b>  Agreement or Contract includes all contractual obligations, Insurance Certificates (e.g. Scope of Work or Successful Proposal, Amendments, Change Orders, Task Orders)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: CCP §§336(a), 337 et. seq., GC §60201
Admin / General Manager	GM-002	Projects & Issues (Issues and/or projects will vary over time)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
<b>ADMINISTRATION / CLERK OF THE BOARD</b>								
Admin. / Clerk of the Board	GM-003	Agendas, Agenda Packets, Agenda Staff Reports - District Board of Directors and Committees / Las Virgenes - Triunfo Joint Powers Authority (JPA) / Calleguas-Las Virgenes Public Financing Authority (PFA)	P	Yes: Before Meeting Date	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / Clerk of the Board	GM-004	Annexations / Attachments / Detachments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Admin. / Clerk of the Board	GM-005	Board of Directors Correspondence	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Admin. / Clerk of the Board	GM-006	Board of Directors Vacancies (Affidavit of Posting, Applications, Correspondence, Notices, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201

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GENERAL MANAGER, CLERK OF THE BOARD**

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Clerk of the Board	GM-007	Chronological History of Board Members	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Historical Value; GC §60201
Admin. / Clerk of the Board	GM-008	District Formation, Changes to Director's Boundaries (Redistricting),	P		Mag, Mfr, OD, Ppr	S / M / I	Yes: After QC & OD	Part of the Agenda Packet, which is maintained permanently; Required for formal changes to the district approved by the Board only; GC §60201
Admin. / Clerk of the Board	GM-009	Economic Interest Filings (FPPC Form 602 / 635) - <b>Lobbyist Authorization / Reporting</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	2 CCR 18615(f)
Admin. / Clerk of the Board	GM-010	Elections - GENERAL, <b>WORKING</b> or ADMINISTRATION Files (Correspondence, Notices, Postings, Precinct Workers, County Election Services, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I		Used for a model for the next election, GC §60201
Admin. / Clerk of the Board	GM-011	Elections - <b>HISTORICAL</b> File (Sample ballot, copies of results / resolution declaring results)	P		Mag, Mfr, OD, Ppr	S / I	No	Retained for Historical Value, GC §60201
Admin. / Clerk of the Board	GM-012	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 months		Mag, Mfr, OD, Ppr	S / I		Not accessible to the public; The 8 month retention applies after election results, or final examination if no election. Applies unless a legal/FPPC proceeding. EC §§17200, 17400
Admin. / Clerk of the Board	GM-013	Elections: Correspondence, Notifications & Publications, Certificate of Election, etc.	4 years		Mag, Mfr, OD, Ppr	S / I		District preference (historical purposes); GC §60201
Admin. / Clerk of the Board	GM-014	Ethics Training Certificates for Board of Directors	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Clerk of the Board	GM-015	FPPC 460, 470, 501, 410 Series Forms - <b>Campaign Disclosures</b>	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	County ROV maintains original statements; GC §81009(f)&(g)
Admin. / Clerk of the Board	GM-016	FPPC 700 Series Forms (Statement of Economic Interests): <b>DESIGNATED EMPLOYEES &amp; CONSULTANTS</b> (specified in the District's Conflict of Interest code)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	District maintains original statements; GC §81009(e)&(g)
Admin. / Clerk of the Board	GM-017	FPPC 700 Series Forms (Statement of Economic Interests): <b>PUBLIC OFFICIALS</b> (elected & not elected. Includes District Board Members, General Manager)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	District preference (only required for 4 years); GC §81009(f)&(g)
Admin. / Clerk of the Board	GM-018	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
Admin. / Clerk of the Board	GM-019	FPPC Form 802 (Tickets Provided by Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website for 4 years; GC §81009(e)
Admin. / Clerk of the Board	GM-020	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(e); FPPC Regulation 18734(c)
Admin. / Clerk of the Board	GM-021	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18702.5(b)(3); GC §60201; GC §81009(e)
Admin. / Clerk of the Board	GM-022	Historical Records: Copyrights, Logo, Patents, Name Changes, Awards, Trademarks, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Secretary Determines Historical Significance; GC §60201
Finance? GM - stored in Vault	FIN-009	Investment Reports (signed by Treasurer and General Manager - now Perm.)	5 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

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<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Clerk of the Board	FIN-014	Legal Counsel / Attorney's Invoices (Detailed backup is not sent to Finance)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Admin. / Clerk of the Board	GM-023	Litigation Files / Lawsuits / Court Case Files	Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CCP § 337 et seq.; GC §§ 911.2, 60201, 60201.6; PC §832.5(b)
Admin. / Clerk of the Board	GM-024	Minutes: Closed Sessions	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(3)
Admin. / Clerk of the Board	GM-024	Minutes: District Board of Directors and Committees / Las Virgenes - Triunfo Joint Powers Authority (JPA) / Calleguas-Las Virgenes Public Financing Authority (PFA)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201(d)(3)
Admin. / Clerk of the Board	GM-025	Notices: Affidavits of Postings and Publications, Legal Advertising, Proof of Publication	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; GC §§60201, 54960.1(c)(1)
County of Los Angeles	GM-026	Oaths of Office (Board of Directors)	Separation + 6 years	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copy of County's Oath); Statute of Limitations: Public official misconduct is discovery of offense + 4 years, retirement benefits is 6 years from last action; GC §§36507, 60201; PC §§801.5, 803(c); 29 USC 1113
Admin. / Clerk of the Board	GM-027	Ordinances / Regulations	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.

**RECORDS RETENTION SCHEDULE: ADMINISTRATION  
GENERAL MANAGER, CLERK OF THE BOARD**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Clerk of the Board	GM-028	Prop. 218 Fees & Charges: <b>Ballots and/or protest letters</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§53753(e)(2), 53755(d)
Admin. / Clerk of the Board	GM-029	Prop. 218 Fees & Charges: <b>Master Mailing List</b>	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Admin. / Clerk of the Board	GM-030	Prop. 218 Fees & Charges: <b>Undeliverable Mail</b>	3 months		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business; GC §60201
Admin. / Clerk of the Board	GM-031	Public Records Act Requests	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Admin. / Clerk of the Board	GM-032	Recordings: Audio or Video Recordings of District Board meetings	Indefinite - Minimum 4 years		Mag			District Preference; Legally required for 90 days for Video, 30 days for audio; GC §§54953.5(b), 53161, 60201 et seq.
Admin. / Clerk of the Board	GM-033	Records Destruction Authorization Forms / Authorization to Destroy Paper to Rely on the Image as the Original	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Clerk of the Board	GM-034	Records Retention Schedules - Authorization for Amendments to Retention Schedules	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Clerk of the Board	GM-035	Resolutions: District Board of Directors and Committees / Las Virgenes - Triunfo Joint Powers Authority (JPA) / Calleguas-Las Virgenes Public Financing Authority (PFA)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et. seq.
Admin. / Clerk of the Board	GM-036	Secretary of State Statement of Facts	1 year		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201 et. seq.
Admin. / Clerk of the Board	GM-037	Subpoenas or Summons	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201

**RECORDS RETENTION SCHEDULE: ADMINISTRATION  
GENERAL MANAGER, CLERK OF THE BOARD**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Clerk of the Board	FIN-030	Vehicle Titles ("Pink Slips")	Upon Sale or Disposal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE: CUSTOMER SERVICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CUSTOMER SERVICE</b>								
Customer Service	CS-001	Customer Service Database / Service Order Database / Utility Billing Database (Bills / Invoices to customers, flow restrictors, etc. are retained in database)	Account Close + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference (in CIS Database); GC §60201
Customer Service	CS-002	Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Customer Service	CS-003	Applications for Accounts / Construction Meters / New Development / Service - <b>RESIDENTIAL</b> (placed in Database)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Customer Service	CS-004	Applications for Accounts / Construction Meters / New Development / Service - <b>NON RESIDENTIAL</b> (Commercial, Construction, Irrigation) (placed in Database)	Account Close + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Customer Service	CS-005	Audio Recordings from Customers (in CIS Database)	100 days		Mag			GC §53160
Customer Service	CS-006	Backflow Testing / Cross Connection Testing	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets SWRCB Cross-Connection Control Policy Handbook Section 3.5.1 requires records be retained for the previous three calendar years, GC §60201
Customer Service	CS-007	Cancel / Rebills / Adjustments (Manual Bills)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Customer Service	CS-008	Collection List of Active Delinquent Accounts & Penalties	When No Longer Required	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference (Database / CIS is the original); GC §60201

## RECORDS RETENTION SCHEDULE: CUSTOMER SERVICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or com</i>								
Water Operations / Water Systems / Westlake	CS-009	Customer Concerns / Customer Complaints / Complaint Forms: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Customer Service	CS-010	Customer Requests for Leak Adjustment Variances	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Customer Service	CS-011	Deferred Payment Plans	Payment or Write-off + 2 years	Yes: While Unpaid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Customer Service	CS-012	Direct Auto-Payment Authorizations	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference (in CIS Database); GC §60201
Customer Service	CS-013	New Development Calculations, Maps, Notes, Meter Numbers, etc. (Notes - all entered into CIS)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference; GC §60201
Customer Service	CS-014	Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Customer Service	CS-015	NSF Checks / Adjustments to Customer accounts	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §60201; H&S §116908
Finance / Cash Processing	CS-016	Payment Transactions / Cash Register	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Finance is OFR; GC §60200
Customer Service	CS-017	Policy on Discontinuation of Residential Service for Nonpayment (Rules & Regulations Policy)	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §60201

## RECORDS RETENTION SCHEDULE: CUSTOMER SERVICE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or com</i>								
Customer Service	CS-018	Prop. 218 Fees & Charges: <b>Undeliverable Mail</b>	Final Action + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Department preference; Transitory records not retained in the ordinary course of business; GC §60201
Customer Service	CS-019	Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §60201
Division Providing Service / Work	CS-020	Work Orders / Service Requests - <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	CS-021	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	CS-022	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

**RECORDS RETENTION SCHEDULE: ENGINEERING & TECHNICAL SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
<b>ENGINEERING &amp; TECHNICAL SERVICES / ENGINEERING</b>								
Lead Dept.	ENG-001	Computer Aided Design (CAD) database	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	ENG-002	Geographic Information System (GIS)	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §60200, 60201 et seq.
Engineering & Technical Services / Engineering / Engineering	ENG-003	APN / Assessor Parcel Number Files: Service Connections, History of Permits, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 60201
Engineering & Technical Services / Engineering	ENG-004	CEQA Correspondence & Notes: Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.)  <b>Correspondence and Internal Staff Notes</b> that provide insight into the project or the agency's CEQA compliance with respect to the project  The final is retained Permanently - see Engineering Project Files / CIP (Capital Improvement Project) Files - Permanent:	Project Approval or Denial + 180 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §60201

**RECORDS RETENTION SCHEDULE: ENGINEERING & TECHNICAL SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Engineering & Technical Services / Engineering	ENG-005	CIP (Capital Improvement Project) Files (aka District Project Files) - <b>Permanent:</b>  Change Orders, Drillers Logs, Deeds, Design Changes, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, RFIs (Requests for Information), RFPs (Request for Proposal), RIB (Request Inviting Bids), Right of Way, Shop Drawings, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Engineering & Technical Services OR Water Ops / Water Systems / Construction	ENG-006	CIP (Capital Improvement Project) Files (aka District Project Files) - <b>Destroy after Notice of Completion</b>  Preliminary Notices, Stop Work Notices, Temporary Permits.	Upon Completion	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is not applicable to these records; GC §60201

**RECORDS RETENTION SCHEDULE: ENGINEERING & TECHNICAL SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Engineering & Technical Services OR Water Ops / Watter Systems / Construction	ENG-007	CIP (Capital Improvement Project) Files (aka District Project Files) - <b>Administration / Field Inspections and Construction Management:</b>  Project Administration, Construction Photos, Cost of Construction, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, Field Inspection Reports / Inspection Diaries, Insurance Certificates, Project Calculations, SAMPPs, SWPPP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703
Engineering & Technical Services / Engineering	ENG-008	CIP (Capital Improvement Project) Files or Private Development Infrastructure - <b>Permanent File - Large Format Drawings</b> Design Drawings (finals), Record Drawings ("As Builts")	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.
Engineering & Technical Services / Engineering	ENG-009	Easements, Rights of Ways, other Real Property Deeds, Appraisals Offers, Acceptances	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Engineering & Technical Services / Engineering	ENG-010	Engineering & Technical Service Plans, Reports, & Studies / Corrosion Studies and Reports / Pipeline Integrity Studies and Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et seq.
General Manager / Board Secretary	ENG-011	Limited Service Agreements / Elevation Agreements (Provide limited water, the Customer is Obligated to connect to Water Main if and when it is installed)	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (all originals are recorded and sent to the Board Secretary); GC §60201 et seq.
Engineering & Technical Services / Engineering	ENG-012	Private Development Capacity Fee <b>Calculations for Service Connections</b>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: ENGINEERING & TECHNICAL SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Engineering & Technical Services / Engineering	ENG-013	Private Development Capacity Fee <b>Districts / Sewer Areas</b> / History of Boundaries, Final Calculations	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 60201
General Manager / Board Secretary	ENG-014	Property / Right of Ways / Easements (connected to GIS - in Tract or CIP Project Files, also)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (all originals are recorded and sent to the Board Secretary); GC §60201 et seq.
Engineering & Technical Services / Engineering	ENG-015	Sanitary Surveys of Drinking Water Systems	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 22 CCR §64470; 40 CFR 141.33(c); GC §60201
Engineering & Technical Services / Engineering	ENG-016	Standard Drawings / Construction Standards Authored by the District	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; GC §60201
Engineering & Technical Services / Engineering	ENG-017	Standby Deferral Files	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: ENGINEERING & TECHNICAL SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Engineering & Technical Services / Engineering	ENG-018	Tract Files / Parcel Maps / Private Development (aka in past: Developer Property Files, Main Extension Files, Property Files, Water System Files - <b>Permanent:</b>  Design Approvals and Changes, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Main Extensions, Materials Testing Reports, Regulatory Agency Approvals, Right of Way, Shop Drawings, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Engineering & Technical Services / Engineering	ENG-019	Tract Files / Parcel Maps / Private Development (aka in past: Developer Property Files, Main Extension Files, Property Files, Water System Files: <b>Field Inspections and Construction Management:</b>  Project Administration, Construction Photos, Field Inspection Reports / Inspection Diaries, Insurance Certificates, SAMPs, SWPPP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703
Engineering & Technical Services / Engineering	ENG-020	Utility Research / Underground Utility Request	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Engineering does not do Underground Service Alerts; GC §60201 et seq.
<b>ENGINEERING &amp; TECHNICAL SERVICES / TECHNICAL SERVICES</b>								

**RECORDS RETENTION SCHEDULE: ENGINEERING & TECHNICAL SERVICES**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer of the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Engineering & Technical Services / Technical Services	ENG-021	Technical Services Inspections (Other Activities are Recorded in the Work Order / Service Request / CMMS Database)	5 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements, NPDES, and SSO regulations; SWRCB Order 2002-0103-DWQ & 2006-03; 40 CFR 122.41(j)(2); 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq. GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	ENG-022	Work Orders / Service Requests - <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	ENG-023	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	ENG-024	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FINANCE</b>								
Finance / Lead Div.	FIN-001	ERP / Financial System Database (Tyler Enterprise ERP)  Original Contracts may be attached to database after 2023	Indefinite - Minimum 11 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: ; Employee compensation and reimbursements are required for 7 years; CCP §§336(a), 337 et. §60201 et seq.
Finance	FIN-002	Bonds / Debt / COP / Certificates of Participation / Transcripts / Disclosure Reports / Lines of Credit / Promissory Notes / Commercial Paper	Fully Defeased or Matured + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq.; 337.5(a); 26 CFR 1.6001-1(e): GC §§43900 et seq., 60201
Finance	FIN-003	Budget Adjustments	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts Not Retained in the Ordinary Course of Business; GC §60200
Admin. / Clerk of the Board	FIN-004	Budgets: Final (Adopted - Includes Organization Charts)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Presented to the Board in the Agenda Packet); GC §60201
Finance	FIN-005	Check Registers	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Includes employee compensation or reimbursement; GC §60201 et seq.
Finance	FIN-006	Fixed Asset Records	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.
Finance	FIN-007	Financial Ratings & Correspondence	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Admin. / Clerk of the Board	FIN-008	Investment Reports (signed by Treasurer and General Manager)	7 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(presented to the Board in the Agenda Packet); GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance	FIN-009	Long Range Financial Plans & Reports	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Finance	FIN-010	State Controller's Report / Special Districts Financial Transactions Report	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
<b>ACCOUNTING</b>								
Finance / Lead Div.	FIN-011	ERP / Financial System Database (Tyler Enterprise ERP)  Original Contracts may be attached to database	Indefinite - Minimum 11 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: ; Employee compensation and reimbursements are required for 7 years; CCP §§336(a), 337 et. §60201 et seq.
Finance / Accounting	FIN-012	1099's, 1096's, DE542 (California Report of Independent Contractors)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §60201(d)(12); 29 USC 436
Finance / Accounting	FIN-013	Accounts Payable Source Records (Invoices, Credit Card Statements, Conference / Seminar Backup, Petty Cash, Travel Expense Reimbursements, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)
Finance / Accounting	FIN-014	Accounts Receivable Source Records including Billings, Adjustments, Cash, Payments, Cash Receipts, Consolidated sewer maintenance billing, Damage to District Property / Insurance Payments, Leases, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-015	Audits - Operational or Single Audits (Grant Audits, Internal Audits)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. / Clerk of the Board	FIN-016	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(presented to the Board in the Agenda Packet); GC §60201
Finance / Accounting	FIN-017	Bank Statements / Checking Account Reconciliation / Bank Reconciliation (Transaction Statements, Wire Transfers, Check Listing Audit Trail, Deposits, Treasury Statements, Trustee & Investment Statements, etc.)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; GC §60201
Finance / Accounting	FIN-018	Checks (Issued by the District, then cashed by the payee - maintained by the Bank)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation; Statute of Limitations is 4 years; Meets municipal government auditing standards; GC §60201(d)(12), CCP § 337
Finance / Accounting	FIN-019	Electronic Fund Transfer Agreements / Authorizations for direct deposit to vendors bank account	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Finance / Accounting	FIN-020	Journal Entries / Journal Vouchers / Ledger Post Report	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-021	Returned Payments (NSF, etc.) Checks / ACH (includes Water Payments)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §60201
Finance / Accounting	FIN-022	Tax Returns (Sales Tax, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §31.6001-1, R&T §19530, GC §60201
Finance / Accounting	FIN-023	W-9's	Vendor Inactive + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §60201

## RECORDS RETENTION SCHEDULE: FINANCE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FINANCE / PAYROLL</b>								
Lead Depart.	FIN-024	ERP / Financial System Database (Tyler Enterprise ERP)  Original Contracts may be attached to database	Indefinite - Minimum 11 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: ; Employee compensation and reimbursements are required for 7 years; CCP §§336(a), 337 et. §60201 et seq.
Finance / Payroll	FIN-025	CalPERS Reports, PARS Reports, Annual Valuation Reports, Actuarial Valuation Reports, Annual Employer Statements	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Most recent records are stored on CalPERS website; Retained to match other auditing periods; GC §60201
Finance / Payroll	FIN-026	Checks / Warrant Register Report - Payroll Only - includes Employee Reimbursement	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, Meets municipal government auditing §60201(d)(12)
Finance / Payroll	FIN-027	Checks / Warrants - Cancelled - Payroll Only includes Employee Reimbursement	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201, 26 CFR 31.6001-1
Finance / Payroll	FIN-028	DE-6, DE-9, DE-43, W-3, & DE-166, & 941 Forms - Quarterly Payroll Tax Returns (Federal and State) IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - OASDI, Federal Tax Deposits, Adjustments, etc.	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), 26 CFR §1.6001-1, R&T §19530, GC §60201
Finance / Payroll	FIN-029	Employee Payroll File, includes Employee Reimbursement	Separation + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	May contain independent contractor's compensation, expense reimbursement, Meets municipal government auditing standards; GC §60201(d)(12)
Finance / Payroll	FIN-030	Garnishments, Child Support, Court Orders regarding Employee Wages	Completion + 7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201 et seq.

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-031	Payroll Registers / Payroll Reports includes Employee Reimbursement	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Finance / Payroll	FIN-032	Timesheets	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	to meet auditing standards; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5 & 516.6(c); GC §60201 et seq.
Finance / Payroll	FIN-033	W-2's	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §60201
Finance / Payroll	FIN-034	W-4's	No Longer in Effect + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. GC §60201; 26 CFR 31.6001-1
<b>PURCHASING</b>								
Finance / Purchasing	FIN-035	ERP / Financial System Database (Tyler Enterprise ERP)  Original Contracts may be attached to database	Indefinite - Minimum 11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Statute of Limitations: ; Employee compensation and reimbursements are required for 7 years; CCP §§336(a), 337 et. seq., GC §60201 et seq.
Finance / Purchasing	FIN-036	Purchase Orders - Includes copies of bids and quotes, NIB (Notice Inviting Bids), RFPs (Request for Proposal), RIB (Request Inviting Bids)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	meets municipal government auditing standards; GC §60201 et seq.; 40 CFR 122.41(j)(2); WC §13263.2(b) et seq.; GC §60201(d)(12)

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>HUMAN RESOURCES</b>								
Human Resources	HR-001	ERP / Human Resources Database (Tyler Enterprise ERP)	Indefinite - Minimum Separation + 30 years	Yes	Mag			Department preference to match the mandated retention for employee medial files; ;8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 60201
Human Resources	HR-002	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage) & Transmittal Form)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns"; GC §60201
Human Resources	HR-003	Affirmative Action Complaints - California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH) or Equal Opportunity Commission (EEOC) / Harassment Claims	Final Disposition + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (same as the Personnel File); All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after action is taken; 2 CCR 11013(c); GC §§12946, 12960, 60201
Human Resources	HR-004	Benefit Plans - Employee Benefit Policies (Benefits: Health, Eye, Dental, Life Insurance, Long Term Disability, State Disability, Unemployment Insurance, etc.)	Plan Termination + 10 years	Yes: Before Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to be consistent with District-wide standards; EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 60201
Human Resources	HR-005	Classification and Compensation Studies / Surveys	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Human Resources	HR-006	DMV Pull Notices	When Superseded or Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District preference (DMV record that the District considers a non-record used for reference); DMV audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §60201

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-007	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(v), GC §§12946, 12960, 60201, 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq.
Human Resources	HR-008	Employee Investigations & Complaints	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years from last action; EEOC / FLSA / ADEA (Age) statute of limitations is 1-3 years; Reports & Data used to compile EEO reports are required for 3 years; 29 CFR 1602 et seq & 1627.3(a)(5) and (6), 2 CCR 11013(c) 8 CCR §11040(7)(c), GC §§12946, 12960, 60201
Human Resources	HR-009	Equal Opportunity Employment - EEOC Reports (EEO-4 Reports)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	29 CFR 1602.30; 29 CFR 1602.32
Human Resources	HR-010	I-9s	Separation + 3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 4 years; INA 274A(b)(3); INS Rule 274a.1(b)(2); 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 12960, 60201
Human Resources	HR-011	Labor Relations / Negotiations (Notes)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Human Resources	HR-012	Legal Opinions (Employment Related)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§12946, 12960, 60201
Human Resources	HR-013	MOUs / Memorandas of Understandings with Bargaining Units	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §§12946, 12960, 60201

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Human Resources	HR-014	OSHA Log 300, 300 A, 301, 301A, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220-0029, 8 CCR 14300.33; GC §60201 et seq.
Human Resources	HR-015	Personnel Files - <b>General File</b>  (Includes Application, Awards, Backgrounds, Employee Benefit Enrollment Forms (birth / death / marriage certificates), Disciplinary Actions, Certifications, Commendations, Ethics Training Certificates, Evaluations, Grievances, Licenses, Performance Reviews, Personnel Action Forms (original), Policy acknowledgements, Disaster Service Workers Oaths, Employee Settlement Agreements etc. - Excludes Medical Records)	Separation + 6 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.14; 1602.31 & 1627.3(b)(ii); GC §§12946, 12960, 60201; 29 USC 1113; GC §3105; GC §53235.2(b), 53237.2(b), LC §1198.5
Human Resources	HR-016	Personnel Files - <b>Medical File</b>  (Includes Pre-employment medical exam results, Class B medicals, employee Test Results and Individual Noise Exposure Measurements, Family Medical Leave records, hearing tests (Audiograms), miscellaneous medical records, pre-employment physicals, Pulmonary tests, respirator fit tests, Sharps Injury Logs, etc.)	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 29 CFR 1910.1020(d)(1)(i); GC §§12946, 12960, 60201
Human Resources	HR-017	Recruitment Database / Applicant Tracking System (NeoGov)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years; allows time for eligibility list to expire; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-018	Recruitment Files: Applications for Employment or Resumes / Recruitment Files: <b>Solicited:</b> Brochure, advertisement, unsuccessful applications (with or without interviews), selection materials, interview notes, results, etc.	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State Law requires 4 years; EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq; 2 CCR 11013(c) GC §§12946, 12960, 60201
Human Resources	HR-019	Training Database (Target Solutions / Vector Solutions)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Ethics & Harassment Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31 1627.3(b)(ii), LC §6429(c); GC §§12946 12960 60201 53235 2(b); 53237 2(b);
Human Resources	HR-020	Training Presented by District Staff - <b>COURSE RECORDS</b> (Attendance Rosters or Sign-in Sheets, Outlines and Materials; includes Ethics, Harassment, & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets OSHA requirements; Ethics Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 60201, 53235.2(b), 53237.2(b); LC §6401.9(f),
Human Resources	HR-021	Verifications of Employment, Child Support, etc. (From lenders or other outside companies)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not District records (outside companies seeking to verify if an employee is currently employed); GC §60201
Human Resources	HR-022	Workers Compensation Files <b>ALL</b>	Separation + 30 years, or Termination of Benefits + 5 years, whichever is longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR 10102; 8 CCR 15400.2, 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020, GC §§12946, 12960, 60201, CCP §337 et seq.

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<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources	HR-023	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §60201
<b>RISK MANAGEMENT</b>								
Human Resources / Risk Manage.	HR-024	Accident / Incident / Injury / Damage Reports: <b>PUBLIC</b> - Not Resulting in a Claim (Employees - see Workers Compensation)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Human Resources / Risk Manage.	HR-025	BIT Inspection & Audits (Biennial Inspection of Terminals) / DOT Program / CHP Inspections	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (CHP audits every 25 months); GC §60201
Human Resources / Risk Manage.	HR-026	Claims / Liability Claims	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Human Resources / Risk Manage.	HR-027	District Insurance Policies - Liability, Workers Compensation Insurance, etc.	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 60201
Human Resources / Risk Manage.	HR-028	Insurance Appraisals	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Human Resources / Risk Manage.	HR-029	Loss Runs	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (actuary wants 10 years of data - these can be acquired from TPA); GC §60201
<b>SAFETY</b>								
Human Resources / Safety	HR-030	Accident / Incident / Injury Reports - <i>Employees: Near Misses, First Aid, etc.</i>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for consistency with OSHA regulations; 8 CCR 14300.33(a); 8 CCR 5144, 8 CCR 15400.2; GC §§12946, 12960, 60201

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Human Resources / Safety	HR-031	Accident Prevention Files / Loss Control / Safety Files (contains safety correspondence)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1627.3(b)(1), 8 CCR 14300.33(a); GC §§12946, 12960, 60201
Human Resources / Safety	HR-032	Business Plans / Hazardous Materials Inventory / Disclosures / Hot Air Toxics Inventory Plan / Reports and Joint Emission Inventory (for Local Fire Authorities)	Expiration + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (this is performed annually); GC §60201
Human Resources / Safety	HR-033	Cal-OSHA Inspections & Citations, Log 200, 300, 300A, 301, etc.	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429(c)
Human Resources / Safety	HR-034	Emergency Response Plan (ERP)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §60201
Human Resources / Safety	HR-035	Hazardous Waste Manifests / Disposal	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; District has "cradle to grave" liability; 22 CCR § 66262.40; GC §60201
Human Resources / Safety	HR-036	Illness and Injury Prevention Program	Minimum of Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with District-wide standards; GC §60201
Human Resources / Safety	HR-037	Safety Inspections: Facility Inspection Records / Equipment Inspections Records / Hazardous Waste Inspections, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201

## RECORDS RETENTION SCHEDULE: INFORMATION SYSTEMS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>INFORMATION SYSTEMS</b>								
Information Systems	IS-001	Backups - All Disaster Recovery Computer Backups	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §60200 et seq.
Information Systems	IS-002	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §60201 et seq.
Information Systems	IS-003	Software Licenses, Warrantees, Installation Media	When No Longer Required		Mag.			Department preference; GC §60201 et seq.
Information Systems	IS-004	UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup), WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	Follows Retention of Official Electronic Record		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 60201, 12168.7, EVC 1550, 2 CCR 22620 et seq.
Information Systems	IS-005	Video Recordings - <b>Building security or regular and ongoing operations of the District</b> (Excludes video recordings of Board of Directors Meetings)	1 year		Mag			Records regular and ongoing operations of the special district, or records building security; GC §§60201, 53160
Information Systems	IS-006	Video Recordings - <b>Public Areas / Public Activity</b>	When No Longer Required		Mag			Does Not record regular and ongoing operations of the special district, nor building security; GC §§60201, 53161

**RECORDS RETENTION SCHEDULE: PUBLIC AFFAIRS & COMMUNICATIONS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>PUBLIC AFFAIRS &amp; COMMUNICATIONS</b>								
Public Affairs & Commun.	PA-001	Annual Agency Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Public Affairs & Commun.	PA-002	Brochures, Flyers, Newsletters	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Content Not Substantive); GC §60201
Public Affairs & Commun.	PA-003	Consumer Confidence Reports / Annual Water Quality Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Required for 12 years or 2 compliance cycles; 22 CCR §§ 64400.25; 64470, 64483(g), 40 CFR 141.33(a); 40 CFR 141.91; GC §60201
Public Affairs & Commun.	PA-004	Education Programs (except Workshops)	When No Longer Required	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Public Affairs & Commun.	PA-005	Events (Public / Workshops, Tours etc.)	When No Longer Required	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Public Affairs & Commun.	PA-006	Newsletters	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Public Affairs & Commun.	PA-007	Newspaper Clippings / Display Advertising	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Public Affairs & Commun.	PA-008	Photos & Videos (Event-related)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts; final photos may become part of a final document; GC §60201
Public Affairs & Commun.	PA-009	Press Releases / Media Alerts	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Public Affairs & Commun.	PA-010	Public Notices - Potable Water (Tier 1, 2, or 3)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required; GC §60201, 22 CCR §64470

**RECORDS RETENTION SCHEDULE: PUBLIC AFFAIRS & COMMUNICATIONS**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Public Affairs & Commun.	PA-011	Water Quality Reports / Consumer Confidence Reports	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 40 CFR 141.155. 22 CCR §64470; 22 CCR §64483(g); GC §60201

**RECORDS RETENTION SCHEDULE: RESOURCE CONSERVATION**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>RESOURCE CONSERVATION</b>								
Resource Conservation	RC-001	Grants ( <b>SUCCESSFUL</b> - all records, including FEMA or OES claims (Federal Emergency Management Agency or Office of Emergency Services Claims))	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Resource Conservation	RC-002	Grants: <b>UNSUCCESSFUL</b> (Applications, Correspondence, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §60201
Resource Conservation	RC-003	Leak Report / Annual Leak Report / Water Loss Reports	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Resource Conservation	RC-004	Public Outreach / Educational Workshops / Tours / Water Conservation / Water Use Restrictions, etc. May include registration lists, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Resource Conservation	RC-005	Releases / Photo Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Resource Conservation	RC-006	Water Conservation Programs & Rebates (Irrigation Controllers, Rain Barrels, Toilet Rebates, etc.) <b>FUNDED by MET</b> (the Metropolitan Water District of Southern California)	See the MET contract under which the Program was funded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	MET's contract calls for termination of the 10-year contract + 3 years, but in 2025 it changed to 7 years after the work was completed; GC §60201

**RECORDS RETENTION SCHEDULE: RESOURCE CONSERVATION**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Resource Conservation	RC-007	Water Conservation Programs & Rebates (Irrigation Controllers, Rain Barrels, Toilet Rebates, etc.) <b>NOT FUNDED by MET</b> (the Metropolitan Water District of Southern California)	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference (may include records pertaining to independent contractor's compensation, or expense reimbursement); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502; OMB Circular A-110 & A-133; GC §60201; GC §8546.7
Resource Conservation	RC-008	Water Production Reads / Reports (to State DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §60201

**RECORDS RETENTION SCHEDULE: WATER OPERATIONS**  
**(Westlake Filtration Potable Water Treatment Plant, Construction, Water Systems / Distribution)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
<b>WATER OPS / ADMINISTRATION</b>								
Water Operations / Admin.	WOP-001	Permits - <b>Treatment Plant</b> SWRCB (State Water Resources Control Board.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201 et seq.
Water Operations / Admin.	WOP-002	Permits - <b>Water Regulatory / Operating Permits:</b> CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, RMP, SWRCB (State Water Resources Control Board) ,etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §60201 CCP §337 et seq.
Water Operations / Admin.	WOP-003	Regulatory Reports / <b>Water Reports to Regulatory Agencies:</b> MWD Reports,, CalARP, CERS, Cal OSHA, DDW (Division of Drinking Water), DWR (Department of Water Resources), EPA, RMP, SWRCB (State Water Resources Control Board) ,etc.	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §60201 CCP §337 et seq.
Water Operations / Admin.	WOP-004	Sanitary Surveys of Water Sources / Watershed Surveys	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §60201
Water Operations / Admin.	WOP-005	Vulnerability Assessment / Emergency Response Plan / Risk & Resilience Assessment / Hazard Mitigation Plan	When Superseded - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §60201
<b>WATER OPS / WATER SYSTEMS / CONSTRUCTION (WESTLAKE - POTABLE WATER)</b>								
Lead Dept.	WOP-006	Computer Aided Design (CAD) database	Indefinite - Permanent	Yes	Mag			Data is interrelated; GC §60200, 60201 et seq.
Lead Dept.	WOP-007	Geographic Information System (GIS)	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §60200, 60201 et seq.

## RECORDS RETENTION SCHEDULE: WATER OPERATIONS (Westlake Filtration Potable Water Treatment Plant, Construction, Water Systems / Distribution)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Lead Dept.	WOP-008	SCADA <b>Database</b> (Supervisory Control and Data Acquisition)	Indefinite - Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §§60201
Lead Dept.	WOP-009	Calibration Records (Ph Meters, Chlorine Analyzers, etc.)	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR §122.41; GC §60201
Engineering & Technical Services OR Water Ops / Water Systems / Construction	WOP-010	CIP (Capital Improvement Project) Files - <b>Administration / Field Inspections and Construction Management:</b>  Project Administration, Construction Photos, Cost of Construction, Preliminary Design Studies, Project Schedules, Real Estate Appraisals, USAs, Field Inspection Reports / Inspection Diaries, Insurance Certificates, Project Calculations, SAMPs, SWPPP, etc.	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for written contracts are four years from the date of breach; errors and omissions is 10 years; Death during construction is 10 years; CCP §§337., 337.1(a), 337.15 GC §60201, Contractor has retention requirements in 48 CFR 4.703

## RECORDS RETENTION SCHEDULE: WATER OPERATIONS (Westlake Filtration Potable Water Treatment Plant, Construction, Water Systems / Distribution)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering & Technical Services	WOP-011	CIP (Capital Improvement Project) Files - <b>Permanent:</b>  Change Orders, Drillers Logs, Deeds, Design Changes, Easements, Environmental Documents (Final EIRs, Categorical Exemptions, Negative Declarations), Materials Testing Reports, NIB (Notice Inviting Bids), Notice of Completion, Regulatory Agency Approvals, RFIs (Requests for Information), RFPs (Request for Proposal), RIB (Request Inviting Bids), Right of Way, Shop Drawings, Specifications, Structural Plans, Submittals, Surveys, Permanent Variances, etc.	Send Finals to Engineering	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For Disaster Recovery Purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §60201 et seq.
Engineering & Technical Services OR Water Ops / Water Systems / Construction	WOP-012	CIP (Capital Improvement Project) Files (aka District Project Files) - <b>Destroy after Notice of Completion</b>  Preliminary Notices, Stop Work Notices, Temporary Permits.	Upon Completion	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations is not applicable to these records; GC §60201
Engineering & Technical Services	WOP-013	CIP (Capital Improvement Project) Files or Private Development Infrastructure - <b>Permanent File - Large Format Drawings</b> Design Drawings (finals), Record Drawings ("As Builts")	Send Finals to Engineering	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For disaster preparedness purposes; GC §60201 et seq.

**RECORDS RETENTION SCHEDULE: WATER OPERATIONS**  
**(Westlake Filtration Potable Water Treatment Plant, Construction, Water Systems / Distribution)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Engineering & Technical Services	WOP-014	FCC Radio Licensing / Two-Way Radio Licensing	Expiration + 5 years	Yes: Until Expired	Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; GC § 60201
Lead Dept.	WOP-015	Meter Reading Reports / Highs, Lows, Errors (stored in Tyler database)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Draft / Preliminary documents (database is the original); GC §60201
Lead Dept.	WOP-016	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for compliance with drinking water / Clean Water Act complaints; GC §60201
Lead Dept.	WOP-017	Underground Service Alerts (USA's) / Dig Alerts / Excavation Permits	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Regional Notification Center has the obligation to retain the notice for 3 years); GC §§4216.2(f) & 4216.3(e), GC §60201 et seq.
<b>WATER OPERATIONS / WATER SYSTEMS (POTABLE WATER DISTRIBUTION)</b>								
Water Operations / Lead Division	WOP-018	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite - Minimum 5 years	Yes	Mag			Data is interrelated; GC §§60201
Water Operations / Water Systems	WOP-019	Cathodic Protection: Reports, Soil Conductivity Surveys, Tests, etc.	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Water Operations / Water Systems	WOP-020	Fire Hydrant Flush and Valve Maintenance Records - May be in TRAKIT or CMMS	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Water Operations / Water Systems	WOP-021	Gate Valve Inspections / Valve Inspections and Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
Lead Dept.	WOP-022	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §60201

## RECORDS RETENTION SCHEDULE: WATER OPERATIONS (Westlake Filtration Potable Water Treatment Plant, Construction, Water Systems / Distribution)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Resource Conservation	WOP-023	Potable Water Spills / Incidents / Water Loss Reports	Send to Resource Conservation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send to Resource Conservation (drafts); GC §60201
Water Operations / Water Systems	WOP-024	Reservoir Maintenance / Water Storage Tanks / Reservoir <b>Dive Videos</b>	10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference (covers 2 mandated cycles); GC §60201
Water Operations / Water Systems	WOP-025	Reservoir Maintenance / Water Storage Tanks / Reservoir <b>Flushing, Disinfection and Cleaning</b>	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §60201
Water Operations / Water Systems	WOP-026	Reservoir Maintenance / Water Storage Tanks / Reservoir <b>Inspections, Reports</b> (includes dive and tank inspection reports, Condition Reports, Maintenance, Videos, Inspections, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Lead Dept.	WOP-027	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §60201
Water Operations / Lead Div.	WOP-028	Underground Service Alerts (USA's) / Dig Alerts	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Excavator, Operator and Regional Notification Center all have an obligation to retain for 3 years; GC §§4216.2(f) & 4216.3(d), GC §60201

**RECORDS RETENTION SCHEDULE: WATER OPERATIONS**  
**(Westlake Filtration Potable Water Treatment Plant, Construction, Water Systems / Distribution)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	WOP-029	Work Orders / Service Requests - <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Division Providing Service / Work	WOP-030	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	WOP-031	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201
<b>WATER OPERATIONS / WATER TREATMENT (WESTLAKE - POTABLE WATER) - what does the Lab keep?</b>								
Lead Dept.	WOP-032	SCADA Database (Water Treatment Plant)	Indefinite - Minimum 5 years		Mag			Data is interrelated; GC §60201
Water Operations / Water Systems / Westlake	WOP-033	Calibration Records (Ph Meters, Chlorine Analyzers, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 40 CFR §122.41; GC §60201
Water Operations / Water Systems / Westlake	WOP-034	Certificate of Analysis (COA) for Chemical Deliveries (annual)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; GC §60201

**RECORDS RETENTION SCHEDULE: WATER OPERATIONS**  
**(Westlake Filtration Potable Water Treatment Plant, Construction, Water Systems / Distribution)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Water Operations / Water Systems / Westlake	WOP-035	Confined Space Entries / Hot Work Permits / Lockout-Blockouts / Lockout-Tagouts / Energy Control Procedures (ECP) / Air Monitoring Calibrations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201
Water Operations / Water Systems / Westlake	WOP-036	Environmental Agencies / Regulatory Agencies for Potable Water - <b>Correspondence with Substantive Content:</b> DDW (Division of Drinking Water) / DWR (Department of Water Resources) / SWRCB (State Water Resources Control Board)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	WOP-037	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §60201
Lead Dept.	WOP-038	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Water Operations / Water Systems / Westlake	WOP-039	Plant Diaries	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)
Water Operations / Water Systems / Westlake	WOP-040	Plant Operator Logs / Journals / Books	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets Department of Public Health requirements; GC §60201
Water Operations / Lead Div.	WOP-041	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et. seq.

**RECORDS RETENTION SCHEDULE: WATER OPERATIONS**  
**(Westlake Filtration Potable Water Treatment Plant, Construction, Water Systems / Distribution)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Water Operations / Water Systems / Westlake	WOP-042	Process Check Logs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §60201
Lead Dept.	WOP-043	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §60201
Lead Dept.	WOP-044	Standard Operating Procedures / SOPs	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for compliance with drinking water / Clean Water Act complaints; GC §60201
Water Operations / Water Systems / Westlake	WOP-045	Water Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Water Operations / Water Systems / Westlake	WOP-046	Water Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 60201
Division Providing Service / Work	WOP-047	Work Orders / Service Requests - <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - (Permanent)		Mag			Department Preference; Meets California Department of Health requirements; GC §60201; 17 CCR 7605(f)

## RECORDS RETENTION SCHEDULE: WATER OPERATIONS (Westlake Filtration Potable Water Treatment Plant, Construction, Water Systems / Distribution)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, pending public records act requests, audits, and/or investigations suspend normal retention periods (retention resumes after settlement or completion)</i>								
Division Providing Service / Work	WOP-048	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201
Division Providing Service / Work	WOP-049	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	District Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

## RECORDS RETENTION SCHEDULE: WATER RECLAMATION (Tapia Water Reclamation Treatment Plant, Composting / Rancho Las Virgenes)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>WATER RECLAMATION / NPDES - STORMWATER, MALIBU CREEK WATERSHED</b>								
Water Reclamation / Stormwater	REC-001	Malibu Creek Watershed Water Quality Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Water Reclamation / Stormwater	REC-002	NPDES Permits / MS-4 Permits	Superseded + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Water Reclamation / Stormwater	REC-003	Stormwater: Chain of Custody, Guidance Information, Lab Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Water Reclamation / Stormwater	REC-004	Stormwater: Construction, Industrial, BMPs, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Water Reclamation / Stormwater	REC-005	Stormwater: Industrial Notices / Code Enforcement / Violations / Spill Response	Resolution + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Code of Federal Regulations requires 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
<b>WATER RECLAMATION / COMPOSTING (Rancho Las Virgenes Composting Facility)</b>								
Water Reclamation / Composting	REC-006	Biosolids / Sewage Sludge Handling Logs and Weigh Tickets (volume by tons)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §60201
Water Reclamation / Composting	REC-007	Composting Reports / Annual Report (Rancho Las Virgenes Composting Facility)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; consistent with sewage sludge requirements; Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §60201

**RECORDS RETENTION SCHEDULE: WATER RECLAMATION**  
**(Tapia Water Reclamation Treatment Plant, Composting / Rancho Las Virgenes)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Reclamation / Composting	REC-008	Daily Journals (Rancho Las Virgenes Composting Facility)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; consistent with sewage sludge requirements; Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §60201
<b>WATER RECLAMATION / LABORATORY</b>								
Water Reclamation / Lab	REC-009	LIMS <b>Database</b> / Laboratory Information Management System Database / Excel Spreadsheets (Tabular Summaries)	Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is Inter-related; Lead and Copper for Potable Water is required for 12 years or 2 compliance cycles; Exceeds TNI Standards for accreditation of environmental laboratories; TNI V1M2 4.13.3.b; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91; GC §60201
Water Reclamation / Lab	REC-010	Lab Reports & Chains of Custody / Tabular Summaries: <b>Las Virgenes Reservoir</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Lab report and Chain of Custody (COC) are maintained for not less than 5 years; ELAP/TNI requirements; 22 CCR §64470
Water Reclamation / Lab	REC-011	Lab Reports & Chains of Custody: <b>Potable Water - Bacteriological and Organics, Turbidity / TMDLs Total Maximum Daily Load / RTCR: Revised Total Coliform Rule / SWTR: Surface Water Treatment Rule.</b>	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (5 years is required); 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Water Reclamation / Lab	REC-012	Lab Reports & Chains of Custody: <b>Potable Water - Chemical</b> (Includes Chlorine Residuals, Disinfectant Residuals, Disinfection Byproducts, and Disinfection Byproduct Precursors) / <b>DBP: Disinfection Byproducts / MRDL - Maximum Residual Disinfectant Levels</b>	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (10 years is required); 40 CFR 141.33(a); 22 CCR §§64470, 64537 64692

**RECORDS RETENTION SCHEDULE: WATER RECLAMATION  
(Tapia Water Reclamation Treatment Plant, Composting / Rancho Las Virgenes)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Reclamation / Lab	REC-013	Lab Reports & Chains of Custody: <b>Potable Water - Lead &amp; Copper</b>	12 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470; 22 CCR 64690.80; 40 CFR 141.33(a); 40 CFR 141.91
Water Reclamation / Lab	REC-014	Laboratory Certification	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Maintain the Laboratory Certification for not less than 5 years; and ELAP/TNI requirements 22 CCR §64470
Water Reclamation / Lab	REC-015	Laboratory Chemical Hygiene Plans	30 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 14300.33(a); GC §§12946, 12960, 60201
Water Reclamation / Lab	REC-016	Laboratory Equipment Calibration / Proficiency Test Results / Certifications	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. Equipment calibration data and sample analysis data are maintained in the instrument computer , corrective Action Logs, complaints logs, and other data inquiry logs are maintained for not less than 5 years and ELAP/TNI requirements;.22 CCR §64470
Water Reclamation / Lab	REC-017	Laboratory Log Books, Notebooks, Corrective Action Logs, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. Corrective Action Logs, complaints logs, Notebooks, and other data inquiry logs are maintained for not less than 5 years and ELAP/TNI requirements;.22 CCR §64470

**RECORDS RETENTION SCHEDULE: WATER RECLAMATION**  
**(Tapia Water Reclamation Treatment Plant, Composting / Rancho Las Virgenes)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Reclamation / Lab	REC-018	Laboratory Testing Procedures / SOPs (Standard Operating Procedures)	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CA ELAP/TNI requirements. All TNI required documents, testing or admirative Standard Operating Procedures (SOP), Quality Manual, Audit Reports, Management Review Reports, Certificate of Analysis of Standards are maintained for not less than 5 years and ELAP/TNI requirements; 22 CCR §64470
<b>WATER RECLAMATION / TAPIA RECLAMATION PLANT</b>								
Lead Dept.	REC-019	Aboveground Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Water Reclamation / Tapia Reclamation Plant	REC-020	Biosolids / Sewage Sludge Handling Logs and Weigh Tickets (volume by gallons)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §60201
Water Reclamation / Lead Div.	REC-021	Confined Space Entries - Routine / Alternative / Short Form Entries	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Cal/OSHA requests 3 years of documents of Lockout-Blockouts / Lockout-Tagouts during audits; 8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6); GC §60201
Water Reclamation / Tapia Reclamation Plant	REC-022	Correspondence - <b>Regulatory Agencies</b> (Wastewater)	Minimum 5 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §60201

**RECORDS RETENTION SCHEDULE: WATER RECLAMATION  
(Tapia Water Reclamation Treatment Plant, Composting / Rancho Las Virgenes)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Reclamation / Tapia Reclamation Plant	REC-023	Daily Journals (Tapia Reclamation Plant)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; consistent with sewage sludge requirements; Code of Federal Regulations requires 5 years; 40 CFR 503.17; 40 CFR 122.41(j)(2); GC §60201
Lead Dept.	REC-024	Operations & Maintenance Manuals / O & M Manuals	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (some equipment is from the 1950's, and the O&M Manual isn't helpful); GC §60201
Water Reclamation / Tapia Reclamation Plant	REC-025	Permits - <b>Wastewater Regulatory Permits / Operating Permits:</b> Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum Expiration +10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §60201 CCP §337 et seq.
Lead Dept.	REC-026	Pressure Vessel Certifications or Permits (Air Compressors, Propane, etc.)	Expiration of Certificate or Permit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201 et. seq.
Water Reclamation / Tapia Reclamation Plant	REC-027	Reports - <b>Wastewater Regulatory Reports to Regulatory Agencies:</b> Examples (CalARP, Cal OSHA, CERS, CUPA, NPDES, SWRCB, etc.)	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; NPDES Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; GC §60201 CCP §337 et seq.
Lead Dept.	REC-028	Safety Data Sheet (SDS) / Material Safety Data Sheet (MSDS) / Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §60201

**RECORDS RETENTION SCHEDULE: WATER RECLAMATION**  
**(Tapia Water Reclamation Treatment Plant, Composting / Rancho Las Virgenes)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Water Reclamation / Tapia Reclamation Plant	REC-029	Sanitary Survey of Sewer System	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Water Reclamation / Tapia Reclamation Plant	REC-030	SCADA Database (Wastewater)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §60201
Water Reclamation / Tapia Reclamation Plant	REC-031	Wastewater Treatment Plant Operators Certificates (posting required)	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §60201
Water Reclamation / Tapia Reclamation Plant	REC-032	Wastewater Treatment Plant Safety Training Certificates (posting required)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 21960, 60201
Division Providing Service / Work	REC-033	Work Orders / Service Requests / Service Orders - <b>CRM / CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §60201
Division Providing Service / Work	REC-034	Work Orders / Service Requests / Service Orders - <b>All Information Entered in CRM / CMMS Database</b> (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §60201

**RECORDS RETENTION SCHEDULE: WATER RECLAMATION  
(Tapia Water Reclamation Treatment Plant, Composting / Rancho Las Virgenes)**

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for District-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Division Providing Service / Work	REC-035	Work Orders / Service Requests / Service Orders - <b>NOT entered in CRM / CMMS Database</b> (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §60201

ARTICLE 5  
**Retention of Records**

**§ 2-7.501. Purpose and Scope.**

This article provides criteria and procedures for the retention or destruction of District records. This Article may be cited as the District's "Regulations for the Retention of District Records."

**§ 2-7.502. Retention of Original Records.**

The following original records shall be maintained in perpetuity of the District's files:

- (a) The Certificate of Incorporation of the District;
- (b) Any certification of annexation proceedings;
- (c) Any certificate of the Secretary of State reciting the filing of annexation papers by the District in his office;
- (d) Any certification by the Secretary of State that detachment papers have been received and that he has excluded area from the District;
- (e) Resolutions and Ordinances;
- (f) Minutes of Meetings of the Board of Directors;
- (g) Certificate of Assessed Valuation prepared by the Auditor of each County in which property taxable by the District lies;
- (h) Documents received from Tax Assessors detailing District taxes collected;
- (i) Ballot arguments pro or contra on bond issues;
- (j) Results of bond propositions received from the canvassing bodies;
- (k) Results of elections for the office of member of Board of Directors received from the canvassing body;
- (l) Records of securities acquired with surplus District moneys;
- (m) Receipts for securities from banks;
- (n) Documents received relating to claims brought against the District;
- (o) Documents received pursuant to eminent domain proceedings brought by the District;
- (p) Records that are determined by the Board of Directors to be of significant and lasting historical, administrative, legal, fiscal or research value; and
- (q) Records required by law to be filed and preserved.

**§ 2-7.503. Retention of Duplicate Original Records.**

The following original records, or a microfilmed copy of such original record; shall be maintained in perpetuity in the District's files:

- (a) Financial records summarizing the financial status of the District other than reports prepared pursuant to Article 9 (commencing with Section 53891) of Part 1 of Division 2 of the Government Code;
- (b) Records affecting title to land or liens thereon;
- (c) Oaths of Office and related materials depicting the authenticity of the appointment of any Director or officer of the District;
- (d) Paid vouchers with attached documents, summary of collections, registers of demands issued and journals of warrants paid, provided the original thereof has been maintained in the District's files for a period of five years;
- (e) Reports of the District in correspondence not covered in any other section of this article; and
- (f) Records received pursuant to State statute which are not expressly required by law to be filed and preserved.

**§ 2-7.504. Retention of Records for Time Certain.**

The following original records may be destroyed after the passage of time, as indicated, without the maintenance of a microfilm copy thereof;

- (a) Unaccepted bids or proposals for construction may be destroyed without microfilming after two years;
- (b) Work orders or in-house records of time spent on various District work assignments may be destroyed without microfilming after two years;
- (c) Records created for a specific event or action may be destroyed without microfilming after five years following the end of the fiscal year in which the event or action was completed, unless there is pending litigation involving the records;
- (d) Canceled checks for the payment of bond interest and redemption may be destroyed by an executive officer without microfilming after ten years;
- (e) Tapes and recordings of minutes of the Board of Directors may be erased after six months; and
- (f) Any record, paper or document which is more than two years old and which was prepared or received in any manner other than pursuant to State statute.

**§ 2-7.505. Retention of Other Records.**

The following records may be destroyed at any time, without the maintenance of a microfilm copy thereof:

- (a) All duplicates, the original or a permanent photographic record of which is on file;
- (b) Rough drafts, notes and working papers accumulated in the preparation of a communication, study or other document, unless of a formal nature contributing significantly to the preparation of the document representing the work of any department of the District, including but not limited to meter books after the contents thereof have been transferred to other records;
- (c) Cards, listings, non-permanent indices, other papers used for controlling work and transitory files including letters of transmittal, suspense letters, and tracer letters;
- (d) Canceled coupon sheets from registered bonds; and
- (e) Shorthand note books, telephone messages and inter-departmental notes.

**§ 2-7.506. Other Laws.**

Provisions of this Article are intended to implement the provisions of Chapter 7 (commencing with Section 60200) of Division 2, Title 6 of the Government Code. Nothing herein contained shall be deemed to abridge or amend said provisions.

**§ 2-7.507. Record Review.**

- (a) A records retention manual describing various District records and stating when the original or duplicate of such records may be destroyed is attached hereto and hereby incorporated by reference. The General Manager shall retain or destroy District records at the times set forth in the manual and in accordance with the procedures set forth in this section.
- (b) At least annually, the General Manager shall designate records proposed to be destroyed, pursuant to this section, to the Secretary and District Counsel at least ten (10) days prior to the proposed destruction date. The Secretary and District Counsel shall examine the list to determine whether the records proposed for destruction in accordance with the records retention manual. The General Manager may destroy the records described on the list unless the Secretary or District Counsel objects.
- (c) At least annually, the Secretary shall report in writing to the Board at a public meeting whether District records are being retained in accordance with the policies established by the Board. The secretary shall also recommend necessary and appropriate changes in the retention schedule for categories of records. The report and recommendations of the Secretary and the action of the Board with respect to the report and recommendations shall become part of the permanent record of the meeting at which the report and recommendations are presented to the Board.

**RESOLUTION NO. 2665**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
LAS VIRGENES MUNICIPAL WATER DISTRICT ADOPTING A RECORDS  
RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN  
DISTRICT RECORDS**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of Las Virgenes Municipal Water District; and

**WHEREAS**, Section 60200 of the Government Code of the State of California provides that the legislative body of a Special District may authorize at any time the destruction or disposition of any duplicate record, paper, or document, the original or a permanent photographic record of which is in the files of any officer or department of the Agency; and

**WHEREAS**, Section 60201 of the Government Code of the State of California provides that District records which have served their purpose, which are not expressly required by law to be filed and persevered, and which will not adversely affect any interest of the District or public may be destroyed; and

**WHEREAS**, the District has a procedure to maintain a list of the types of records destroyed or disposed of that reasonably identifies the information contained in the records in each category.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE LAS VIRGENES  
MUNICIPAL WATER DISTRICT DOES RESOLVE AS FOLLOWS:**

**Section 1.** Title 2, Chapter 2-7, Article 5 of the Las Virgenes Water District Administrative Code is hereby repealed in its entirety and replaced with the following:

“§ 2-7.501 Purpose and Scope.

This article provides criteria and procedures for the retention or destruction of District records. This Article may be cited as the District’s “Regulations for the Retention of District Records.

§ 2-7.502 Retention of Records.

All original District records shall be retained or disposed of in accordance with the most recent Retention Schedule, adopted by Resolution of the Board of Directors for the District.

§ 2-7.503 Other Laws.

Provisions of this Article are intended to implement the provisions of Chapter 7 (commencing with Section 60200) of Division 2, Title 6 of the Government Code. Nothing herein contained shall be deemed to abridge or amend said provisions.”

**Section 2.** The Board of Directors finds that the destruction or disposition of the records series that have exceeded the retention periods as set forth in the Records Retention Schedule, attached hereto as Exhibit A, will not adversely affect any interest of the District or the public.

**Section 3.** The Board of Directors acknowledges that there may be records that are on a destruction hold from time to time. The Records Retention Policies attached provide that these records are preserved in the “How to Use Records Retention Schedules” and at the top of each page of the Records Retention Schedules (“HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).”

**Section 3.** The records of Las Virgenes Municipal Water District, as set forth in the Records Retention Schedule Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 60201 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule in accordance with District policies and procedures, and with the approval of the Department Head and General Manager, provided there is no type of hold on destruction;

**Section 4.** With the consent of the Department Head, General Manager, and District Counsel, updates are hereby authorized to be made to the Records Retention Schedule without further action of the Board of Directors.

**Section 5.** The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

**Section 6.** All prior resolutions, policies or administrative code provisions that are or may be in conflict with this resolution or the attached Exhibit “A” are hereby repealed.

**Section 7.** This resolution shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** by the Board of Directors of the Las Virgenes Municipal Water District this \_\_\_\_ day of \_\_\_\_\_, 2026, by the following vote:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
District Counsel



**DATE:** March 25, 2026  
**TO:** Board of Directors  
**FROM:** Water Operations

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**SUBJECT: Tapia Water Reclamation Facility 003 Outfall Rehabilitation Project: Contract Amendment**

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The Las Virgenes-Triunfo Joint Powers Authority (JPA) approved funding for this matter in the JPA Budget. This recommendation is before the LVMWD Board of Directors for action, acting as Administering Agent of the JPA, as authorized in the JPA Agreement.

**SUMMARY:**

The 003 Outfall, located adjacent to the Tapia Water Reclamation Facility, is used for daily discharge of Tapia groundwater, effluent during high flow periods caused by rain events and flow augmentation to protect endangered fish species. The pipeline rehabilitation project is located in an environmentally sensitive area within the coastal zone under the jurisdiction of the California Coastal Commission. Rincon Consultants, Inc. (Rincon) was retained to support staff through the extensive environmental permitting processes required for the project.

Rincon representatives are currently working through correspondence with Los Angeles County Department of Regional Planning, Coastal Development Services to progress the project to a Coastal Development Permit hearing. These continued efforts require a scope modification, in the amount of \$4,384, for additional support to oversee the process through completion. The proposed contract amendment with Rincon would increase the professional services agreement to a total not-to-exceed amount of \$155,223.

**RECOMMENDATION(S):**

Authorize the General Manager to execute an amendment, in the amount of \$4,384, to the professional services agreement with Rincon Consultants, Inc., for additional permitting support associated with the Tapia Water Reclamation Facility 003 Outfall Rehabilitation Project.

**FISCAL IMPACT:**

Yes

## **ITEM BUDGETED:**

Yes

## **FINANCIAL IMPACT:**

The cost of the action is \$4,384. Sufficient funding for the work is available in the adopted Fiscal Year 2025-26 Budget under CIP Job No. 10745. The cost of the work is allocated 70.6% to LVMWD and 29.4% to Triunfo Water and Sanitation District.

## **DISCUSSION:**

One of the capital improvement projects included in the Infrastructure Investment Plan (IIP) is the Tapia Water Reclamation Facility 003 Outfall Rehabilitation Project. The 003-discharge point, or outfall, was constructed in 1979 to convey effluent discharged from Tapia across Malibu Canyon Road and into Malibu Creek through a constructed wetland. Although the constructed wetland is no longer in operation, the outfall is still necessary to discharge effluent during high flow periods caused by rain events and for Tapia groundwater pumping discharge. The 003 outfall is also used to supplement flow in Malibu Creek in the summer season to protect endangered fish species as required in Tapia's NPDES Permit. The outfall is constructed of a 24-inch 10-gauge steel pipeline with asphalt coating and wrapping. The length of the outfall is approximately 2,250 linear feet.

### Timeline of Project Progress :

- 2019/2020, staff noticed that discharge was backing up in the 003 pipeline and a CCTV consultant was brought in to conduct a video inspection of the interior of the pipeline. The inspection found holes in the pipeline that soil had dropped through causing water to back up. The CCTV inspection revealed that the pipe has areas of severe scaling, and the asphalt coating is missing in several areas.
- June 2020, JPA Board authorized a professional services agreement to MKN & Associates, Inc. (MKN) for design of repairs to the 003 outfall, in the amount of \$80,937.00.
- October 2020, Rincon Consultants, Inc. was administratively issued a purchase order in the amount of \$8,970, to provide support obtaining Local Coastal Planning (LCP) coastal development permit (CDP) and CEQA clearance for the project to proceed. It was believed that the project would be exempt from both LCP and CEQA because it is a repair of an existing facility.
- January 2021, the L.A. County Planning Coastal Development Services staff informed the JPA that it does not consider this project exempt from Coastal Development Permit (CDP) requirements based upon the presence of H1 Habitat, including protected trees in the project area, and the potential for the project activities to result in adverse impacts to these resources. Additionally, a CDP could require mitigation to reduce potential impacts to a less-than-significant level, and due to the mitigation, the project would no longer qualify as a CEQA Categorical Exemption, requiring an Initial Study with Mitigated Negative Declaration (IS-MND) to be completed.
- January 2021, MKN design complete, final design package placed on hold while awaiting environmental review/permitting.
- March 2021, the JPA Board authorized a professional services agreement in the amount of \$63,981 to Rincon Consultants, Inc. to provide Coastal Development Permit and

CEQA Support. This scope change included the CDP process requirements for the preparation of Biological Resources Assessments (BRA) Report, Protected Tree Report, Aquatic Resources Delineation Report, CDP application package, tracking, and hearing support. It also included scope for the anticipated CEQA IS-MND determination.

- May 2022, the CDP application was submitted to Los Angeles County Planning.
- September 2022, the JPA Board authorized a purchase order in the amount of \$9,890 to Rincon, to cover additional efforts to obtain a Letter of Authorization from the California State Parks.
- 2022/2023, LCP Review of CDP application, new requests from the County for the Arborist and BRA reports.
- November 2022, the JPA Board authorized a purchase order in the amount of \$37,663.00 to Rincon, for additional requirements Coastal Development Permit and CEQA Support.
- May 2023, Revised Biological Resource and Arborists Reports submitted to Los Angeles County Planning.
- July 2023, Rincon submitted a draft IS-MND for District review and comment.
- August 2023, Rincon submitted a proposal in the amount of \$18,266.00 to provide additional CEQA project management, CEQA notification services, AB52 Tribal Consultation support, CEQA State Clearinghouse document filing.
- July 2024, the 003 Rehabilitation Project, CEQA IS/MND is reviewed by the LA County Environmental Review Board and determined that the proposed project’s biological report as reviewed by the staff biologist, adequately addresses the requirements of the Santa Monica Mountains Local Coast Program.
- August 2024 – The IS/MND is circulated for a 32-day public review period that began on August 15, 2024, and ended on September 16, 2024. Two comment letters were received.
- October 2024, met with Tree People Land Trust to discuss mitigation tree options.
- March 2025, JPA presentation and recommendation to adopt the CEQA IS/MND, accept the proposal from Tree People Land Trust for tree mitigation, and amend the contract scope for MKN.
- Summer 2026, Coastal Development Permit application, heard by the L.A. County Planning Commission.

Below is a summary of the project costs and fee adjustments:

Description	Cost	Cumulative Adjustments	Cumulative percent change
<b>Rincon Consultants, Inc.</b>			
• Purchase Order	\$8,970	---	---
• Professional Services Agreement	\$63,981	---	---
• Scope Modification No. 1	\$9,890	\$73,871	15.4%
• Scope Modification No. 2	\$37,663	\$111,534	74.3%
• Scope Modification No. 3	\$18,266	\$129,800	103%
• Scope Modification No. 4	\$4,608	\$134,408	110%
• Scope Modification No. 5	\$16,431	\$150,839	135%
• <i>Proposed Scope Modification No.6</i>	\$4,384	\$155,223	143%

### Description of Work:

- Purchase Order - to provide support obtaining Local Coastal Planning (LCP) coastal development permit (CDP) and CEQA clearance for the project to proceed.
- Professional Services Agreement - to provide Coastal Development Permit and CEQA Support.
- Scope Change No. 1 - to cover additional efforts to obtain a Letter of Authorization from the California State Parks.
- Scope Change No. 2 - additional requirements Coastal Development Permit and CEQA Support.
- Scope Change No. 3 - additional CEQA project management, CEQA notification services, AB52 Tribal Consultation support, CEQA State Clearinghouse document filing
- Scope Change No. 4 – expanded project management to continue working with LA County Planning to approve the Coastal Development Permit.
- Scope Change No. 5 – to proceed with required Rare Plant Surveys in accordance with the IS/MND Mitigation Measure BIO-3.
- Proposed Scope Change No. 6 - expanded project management to continue working with LA County Planning to approve the Coastal Development Permit.

### **GOALS:**

Construct, Manage and Maintain all Facilities and Provide Services to Assure System Reliability and Environmental Compatibility

Prepared by: Veronica Hurtado, Water Reclamation Manager

### **ATTACHMENTS:**

[Proposed Contract Amendment](#)



January 21, 2026  
Rincon Project No. 20-10352

Veronica Hurtado, Water Reclamation Manager  
Las Virgenes Municipal Water District  
4232 Las Virgenes Road  
Calabasas, California 91302  
Via email: [Vhurtado@lvmwd.com](mailto:Vhurtado@lvmwd.com)

**Subject: Scope Modification Proposal No. 6 for Expanded CDP Public Hearing Support for the Tapia Water Reclamation Facility 003 Outfall Rehabilitation Project**

Dear Ms. Hurtado,

The purpose of this letter is to provide a proposal for additional services and amend the existing agreement for the Tapia Water Reclamation Facility 003 Outfall Rehabilitation Project (project) between Rincon Consultants, Inc. (Rincon) and the Las Virgenes Municipal Water District (District) On May 20, 2021, Rincon's scope of work for the preparation of CEQA documentation in the form of an Initial Study with Mitigated Negative Declaration (IS-MND) was approved by the District in the amount of \$63,981. Since 2021, four amendments in June 2022, September 2022, August 2023, and February 2025 were approved for additional work resulting from project design changes, agency processes, and expanded scope to address changes.

This budget adjustment would entail the following modifications to our currently approved tasks, to incorporate the following scope:

- **Task 9, CDP and Implementation Support**, will include additional hours to support project implementation, including review of mitigation and agency permitting requirements and providing a ballpark cost estimate for environmental compliance. This task also includes additional hours for review of the Los Angeles County Regional Planning Coastal Development Permit (CDP) staff report, findings, and conditions of approval and attendance of a Rincon Planner and Biologist at the Planning Commission public hearing to answer questions. The target date for the CDP public hearing is Spring/Summer 2026.

## **Cost**

Based on the revised scope and cost proposed above, we are requesting an additional **\$4,384** for 20 additional staff hours. This would increase the total contract amount from \$150,839 to \$155,223.



Please reach out if you have any questions. We look forward to continuing our work with you on this important project.

Sincerely,  
**Rincon Consultants, Inc.**

A handwritten signature in black ink, appearing to read "Yuh H".

Yuling Huo  
Senior Biologist/Arborist

A handwritten signature in black ink, appearing to read "May Lau".

May Lau  
Principal

Authorized to contractually obligate and negotiate on behalf of Rincon Consultants, Inc.



**DATE:** March 25, 2026  
**TO:** Board of Directors  
**FROM:** General Manager

---

**SUBJECT: Local Agency Formation Commission: Nomination of Candidate for Independent Special District Voting Member**

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**SUMMARY:**

On February 6, 2026, the District received a letter from the Local Agency Formation Commission (LAFCO) for the County of Los Angeles, regarding candidate nominations for an election for independent special district voting member. Nominees must be elected officials or members of a board of an independent special district appointed for a fixed term. Director Gary Burns has requested the Board's approval for his nomination to be considered for the upcoming vacancy as the independent special district voting member on the Los Angeles County Local Agency Formation Commission. Attached for reference is a copy of the candidate statement prepared by Director Burns.

**RECOMMENDATION(S):**

Nominate Director Gary Burns for consideration to fill an upcoming vacancy as the independent special district voting member on the Los Angeles County Local Agency Formation Commission.

Prepared by: Nancy Lawrence, Executive Assistant/Clerk of the Board

**ATTACHMENTS:**

[Director Gary Burns' Candidate Statement](#)

Local Agency Formation Commission (LAFCO):

Nomination of Candidate for Special District Board Member

**Gary Burns, Candidate for LAFCO Member Position 2026**

I would like to thank each district board as I am asking for your vote, to become a full member of the LAFCO Board.

***It is time to add “fresh” ideas and excitement to how LAFCO communicates and operates. To that end, please call me at 818 326 2000 to discuss your specific issues. I will listen intently, absorbing your insight.***

I hope to visit each of your Board Meetings via zoom or in person to introduce myself, listen to what is important to your district and provide the confidence that I can lead LAFCO into the future.

**I desire to serve as a LAFCO Board Member to further serve the community, each of our districts and provide “new” and “environmental” input to the Los Angeles Region and the Supervisors we report to. Few citizens know what LAFCO accomplishes or what the initials stand for. I intend to change that.**

**As with the homeowners of Calabasas and the entire [www.LVMWD.com](http://www.LVMWD.com) area, I am available to advocate for or listen to constituents whenever needed. I pledge to do the same for ALL LAFCO Districts.**

Gary Burns was elected to the Las Virgenes Municipal Water District Board in 2022. (Division 3, currently Secretary). He is the first Calabasas resident to serve on the District Water Board. **Since his time on the District Board, he has imbued his efforts with energy and the desire to effect change.** He has visited various local and state water facilities and Districts. **He is a member of ACWA, CASA, WateReuse and has attended their conventions throughout the year, attaining insight into District, State and Water Policy. He is serving on the Business Development Committee of ACWA Region 8. He is championing a Heli-Hydrant project with Los Angeles County Fire, the City of Calabasas and the local Council of Governments.**

In his efforts to search for new sources of water, Gary has visited the future SITES Reservoir Project, the Delta Project, and various Metropolitan Water District facilities, including the in-development Carson Pure Water Plant, etc. His goal is to ensure there is a sufficient water supply for future generations, while preserving the environment in Southern California, the State of California, and the United States.

Growing up on the East Coast, Gary moved to California in 1989, watched the City of Calabasas incorporate in 1991 and has been a resident of Calabasas for the past 35 years. He attended Fairleigh Dickenson (FDU) and Hofstra University where he received a BA and Master’s in Psychology and an MBA in Business and Finance.

Gary has been President of the Mulholland Heights Homeowners Association for the past 10 years. Currently, he is a Board Member of The Valley Economic Alliance ([ww.thevalley.net](http://ww.thevalley.net)) Community Associations Institute, 2018 - 2024 (CAI of Greater Los Angeles County), a Board Member of CAI International, National Homeowner Leaders Council 2021 – 2024 and recognized by CAI Los Angeles for Excellence in Community Leadership.

He is also a founding member of EPIC, (Emergency Preparedness in Calabasas, [www.epic-fsc.com](http://www.epic-fsc.com)), volunteers for many local community activities, and is a Life and Health Insurance Broker (<https://garyburns.businsslinksolutions.net>).

**Thank You for your vote and consideration of Gary Burns for LAFCO Board Member (818 326 2000 mobile/text)**

The Metropolitan Water District  
of Southern California

Agenda

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

**Board of Directors - Final - Revised 2**

**March 10, 2026**

**2:00 PM**

<p>Tuesday, March 10, 2026 Meeting Schedule</p>
<p>08:30 a.m. FAAME 11:30 a.m. BREAK 12:00 p.m. LEGAL 02:00 p.m. BOD</p>

Written public comments received by 3:00 p.m. the business day before the meeting is scheduled will be posted under the Submitted Items and Responses tab available here: <https://mwdh2o.legistar.com/Legislation.aspx>.

The listen-only phone line is available at 1-877-853-5257; enter meeting ID: 891 1613 4145.

Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via teleconference and in-person. To provide public comment by teleconference dial 1-833-548-0276 and enter meeting ID: 815 2066 4276 or to join by computer [click here](#).

**Disclaimer:** Written and oral public comments are received in compliance with the Ralph M. Brown Act. Please note that Metropolitan does not endorse or ensure the accuracy or reliability of the information provided as public comment or by third parties.

MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012

Teleconference Locations:

3008 W. 82nd Place • Inglewood, CA 90305

Fullerton City Hall • 303 W. Commonwealth Avenue, Chambers • Fullerton, CA 92832

Santa Ana City Hall • 20 Civic Center Plaza, 8th Floor • Santa Ana, CA 92701

11973 Fuerte Drive • El Cajon, CA 92020

Scripps Institution of Oceanography • MESOM 208 • 8885 Biological Grade • La Jolla, CA 92037

Allendale Insurance Agency • 337 West Foothill Boulevard • Glendora, CA 91740

**1. Call to Order**

- a. Invocation: Chair Adán Ortega, Jr., City of San Fernando
- b. Pledge of Allegiance: Vice Chair Barry D. Pressman, City of Beverly Hills

**2. Roll Call**

3. **Determination of a Quorum**
4. **Opportunity for members of the public to address the Board on matters within the Board's jurisdiction. (As required by Gov. Code §54954.3(a))**

## PUBLIC HEARING

- a. Public Hearing regarding the proposed water rates and changes for calendar years 2027 and 2028 necessary to meet the revenue requirements for fiscal years 2026/27 and 2027/28 [21-5504](#)
- b. Public Hearing to receive staff and recognized employee organizations presentations on the status of job vacancies and recruitment/retention efforts, as required by Government Code Section 3502.3 (Assembly Bill 2561), and to receive public comment [21-5452](#)

**Attachments:** [03102026 BOD 4b B-L](#)  
[03102026 BOD 4b Presentation](#)

5. **OTHER MATTERS AND REPORTS**

- A. Report on Director's Metropolitan Expenses [21-5459](#)  
**Attachments:** [03102026 BOD 5A Report](#)
- B. Chair's Monthly Activity Report [21-5460](#)  
**Attachments:** [03102026 BOD 5B Report](#)
- C. General Manager's summary of activities [21-5455](#)  
**Attachments:** [03102026 BOD 5C Report](#)
- D. General Counsel's summary of activities [21-5461](#)  
**Attachments:** [03102026 BOD 5D Report](#)
- E. General Auditor's summary of activities [21-5456](#)  
**Attachments:** [03102026 BOD 5E Report](#)

- F. Ethics Officer's summary of activities [21-5457](#)  
**Attachments:** [03102026 BOD 5F Report](#)
- G. Presentation of 5-year Service Pin to Director Dennis Erdman, Municipal Water District of Orange County [21-5501](#)
- H. Presentation of 5-year Service Pin to Chair Adán Ortega, Jr., City of San Fernando [21-5502](#)

**\*\* CONSENT CALENDAR \*\***

**6. BOARD CONSENT ITEMS**

- A. Approval of the Minutes of the Special Joint Meeting of the Executive Committee and Board of Directors of November 18, 2025 and December 9, 2025; and Board of Directors of January 13, 2026. [21-5458](#)  
**Attachments:** [03102026 BOD 6A \(11182025 - Exec and BOD\) Minutes](#)  
[03102026 BOD 6A \(12092025 - Exec and BOD\) Minutes](#)  
[03102026 BOD 6A \(01132026 BOD\) Minutes](#)
- B. Approve Committee Assignments [21-5523](#)

**7. BOARD LETTERS CONSENT**

- 7-1 Amend the Metropolitan Administrative Code to conform to current policy, law, and practice, and to make other minor, non-substantive changes; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (LC) [21-5446](#)  
**Attachments:** [03102026 LC 7-1 B-L](#)  
[03102026 LC 7-1 Presentation](#)
- 7-2 Approve amendments to the Metropolitan Water District Administrative Code to modify the structure and duties of existing committees to accommodate a new committee, and make other minor non-substantive changes; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (LC) [21-5507](#)  
**Attachments:** [03102026 LC 7-2 B-L](#)  
[03102026 LC 7-2 Presentation](#)

- 7-3** Authorize an increase in the maximum amount payable under contract with Van Ness Feldman, LLP, for legal advice on Colorado River matters by \$250,000 to an amount not-to-exceed \$500,000; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (LC) [21-5450](#)

**Attachments:** [03102026 LC 7-3 B-L](#)  
[03102026 LC 7-3 Presentation](#)

**\*\* END OF CONSENT CALENDAR ITEMS \*\***

**8. BOARD LETTERS ACTION**

- 8-1** Authorize the General Manager to develop and enter into an Agreement with the Los Angeles Department of Water and Power and the Los Angeles County Department of Public Works for Multi-Benefit Program Funding Pilot; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA (OWA) [21-5451](#)

**Attachments:** [03102026 OWA 8-1 B-L](#)  
[03102026 OWA 8-1 Presentation](#)

- 8-2** Report on litigation in Systems Integrated, LLC v. Metropolitan Water District of Southern California, Los Angeles County Superior Court Case No. 21STCV18292 and consider authorizing settlement [Conference with legal counsel—existing litigation; to be heard in closed session pursuant to Government Code Section 54956.9(d)(1)] (LC) [21-5518](#)

- 8-3** Report on litigation in Encarnacion Gutierrez v. Metropolitan Water District of Southern California, Los Angeles County Superior Court Case No. 23STCV11052; and authorize an increase in the maximum amount payable under contract for legal services with BDG Law Group, APLC, in the amount of \$400,000 for a total amount not to exceed \$900,000; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with legal counsel—existing litigation; to be heard in closed session pursuant to Government Code Section 54956.9(d)(1)]. [SUBJECT REVISED on 3/3/2026] (LC) [21-5506](#)

- 8-4** Report on litigation in Katano Kasaine v. Metropolitan Water District of Southern California; Adel Hagekhalil, an individual; Los Angeles Superior Court Case No. 25STCV05250, and authorize increase in the maximum amount payable under a contract for legal services with Davis Wright Tremaine LLP in the amount of \$500,000 for a total amount not to exceed \$750,000; the General Manager has determined that the proposed action is exempt or otherwise not subject to CEQA [Conference with legal counsel – existing litigation; to be heard in closed session pursuant to Gov. Code Section 54956.9(d)(1)]. [SUBJECT ADDED on 3/6/2026] (LC) [21-5692](#)

## 9. BOARD INFORMATION ITEMS

- 9-1** Capital Investment Plan Quarterly Report for period ending December 2025 (EOT) [21-5454](#)  
**Attachments:** [03102026 EOT 9-1 B-L](#)  
[03102026 EOT 9-1 Presentation](#)
- 9-2** Equal Employment Opportunity activities [21-5519](#)  
**Attachments:** [03102026 BOD 9-2 Equal Employment Opportunity activities](#)
- 9-3** Diversity, Equity, and Inclusion activities [21-5505](#)  
**Attachments:** [03102026 BOD 9-3 Diversity, Equity, and Inclusion activities](#)
- 9-4** Information on Implementing a Modified Operational Shift Cost Offset Program (OWA) [21-5486](#)  
**Attachments:** [03102026 OWA 9-4 B-L](#)  
[03102026 OWA 9-4 Presentation](#)
- 9-5** Information on Facilities Naming Criteria and Procedures (LEG) [21-5481](#)  
**Attachments:** [03102026 LEG 9-5 B-L](#)

## 10. OTHER MATTERS

NONE

## 11. FOLLOW-UP ITEMS

NONE

## **12. FUTURE AGENDA ITEMS**

## **13. ADJOURNMENT**

**NOTE:** Each agenda item with a committee designation will be considered and a recommendation may be made by one or more committees prior to consideration and final action by the full Board of Directors. The committee designation appears in parenthesis at the end of the description of the agenda item, e.g. (EOT). Board agendas may be obtained on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>.

Requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.



**DATE:** March 25, 2026  
**TO:** Board of Directors  
**FROM:** General Manager

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**SUBJECT: Annual Property and Liability Insurance: Renewal**

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**SUMMARY:**

Since 2019, the District has contracted with Allied World Assurance Company/Joint Powers Risk and Insurance Management Authority (JPRIMA) as its primary insurance provider. Assured Partners (a Gallagher company) continues to serve as the District's insurance broker and ensures that the District receives the best renewal terms for its primary package and additional lines of coverage for excess liability, cyber-threats, flood and earthquake. The total cost of the current renewal for the coverage period of April 1, 2026, through March 31, 2027, is \$3,695,236, which constitutes a 13.4 percent increase over last year's premium.

**RECOMMENDATION(S):**

Accept the proposal from Assured Partners, in the aggregate amount of \$3,695,236, and authorize the General Manager to execute the necessary contracts and forms to purchase property and liability insurance for the term of April 1, 2026, through March 31, 2027.

**FISCAL IMPACT:**

Yes

**FINANCIAL IMPACT:**

The total cost of this action is \$3,695,236, which represents a \$437,568 increase over the current policy term. Sufficient funds for the renewal are available in the adopted Fiscal Year 2025-26 Budget and will be recommended in the proposed Fiscal Year 2026-27 Budget.

**DISCUSSION:**

Current Market Conditions:

The California commercial insurance market remains firm across most lines, though conditions have begun to stabilize modestly compared to the peak hard-market conditions seen in 2022 to 2023. Insurers continue to take a disciplined underwriting approach due to elevated

catastrophe exposure, litigation trends, and rising claim severity. Wildfire losses, social inflation, and increased rebuilding costs remain key factors influencing underwriting decisions and pricing throughout the state. As a result, many insurers are tightening terms, pushing higher deductibles, and in some cases reducing capacity (coverage limits offered) — particularly for higher-hazard occupancies or properties located in wildfire-exposed areas.

From a pricing standpoint, commercial property continues to see the most volatility in California. Risks in wildfire-exposed regions or with older construction are frequently experiencing double-digit increases and greater scrutiny at renewal, while well-protected properties in lower-risk areas may see more moderate adjustments. On the casualty (liability) side, general liability remains relatively stable with more modest increases, although accounts with adverse loss history or higher-risk operations may experience higher adjustments. Commercial auto remains one of the most challenging lines in the market due to persistent claim severity, rising repair costs, resulting in continued rate pressure.

Excess and umbrella liability markets remain cautious as carriers respond to large jury verdicts and increased claim severity across the casualty landscape. Many insurers are deploying less capacity per layer, pushing attachment points higher, and seeking rate increases to offset loss trends. Overall, insureds should expect premium pressure across most lines, with the greatest impact in property, auto, and excess liability programs. Accounts, such as the District, that demonstrate strong risk management practices, favorable loss history, and proactive safety controls are generally achieving the most competitive outcomes in the current market. Despite these factors, the broader market conditions have contributed to an overall higher premium for the District. Staff considered strategies to potentially lower the overall increase, such as decreasing lines of coverage. However, in light of the current market and potential risks the District may be exposed to, staff does not recommend any decreases in coverage. In fact, staff recommends the Board consider the following increases:

#### Alternatives to Maintaining Existing Coverage Limits:

##### Excess Liability Coverage:

With last year's renewal, the Board approved a modest reduction in the District's total liability insurance limit from \$61 million to \$51 million. The recommendation was based on a review of the District's claims history, policy limits, potential risks, coverage of comparable agencies, and cost-savings, resulting in a cost-savings of \$95,957 with a \$10 million reduction in excess liability coverage. To provide all potential changes the Board may want to consider, staff requested that the District's insurance broker obtain a quote for reverting back to a \$61 million total liability insurance limit. Adding \$10 million to the District's total liability insurance would result in an additional annual premium of \$103,180.

##### Earthquake/Flood Coverage:

While the District's overall insurance premium increased, earthquake/flood coverage came in with a 10% reduction in annual premium, from \$426,386 to \$383,871, for a \$40,000,000 loss limit. Given this cost savings and the District's considerable exposure to this type of disaster, there is opportunity to consider increasing earthquake/flood coverage. Increasing coverage to \$50,000,000 would result in an annual premium of \$394,688.82, which is still lower than the current premium rate.

### Cyber Coverage:

Cyber coverage also came in with a slight reduction in annual premium, from \$11,914 to \$10,862, for a \$1,000,000 coverage limit. Cyber threats are of increasing concern across the market, especially for high-risk agencies such as public water agencies. Increasing cyber coverage to \$2,000,000 would result in a \$16,009 annual premium, a \$4,095 increase over the current premium.

The cost to increase the District's earthquake/flood, cyber, and excess liability coverage is a combined \$118,092.82 in annual premium, which would result in a total annual premium of \$3,813,328.82 for the District's property and liability insurance. The District's insurance broker requested quotes to increase the District's wildfire coverage limit, but the maximum wildfire coverage available remains at \$10 million. The full policy proposal is attached to this report.

### **GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Sophia Crocker, Human Resources Manager

### **ATTACHMENTS:**

[Proposal for Property and Liability Insurance](#)



**Gallagher**

**Las Virgenes Municipal Water District**

**POLICY TERM: 4/1/2026– 4/1/2027**

**Presented by:**

**David Shore, CIC  
Executive Vice President**

**March 10, 2026**

**LAS VIRGENES MUNICIPAL WATER DISTRICT 2026 INSURANCE SUMMARY**

	<b>EXPIRING 2025-2026</b>	<b>RENEWAL 2026-2027</b>
<b>Coverage/Policy Type</b>	<b>Carrier/AM Best Rating Limits &amp; Coverages</b>	<b>Carrier/AM Best Rating Limits &amp; Coverages</b>
<b>Property</b>	<p><b>Munich Reinsurance of America, A+ XV, Admitted</b>  <b>\$274,050,341</b> Real and Personal Property; \$100,000 deductible  <b>Wildfire Sublimit: \$10,000,000 / Deductible: \$100,000</b>                      Business Income: \$2,000,000                      Extra Expense: included                      Rental Income Coverage- Limit \$94,439 (4232-B Las Virgenes Rd.)                      Property in Transit: covered                      Valuable Papers and Records: included                      Outdoor Property: covered                      Agreed Value (no coinsurance)                      Building Ordinance or Law; Blanket Limits                      Demolition Costs and/or Undamaged Portion of Building: covered                      Blanket limits all locations</p> <p>Includes: Increased Cost of Construction; Replacement Cost; Agreed Amount; Terrorism</p>	<p><b>Munich Reinsurance of America, A+ XV, Admitted</b>  <b>\$293,233,864</b> Real and Personal Property; \$100,000 deductible  <b>Wildfire Sublimit: \$10,000,000 / \$100,000</b>                      Business Income: \$2,000,000                      Extra Expense: included                      Rental Income Coverage- Limit \$94,439- (4232-B Las Virgenes Rd.)                      Property in Transit: covered                      Valuable Papers and Records: included                      Outdoor Property: covered                      Agreed Value (no coinsurance)                      Building Ordinance or Law; Blanket Limits                      Demolition Costs and/or Undamaged Portion of Building: covered                      Blanket Limits all locations excepting Rancho locations which carry Functional Replacement Cost</p> <p>Includes: Increased Cost of Construction; Replacement Cost; Agreed Amount; Terrorism</p>
<b>Premium</b>	<b>\$937,855</b>	<b>\$1,120,896</b>
<b>Scheduled Equipment</b>	<b>Munich Reinsurance of America, A+ XV, Admitted</b>	<b>Munich Reinsurance of America, A+ XV, Admitted</b>
<b>Limits</b>	Inland Marine/Contractors Equipment – \$1,137,322 \$125,000 Unscheduled Equipment \$25,000 Deductible Borrowed, Rented, Leased Equipment limit - \$250,000 Actual Cash Value; including Terrorism	Inland Marine/Contractors Equipment – \$1,137,322 \$125,000 Unscheduled Equipment \$25,000 Deductible Borrowed, Rented, Leased Equipment limit - \$250,000 Actual Cash Value; including Terrorism
<b>Premium</b>	<b>Included</b>	<b>Included</b>

Coverage/Policy Type	Carrier/AM Best Rating Limits & Coverages	Carrier/AM Best Rating Limits & Coverages
EDP Computer Protection	Munich Reinsurance of America, A+ XV, Admitted  \$1,602,422	Munich Reinsurance of America, A+ XV, Admitted  \$2,996,699
Premium	Included	Included
Equipment Breakdown	Munich Reinsurance of America, A+ XV, Admitted	Munich Reinsurance of America, A+ XV, Admitted
Limit/Deductible	\$250,000,000 limit with \$100,000 Deductible Sublimits: \$100,000 as respects the following: Ammonia / Refrigeration Contamination Expediting Expenses Hazardous Substances Data Restoration Building Ordinance, Demolition and Increased Cost of Construction- covered	\$250,000,000 limit with \$100,000 Deductible Sublimits: \$100,000 as respects the following: Ammonia / Refrigeration Contamination Expediting Expenses Hazardous Substances Data Restoration Building Ordinance, Demolition and Increased Cost of Construction- covered
Premium	Included	Included
DIC (Earthquake/Flood)	Lexington Ins Co 15%- Non-Admitted A XV; Transverse Specialty Ins Co 37.5%- Non-Admitted A- XV; General Security Indemnity 10%, A X Non-Admitted; Palomar Excess 37.5%, A X, Non-Admitted	Transverse Specialty Ins Co 37.5%- Non-Admitted A- XV; General Security Indemnity 20%, A X Non-Admitted; Palomar Excess 42.5%, A X, Non-Admitted
Limits	\$40,000,000 Loss Limit- Earthquake; \$15,000,000 Loss Limit- Flood, Covers Buildings, BPP and EDP. \$1,000,000 Extra Expense; Rental Income Coverage- Limit \$62,000- (4232-B Las Virgenes Rd.). Building Ordinance \$4,000,000 sublimit Total Insurable Value (rating basis): \$253,565,511; Terrorism excluded; Replacement Cost; Foundations included	\$40,000,000 Loss Limit- Earthquake; \$15,000,000 Loss Limit- Flood, Covers Buildings, BPP and EDP. \$1,000,000 Extra Expense; Rental Income Coverage- Limit \$62,000- (4232-B Las Virgenes Rd.). Building Ordinance \$4,000,000 sublimit Total Insurable Value (rating basis): \$274,144,781; Terrorism excluded; Replacement Cost; Foundations included
Deductible	Earthquake - 10% Deductible Per Unit of Insurance; Minimum \$50,000 Flood – \$100,000 except Tapia which is \$5,000,000 retention plus 10% deductible per building.	Earthquake - 10% Deductible Per Unit of Insurance; Minimum \$50,000 Flood – \$100,000 except Tapia which is \$5,000,000 retention plus 10% deductible per building.
Premium	\$ 393,000 Premium \$ 1,200 Policy Fee \$ 12,536 Surplus Taxes/Fees \$ 19,650 Surplus Broker Fee \$426,386	\$353,700 Premium \$ 1,200 Policy Fee \$ 11,286 Surplus Taxes/Fees \$ 17,685 Surplus Broker Fee \$383,871  OPTIONAL Higher \$50,000,000 Limit: \$394,688.82

Coverage/Policy Type		
<b>General Liability</b>	Munich Reinsurance of America, A+ XV, Admitted  JPRIMA coverage enhancements, including: Dam Failure Liability; Failure To Supply- Services and Board Decisions Professional Liability coverage; Sewer Backup; Pollution; Employee Benefits Liability; Waiver of Subrogation; Subsidence; Occurrence Form; includes Terrorism	Munich Reinsurance of America, A+ XV, Admitted  JPRIMA coverage enhancements, including: Dam Failure Liability; Failure To Supply- Services and Board Decisions Professional Liability coverage; Sewer Backup; Pollution; Employee Benefits Liability; Waiver of Subrogation; Subsidence; Occurrence Form; includes Terrorism
Limits	\$1,000,000 Premises Operations – Per Occurrence \$1,000,000 Personal and Advertising Injury \$1,000,000 Damages to Premises Rented By You \$10,000,000 General Aggregate Per Location \$10,000,000 Products Completed Operations Aggregate	\$1,000,000 Premises Operations – Per Occurrence \$1,000,000 Personal and Advertising Injury \$1,000,000 Damages to Premises Rented By You \$10,000,000 General Aggregate Per Location \$10,000,000 Products Completed Operations Aggregate
Pollution Coverage	Per Location Aggregate; Pollution Coverage for: Hostile Fire, Heating/Air Conditioning, Mobile Equipment, Pesticides/Herbicides, Water, Sewer and Compost operations	Per Location Aggregate; Pollution Coverage for: Hostile Fire, Heating/Air Conditioning, Mobile Equipment, Pesticides/Herbicides, Water, Sewer and Compost operations
Deductible	\$100,000 SIR Occurrence	\$100,000 SIR Occurrence
Premium	\$317,461	\$370,372
Stop Loss	Stop Loss of \$1,000,000 (max payout- all claims- all lines of coverage); \$10,000 Maintenance Ded	Stop Loss of \$1,000,000 (max payout- all claims- all lines of coverage); \$10,000 Maintenance Ded
Premium	\$0	\$0
<b>Management Liability/ Public Officials Liability/Employment Practices Liability</b>	Munich Reinsurance of America, A+ XV, Admitted Includes coverage for: Directors & Officers; Employment Practices; Employee Benefits Administration; Inverse Condemnation; Occurrence Form	Munich Reinsurance of America, A+ XV, Admitted Includes coverage for: Directors & Officers; Employment Practices; Employee Benefits Administration; Inverse Condemnation; Occurrence Form
Limits	\$1,000,000 Per occurrence \$1,000,000 Aggregate	\$1,000,000 Per occurrence \$10,000,000 Aggregate
Deductible/SIR	\$100,000 SIR	\$100,000 SIR
Premium	\$48,319	\$53,920
<b>Auto</b>	Munich Reinsurance of America, A+ XV, Admitted	Munich Reinsurance of America, A+ XV, Admitted
Limits	\$1,000,000 Combined Single Limit Owned Auto Liability \$1,000,000 Per Accident Hired & Non-owned Auto \$1,000,000 Per Accident Uninsured/Underinsured \$5,000 Deductible- Physical Damage; \$100,000 Deductible Liability; <b>90 vehicles/trailers</b>	\$1,000,000 Combined Single Limit Owned Auto Liability \$1,000,000 Per Accident Hired & Non-owned Auto \$1,000,000 Per Accident Uninsured/Underinsured \$5,000 Deductible- Physical Damage; \$100,000 Deductible Liability; <b>96 vehicles/trailers</b>
	Hired Auto Physical Damage	Hired Auto Physical Damage
Auto Premium	\$135,177	\$159,386

<b>Crime</b>	<b>Zurich - Fidelity and Deposit Co of Maryland – A XV Admitted</b>	<b>Zurich - Fidelity and Deposit Co of Maryland – A XV Admitted</b>
Limits	\$3,000,000 Employee Dishonesty \$3,000,000 Forgery or Alteration \$100,000 Theft, Disappearance & Destruction \$1,000,000 Computer Fraud \$1,000,000 Funds Transfer Fraud \$1,000,000 Faithful Performance of Duty	\$3,000,000 Employee Dishonesty \$3,000,000 Forgery or Alteration \$100,000 Theft, Disappearance & Destruction \$1,000,000 Computer Fraud \$1,000,000 Funds Transfer Fraud \$1,000,000 Faithful Performance of Duty
Deductible	\$30,000 Employee Theft, Faithful Performance and Forgery or Alteration \$10,000 all other coverages	\$30,000 Employee Theft, Faithful Performance and Forgery or Alteration \$10,000 all other coverages
<b>Premium</b>	<b>\$6,780</b>	<b>\$7,198</b>

<b>Cyber Package</b>	<b>Palomar Excess &amp; Surplus Ins Co- A-X, Non-Admitted</b>	<b>Palomar Excess &amp; Surplus Ins Co- A-X, Non-Admitted</b>
Limits	\$1,000,000 Policy Aggregate \$1,000,000 Multimedia Liability \$1,000,000 Privacy Regulatory Defense & Penalties \$1,000,000 Breach Event & Notification Costs \$1,000,000 Cyber Extortion \$250,000 Cyber Crime Unknown Prior Acts Covered; Includes Payment Card Industry (PCI) Liability	\$1,000,000 Policy Aggregate \$1,000,000 Multimedia Liability \$1,000,000 Privacy Regulatory Defense & Penalties \$1,000,000 Breach Notification Costs \$1,000,000 Cyber Extortion \$250,000 Cyber Crime Unknown Prior Acts Covered; Includes Payment Card Industry (PCI) Liability
Deductible	\$10,000 Deductible	\$10,000 Deductible
<b>Premium (\$1,000,000 Limit)</b>	<b>\$11,914</b>	<b>\$10,862</b>
<b>OPTIONAL Premium (\$2,000,000 Limit)</b>	<b>N/A</b>	<b>\$16,009</b>
<b>OPTIONAL Premium (\$3,000,000 Limit)</b>	<b>N/A</b>	<b>\$20,674</b>

<b>Excess Liability (Lead Excess)</b>	<b>Munich Reinsurance of America, A+ XV, Admitted</b>	<b>Munich Reinsurance of America, A+ XV, Admitted</b>
Excess Limit	\$10,000,000 Excess of \$1,000,000 for a total of \$11,000,000	\$10,000,000 Excess of \$1,000,000 for a total of \$11,000,000
Coverage	Excess of underlying Liability Limits: <b>Includes Sewer Backup, Failure to Supply, Professional Liability, Dam Failure; Inverse Condemnation; Subsidence; includes Terrorism</b>	Excess of underlying Liability Limits. <b>Includes: Sewer Backup, Failure to Supply, Professional Liability, Dam Failure; Inverse Condemnation; Subsidence; includes Terrorism</b>
<b>Premium</b>	<b>\$343,489</b>	<b>\$401,314</b>
<b>Excess Liability #2</b>	<b>HDI Global Specialty, A++, Non-Admitted</b>	<b>Accredited Specialty Insurance Company, A- Non-Admitted</b>
Excess Limit	\$5,000,000 Excess of \$11,000,000 for total of \$16,000,000	\$5,000,000 Excess of \$11,000,000 for total of \$16,000,000
	<b>Includes: Subsidence; D&amp;O; EPL; Failure to Supply; Dam Failure; Professional Liability; Terrorism. Excludes Wildfire Liability &amp; Inverse Condemnation</b>	<b>Includes: Subsidence; D&amp;O; EPL; Failure to Supply; Dam Failure; Professional Liability; Terrorism. Excludes Wildfire Liability &amp; Inverse Condemnation</b>
<b>Premium</b>	<b>\$186,727</b>	<b>\$214,687</b>
<b>Excess Liability #3</b>	<b>Landmark American Insurance Company, A XIII, Non-Admitted</b>	<b>Landmark American Insurance Company, A XIII, Non-Admitted</b>
Excess Limit	\$5,000,000 Excess of \$16,000,000 for a total of \$21,000,000	\$5,000,000 Excess of \$16,000,000 for a total of \$21,000,000
	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; NO Subsidence exclusion	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; NO Subsidence exclusion
	<b>\$113,498</b>	<b>\$129,030</b>
<b>Excess Liability #4</b>	<b>Gemini Insurance Company, A+ XV, Non-Admitted</b>	<b>Gemini Insurance Company, A+ XV, Non-Admitted</b>
Excess Limit	\$10,000,000 Excess of \$21,000,000 for total of \$31,000,000	\$10,000,000 Excess of \$21,000,000 for total of \$31,000,000
	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; Subsidence	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; Subsidence
<b>Premium</b>	<b>\$218,742</b>	<b>\$254,339</b>
<b>Excess Liability #5</b>	<b>StarStone Specialty Ins Co, A XIV, Non-Admitted</b>	<b>StarStone Specialty Ins Co, A XIV, Non-Admitted</b>
Excess Limit	\$5,000,000 Excess of \$31,000,000 for total of \$36,000,000	\$5,000,000 Excess of \$31,000,000 for total of \$36,000,000
	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; Subsidence	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; Subsidence
<b>Premium</b>	<b>\$99,053</b>	<b>\$115,562</b>
<b>Excess Liability #6</b>	<b>Allied World National Assurance Company, A+ XV, Non-Admitted</b>	<b>Allied World National Assurance Company, A+ XV, Non-Admitted</b>
Excess Limit	\$10,000,000 Excess of \$36,000,000 for total of \$46,000,000	\$10,000,000 Excess of \$36,000,000 for total of \$46,000,000
	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; Subsidence	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; Subsidence
<b>Premium</b>	<b>\$155,520</b>	<b>\$170,247</b>

<b>Excess Liability #7</b>	<b>Lexington Insurance Company, AXV, Non-Admitted</b>	<b>Lexington Insurance Company, AXV, Non-Admitted</b>
Excess Limit	\$5,000,000 Excess of \$46,000,000 for total of \$51,000,000	\$5,000,000 Excess of \$46,000,000 for total of \$51,000,000
	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; Subsidence	Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; Subsidence
Premium	\$78,417	\$92,862
<b>OPTIONAL \$10,000,000 Excess of \$51,000,000. NOTE: Board of Directors elected to remove additional \$10,000,000 limit at last renewal (Total of \$61,000,000)</b>		
<b>Excess Liability #8</b>	<b>N/A</b>	<b>PENDING</b>
Excess Limit		\$10,000,000 Excess of \$51,000,000 for total of \$61,000,000
		Exclusions: Asbestos, D&O, EPLI, Terrorism, Eminent Domain or Condemnation, Failure to Supply, Professional Services, Public Officials, Uninsured or Underinsured Motorists; Inverse Condemnation; Dam Failure; Subsidence
Premium		TBD

## Deductibles / Retentions

<u>Coverage</u>	<u>Expiring</u>	<u>Renewal</u>
Property	\$100,000	\$100,000
Scheduled Equipment	\$25,000	\$25,000
Equipment Breakdown	\$100,000	\$100,000
DIC- Earthquake*	10% Per Unit of Insurance	10% Per Unit of Insurance
DIC- Flood**	\$100,000	\$100,000
General Liability	\$100,000	\$100,000
Management Liability	\$100,000	\$100,000
Auto- Liability	\$100,000	\$100,000
Auto- Physical Damage	\$5,000	\$5,000
Crime	\$25,000	\$25,000
Cyber Package	\$10,000	\$10,000
Deductible Stop Loss (maximum deductible- all lines of coverage, Subject to a \$10,000 Maintenance Deductible)	\$1,000,000	\$1,000,000
*Minimum Earthquake Deductible \$50,000		
**See Tapia Flood Deductible notes		

## Premium Summary 2026-2027

<u>Coverage</u>	<u>Expiring</u>		<u>Renewal</u>
Property	\$937,855		\$1,120,896
Scheduled Equipment	Included		Included
EDP	Included		Included
Equipment Breakdown	Included		Included
DIC- EQ and Flood	\$426,386		\$383,871
General Liability	\$317,461		\$370,372
Stop Loss Aggregate	\$0		\$0
Management Liability	\$48,319		\$53,920
Auto	\$135,177		\$159,386
Crime	\$6,780		\$7,198
Cyber Package	\$11,914		\$10,862
Excess Liability (First Layer: 10M x 1M)	\$343,489		\$401,314
Excess Liability #2	\$186,727		\$214,687
Excess Liability #3	\$113,498		\$129,030
Excess Liability #4	\$218,742		\$254,339
Excess Liability #5	\$99,053		\$115,562
Excess Liability #6	\$155,520		\$170,247
Excess Liability #7	\$78,417		\$92,862
Program Fees	\$178,330		\$210,690
<b>Total</b>	<b>\$3,257,668</b>		<b>\$3,695,236</b>

## About the Insurance Carrier and Program

### Joint Powers Risk and Insurance Management Authority

Allied Public Risk (APR) underwrites a 100% fully-reinsured (A+ XV carrier) Joint Powers Authority: Joint Powers Risk and Insurance Management Authority (JPRIMA).

#### **Claims**

Claims expected to exceed the self-insured retention to be handled by a Third Party Administrator, Sedgwick

#### **Program:**

JPRIMA is a Joint Powers Authority 100% backed by an A+ XV reinsurer, Munich Reinsurance of America. Munich Re is one of the largest insurance companies in the world

#### **Joint and Several Liability:**

Unlike many JPA's, JPRIMA has no Joint and Several Liability or assessment liability

#### **Premium Adjustment:**

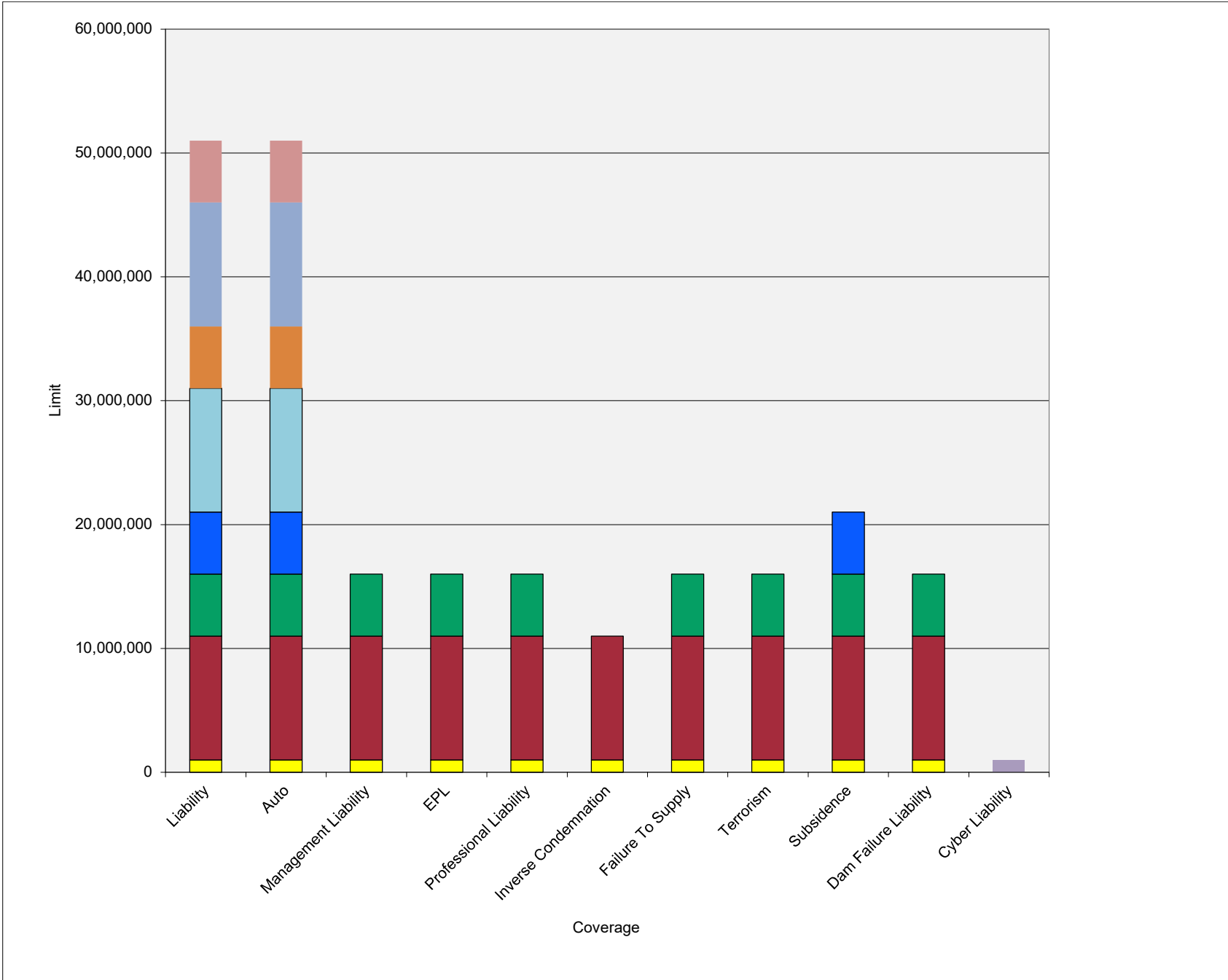
There is no retrospective adjustable premium (RAP), upward or downward. The premiums quoted are the firm and final costs

#### **JPRIMA Program Executive / Coverage Form:**

Paul Fuller, CPCU, CPRO-W is the Chief Executive Officer of Allied Public Risk and authored the coverage forms for the JPRIMA program. Paul is a nationally-recognized water industry insurance expert and has authored countless industry articles as well as co-authoring *Handbook of Risk and Insurance Strategies for Certified Public Risk Officers and Other Water Professionals* and *Practitioner's Handbook of Risk Management for Water and Wastewater Systems*



# Gallagher





**DATE:** March 25, 2026  
**TO:** Board of Directors  
**FROM:** Finance and Technology

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**SUBJECT: Electronic Document Management System Implementation and Records Imaging Services: Award**

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**SUMMARY:**

The District's current records management systems are disjointed and archaic with extensive hard-copy records, files retained in various computer drives, and some records stored electronically within different software programs. The District proposes to implement an Electronic Document Management System (EDMS) that will transform records into a modern, electronic format with appropriate backup, increasing efficiency and standardizing the filing system. The EDMS will serve as an important component of a broader digital transformation effort and support the District's deployment of artificial intelligence technology.

Following a competitive selection process, staff recommends accepting a proposal from Accelerated Information Systems, in the amount of \$194,000 for implementation of the Laserfiche Cloud Business Tier Electronic Data Management System. Additionally, staff recommends accepting a proposal from FreeDoc Information Automation, in the amount of \$609,474 plus annual support of \$39,800, for records conversion, scanning and imaging services. Together, these contracts will establish a centralized, scalable, and compliant EDMS to serve as the District's official repository of records.

**RECOMMENDATION(S):**

Accept the proposal from Accelerated Information Systems and authorize the General Manager to execute a professional services agreement, in the amount of \$194,000, for the implementation of the Laserfiche Cloud Business Tier Electronic Document Management System; and accept the proposal from FreeDoc Information Automation and authorize the General Manager to execute a professional services agreement, in the amount of \$609,474 plus annual support of \$39,800, for records conversion, scanning and imaging services.

**FISCAL IMPACT:**

Yes

**ITEM BUDGETED:**

Yes

**FINANCIAL IMPACT:**

The total cost of the system implementation and imaging services is estimated to be \$922,874 over three years. Sufficient funding for one-time implementation costs are available in the adopted Fiscal Year 2025-26 Budget, and the annual on-going annual support costs will be requested in the upcoming Fiscal Years 2026-28 Budget.

**DISCUSSION:**

The District relies on information technology systems to effectively deliver services to its ratepayers. Within the framework of people, processes, and technology, the District's information systems are reviewed for updates at regular intervals to align with technological standards and advancements, new regulatory requirements and ratepayer expectations. An identified technology gap within the District is the absence of an Electronic Document Management System (EDMS). Documents are stored in different systems with hardcopies and digital records in various locations.

The District's records retention schedule and policy were recently reviewed and updated. With a view towards digital transformation, the District seeks to implement a comprehensive system that will work in tandem with the updated records retention strategy to improve efficiency, ensure transparency, manage and mitigate risk related to electronic discovery, and ensure compliance with all applicable local, state, and federal laws.

On January 7, 2025, the Board accepted a proposal from FreeDoc Information Automation (FreeDoc) and authorized the General Manager to execute a professional services agreement for EDMS procurement and implementation consulting services. The scope of services included the following tasks:

- Business Process Review
- Software Needs Assessment
- Preparation and Publishing of Request for Proposals (RFP) for Software Selection
- Project Management Services for Software and System Implementation
- Implementing Document Retention Policy

On June 9, 2025, staff published Request for Proposals No. 2025-RFP-016 for Cloud-Based Document Management Software and Related Services. By the stipulated deadline for proposals to be submitted, staff received 19 responses with two firms opting to submit no bids. A staff committee evaluated the 17 proposals submitted, and invited Accelerated Information Systems (AIS), i3-ImageSoft, LLC, and MCCi, LLC for scripted software demonstrations and interviews.

Based on the proposal review and interview process, staff recommends acceptance of the proposal from Accelerated Information Systems (AIS) implementation of the Laserfiche Cloud Business Tier Electronic Data Management System. AIS has highly competent staff, a long history of EDMS work, a complete understanding of the District's needs, and will provide the best quality service. AIS has successfully implemented the LaserFiche Cloud Business Tier EDMS for other government entities including the St. Louis Metropolitan Sewer District (MSD).

Following is a summary of the normalized project cost for the finalists:

<b>Vendor</b>	<b>Project Cost</b>
Accelerated Information Systems	\$194,000
i3-ImageSoft, LLC	\$580,320
MCCi, LLC	\$214,215

In parallel with the selection process for implementation of the EDMS, staff requested a proposal from FreeDoc for comprehensive records conversion, scanning, imaging and file preparation services. FreeDoc was previously selected through a competitive bidding process for EDMS procurement and implementation support services in January 2025.

Staff recommends authorization to execute agreements with Accelerated Information Systems (AIS) for the implementation of the Laserfiche Cloud Business Tier Electronic Document Management System and with FreeDoc for records conversion, scanning, imaging and file preparation services. This staff recommendation recognizes that the two contracts are complementary components of a unified digital transformation. Structured file conversion and metadata standardization are essential to the successful deployment, migration, indexing and long-term functionality of the Laserfiche EDMS.

**GOALS:**

Ensure Effective Utilization of the Public's Assets and Money

Prepared by: Ivo Nkwenji, Information Systems Manager

**ATTACHMENTS:**

[AIS Proposal for EDMS Implementation \(Part 1\)](#)

[AIS Proposal for EDMS Implementation \(Part 2\)](#)

[FreeDoc Proposal for Records Imaging Services](#)



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# Laserfiche for Las Virgenes Municipal Water District

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Prepared by Accelerated Information Systems

November 17, 2025



Authored By:

**April Florez, Account Manager**

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## Solution Overview:

Laserfiche is a robust Enterprise Content Management solution that offers advanced modules for electronic forms, process automation, and integration with other lines of business applications. Laserfiche offers customers the ability to manage documents and records, capture content, build and use web forms, automate their business processes, and access advanced reporting and compliance tools, all within one integrated solution. Laserfiche offers both On-premises and Cloud-hosted deployments options, as well as web and mobile access.

Laserfiche is highly rated by research groups and thought leaders in the field, including Gartner, Nucleus Research, Forrester, and the Info-Tech Research Group. In fact, Laserfiche is the highest rated solution with a significant number of reviews on the [Gartner Peer Insights](#) page and was recently featured in the 2019 Nucleus Research Value Matrix “Leaders” category.

Feature	Benefit	Details
<b>Document/Records Management</b>	Save Space & Automate Records Compliance	Save paper and space with electronic document management. Automate naming, filing, and retention schedules while ensuring compliance. Quickly and easily access your content from anywhere.
<b>Capture</b>	Seamless Content Capture	Quickly and easily capture content from any source: physical or electronic. Automatically apply image enhancements to scanned documents.
<b>Electronic Forms</b>	Ensure Accurate Data Capture	Ensure accurate data capture the first time, with required fields and formats on electronic forms. Build forms without coding knowledge, using a drag-and-drop modeler. Automate business processes to accelerate completion of tasks and ensure proper protocol is followed.
<b>Process Automation</b>	Increased Efficiency	Automate any document-based or approval process without coding knowledge, using a drag-and-drop modeler. Automate task reminders and escalation paths. Easily distribute, reassign, or escalate tasks.
<b>Reporting/ Analytics</b>	Transparency & Insight	Configurable, easy-to-use reports to measure process success. Easily visualize data with built-in charts and graphs, or export reports as a CSV. Gain insight to drive business and process innovation. Predictive analytics estimate completion time and likelihood to be overdue for each task.
<b>Security</b>	Data privacy & Compliance	Granular user and document rights ensure compliance with regulatory requirements. Maintain a complete record of all activities done in the system. Advanced encryption for data in transit and at rest. DOD 5015.2 certified for records management.
<b>Business Process Library (BPL)</b>	Save Money & Time on Process Automation	Over 100 pre-built form and process templates included to accelerate process automation deployment and reduce time for ROI.
<b>Integration</b>	External Search & Elimination of Double Data Entry	Multiple ways to integrate with your other Line of Business applications. Integrate using Laserfiche Connector for code-free integrations or use the SDK for backend integrations. Search Laserfiche for relevant documents from any application, with a click.

## Your Solution: Laserfiche Cloud Business Tier

As the Top Laserfiche Cloud Solution Provider, AIS recommends Laserfiche Cloud Business Tier. This tier is ideal for businesses in need of advanced administration tools and a solution that supports compliance policies for those in regulated industries. It is also the most cost-effective tier for those that require forms or document portals, due to the inclusion of unlimited public access portals

Business Tier includes DoD 5015.2 Certified Records Management, Laserfiche Process Automation (Forms and Workflow), Connector Integration, Robotic Process Automation (RPA), Quick Fields, Advanced Audit Trail, and much more. It includes a full SDK and built-in integrations DocuSign, Microsoft 365, and popular CRMs, such as Redtail and Dynamics. Each full user includes 100gb of storage space that is pooled among all users, with the opportunity to purchase additional space as needed.

Laserfiche Cloud is hosted on the Amazon Web Services (AWS) Cloud and has an annual subscription cost. Maintenance and support are included in the annual subscription cost. It does not require any on-site infrastructure or IT support staff. All Laserfiche updates are available on Laserfiche Cloud first, and automatically applied during system downtime with no time investment or action required by the end user. All Laserfiche Cloud systems include back-up and disaster recovery services.

Features	Laserfiche Cloud Package- Business Tier
<b>100 GB Storage per User</b>	Included
<b>Document Management</b>	Included
<b>Advanced Audit Trail</b>	Included
<b>Direct Share</b>	Included
<b>Data Encrypted at Rest</b>	Included
<b>Autoscaling of Computing and Storage Resources</b>	Included
<b>Automated and Encrypted Backups</b>	Included
<b>Intrusion Detection</b>	Included
<b>Automated Feature and Security Updates</b>	Included
<b>Automated Text Extraction</b>	Included
<b>Import Agent with Email Archiving</b>	Included
<b>Process Automation</b>	Included
<b>Connector Integration Tool</b>	Included
<b>Records Management</b>	Included
<b>SDK</b>	Included
<b>Quick Fields Complete with Agent</b>	10+
<b>Workflow Bots for Process Automation (RPA)</b>	1+
<b>Public Portal</b>	Unlimited +
<b>Forms Portal</b>	Unlimited +
<b>Microsoft 365 Integration with Simultaneous Editing</b>	Included
<b>Integration with SharePoint</b>	Included
<b>Integration w/ Salesforce, Dynamics 365, and Redtail CRM</b>	Included
<b>Integration with DocuSign</b>	Included
<b>Integration with LaserApp</b>	Optional Add-On
<b>Participant &amp; Community Users</b>	Optional Add-On
<b>Smart Invoice Capture</b>	Optional Add-On
<b>Vault</b>	Optional Add-On

# Project Management Methodology

Our team uses a hybrid project management methodology, wherein we conduct a thorough discovery phase to ensure we have a thorough understanding of the requirements and deliverables of the project via Subject Matter Expert (SME) meetings, legacy system reviews, and analysis of the project and overall project environment. We then refine the project plan using the gathered information and proceed to execute the plan using an agile methodology, in which deliverables and resources can be shifted as needed to meet any changing requirements or unforeseen circumstances. Our team is adaptable and willing to adjust our delivery methodologies to meet our clients' needs, or to adapt to project complexity if necessary.

## Project Phases

### Phase 1:

#### **Phase Scope**

During this phase, the AIS team will deploy the Laserfiche Cloud system and configure it for the pilot project, the storing of board meeting minutes in a publicly accessible manner.

#### **Discovery**

The AIS team will review the system, deployment plan, and data migration cadence and project timeline with the Las Virgenes (LV) team. During this step, the AIS team's primary goal will be to gather additional data from Subject Matter Experts (SMEs), project stakeholders, and pilot users to further refine our project plan to meet project needs and deadlines.

#### Deliverables:

1. Estimated project timeline
2. System analysis
3. Review of project timeline and cadence with LV team
4. Identification of primary points of contact for different knowledge areas

#### **Laserfiche Cloud System Deployment**

The AIS team will deploy the Laserfiche Cloud system for the LV team. The Laserfiche Cloud system will then be configured, and Laserfiche accounts will be generated for pilot users and the project team as needed.

Security rights for the pilot users and end users for the initial pilot project will be defined and configured by the AIS team.

The Laserfiche public portal and forms portal will be configured to meet the needs of the initial pilot project.

#### Deliverables:

1. Laserfiche Cloud Repository
2. Repository security rights

## **Data Migration and Document Import**

The AIS team will import the board meeting minutes into the Laserfiche Cloud repository. Any board meeting minutes not already in a digital format will be scanned into a digital format. The AIS team will then import all documents into the Laserfiche Cloud repository and re-organize the documents into a folder structure that meets best practices.

Deliverables:

1. Review and analysis of data and scanned documents to be migrated to Laserfiche Repository
2. Migration of all documents to Laserfiche Repository
3. Re-organization of documents into new folder structure

## **Laserfiche Automation**

The AIS team will develop a Laserfiche automation for the automatic filing of the board meeting minutes in the future to ensure that the system is easily maintainable moving forward. The automation will be demonstrated for the members of the LV team who will be using it, and training will be provided to the end users who will ultimately be using the automation moving forward.

This step may be performed in parallel with the data migration step if possible.

Deliverables:

1. Laserfiche Autofile for Board Meeting Minutes documents

## **Laserfiche Pilot Project**

Once the folder structure is configured and the documents are organized, the AIS team will configure the Laserfiche public portal to allow access to these documents. The AIS team will then review the public portal with the pilot user group for feedback.

The AIS team will then make reasonable refinements to the system in response to the feedback received, and once the system is approved, will move forward by making the documents publicly accessible via public portal.

Deliverables:

1. Configuration of Laserfiche public portal and forms portal
2. Review of Laserfiche public portal with pilot user group
3. Rollout of Laserfiche public portal for public access of board meeting minutes
4. End user training for the filing of new board meeting minutes via Laserfiche Automation

## Phase 2 / 3:

Several potential departments, integrations, and automations have been noted for the following phases. To maintain control of the project and ensure a consistent pace, the AIS team will meet with the LV team to review and prioritize the departments and workstreams to be automated and determine the order of priority for these items. For each of these items, the following cadence will be employed:

### **Discovery**

Review of project deliverables and goals with SMEs to ensure a controlled scope for each portion of the project.

Deliverables:

1. Estimated timeline for defined scope
2. Identification of primary points of contact for each knowledge area

### **Data Migration**

Any large-scale data migration for the production rollout of a given department or workstream will follow this cadence:

1. Analysis of data to be migrated
  - a. The AIS team migration expert will review the data to determine how best to preserve document images, metadata, and structure when migrating the documents into Laserfiche, and to give an initial estimate of the migration timeline and effort.
2. Sample migration of up to 10,000 documents
  - a. This migration will refine the estimate of the migration timeline by allowing the AIS team to observe a real-world portion of the migration. The results will be reviewed with the LV team to provide a sample of the migration result expected following the production migration.
3. Legacy migration
  - a. Following approval of the sample migration results by the LV team, the AIS team will perform a Legacy migration, wherein all documents up to a date to be determined by the LV team will be migrated into Laserfiche. The cutoff date for Legacy migration is typically at least 3 months prior to the current date, with the intention of ensuring that documents that are not actively used and updated day to day are targeted first. This will allow the AIS team to migrate and validate the bulk of the documents without interrupting day-to-day activities.

#### 4. Catch Up Migration

a. Following validation of the legacy migration, the AIS team will collaborate with the LV team to determine a cutover date during which this department or workstream will be cutover to using Laserfiche in place of a legacy system. This step is typically the last to be performed before rollout. During this migration, the AIS team will target all documents not targeted by Legacy migration, as well as any documents previously migrated which may have been modified since the Legacy migration was performed.

#### Deliverables:

1. Test migration to Laserfiche repository
2. Legacy migration to Laserfiche repository
3. Catch up migration to Laserfiche repository

#### **Laserfiche Automation / Integration**

During this step, the AIS team will configure Laserfiche for any automatic filing, automatic ingestion of documents, and/or integration with other systems by way of API, database lookup, or other means.

Such development will follow this cadence:

##### 1. AIS team analysis with SMEs

a. During this step, the AIS team will review the automation with the day-to-day users of the system to ensure we understand the pain points, challenges, and requirements of the automation.

##### 2. Solution design

a. The AIS team will use our expertise in Laserfiche and other systems to design a solution for this automation requirement. This design will then be reviewed with the LV team, alongside the estimated timeline and effort required. Following approval from the LV team, the AIS team will move forward with development.

##### 3. Laserfiche Automation Development

a. The AIS team will develop the proposed solution. The AIS project manager will provide status updates as development proceeds.

#### 4. Laserfiche Automation UAT

a. Following development of the proposed solution, the AIS team will provide the solution to a pilot user group for their review and feedback. The AIS team will then refine the solution in accordance with the feedback (within the reasonable parameters permitted by project schedule and budget).

#### 5. Laserfiche Automation Rollout

a. The AIS team will make the automation available to the end users of the system and provide end user training on its usage as well as usage of the Laserfiche Repository.

## Change Control Process

Our team will address requested changes to the project plan by way of generating a change request document for each change or set of changes. These documents will contain the changes requested as well as the estimated impact on both project cost and timeline. These change requests will then be reviewed by the LV team. Changes will not be implemented unless approved by a member of the LV team with the authority to provide that approval. Once approved, changes will take effect immediately, and the appropriate changes will be made to the project plan.

Where possible, our team will anticipate project areas wherein it's likely a UAT or other testing process will result in requested changes and attempt to account for this in the project cost and timeline. Estimates will be made using our team's prior experience.

## Project Risk Management Process

Risks will be identified at the start of each project phase using our team's prior experience, the information gathered during the planning phase, and the information gathered during recurring project touchpoint meetings. A risk mitigation plan will be generated for each risk with a high impact or high likelihood.

Review of potential risks will then be conducted during recurring touchpoint meetings as the project progresses. If the AIS project manager determines that a risk's likelihood or impact has changed, or that it is time to act on a mitigation plan, the AIS project manager will bring this to the attention of the LV team and acquire approval before moving forward.

Common risks identified and mitigated in past Laserfiche Implementations include:

1. Scope Creep (End Users regularly requesting new features or adjustments to the project plan, delaying delivery date and eroding budget)

- a. Resolution: Strict adherence to our change control process, strong focus on a Minimum Viable Product (MVP), and ensuring End Users understood that their concerns could be addressed after the MVP has been delivered, if adequate budget remained.
2. Data migration delays (corrupted data, inadequate access to data from provided server, legacy system encryption, etc.)
  - a. Resolution: Our team conducts a thorough review of the legacy systems we will be migrating data from (including the back end of the system if possible) and always requests a data sample in the manner we expect to receive all the data. Our team can then collaborate with the client team to use our expertise to ensure we find a solution through the legacy system support, our custom coded tools, or other recommendable solutions.
3. Poor metadata or folder structure design (often a structure created by years of users creating folders and altering the system needlessly)
  - a. Resolution: Thorough requirement gathering at the start of the process allows our team to use our experience in Laserfiche to design a folder and metadata structure that will meet the clients' requirements. We can then use Laserfiche automation to file most documents and remove end users' ability to file documents manually to prevent erosion of the folder structure over time.

## Functional and User Acceptance Testing

At each project phase, our team will test deliverables before handing them off to ensure they meet requirements. Our team tests all automations and security right configurations, and validates data migration, before handing them off to the client team.

Our team can then meet with the client team to review the deliverable if necessary (ex. To review migrated data and how it was validated or walk through an automated process to demonstrate how it will work).

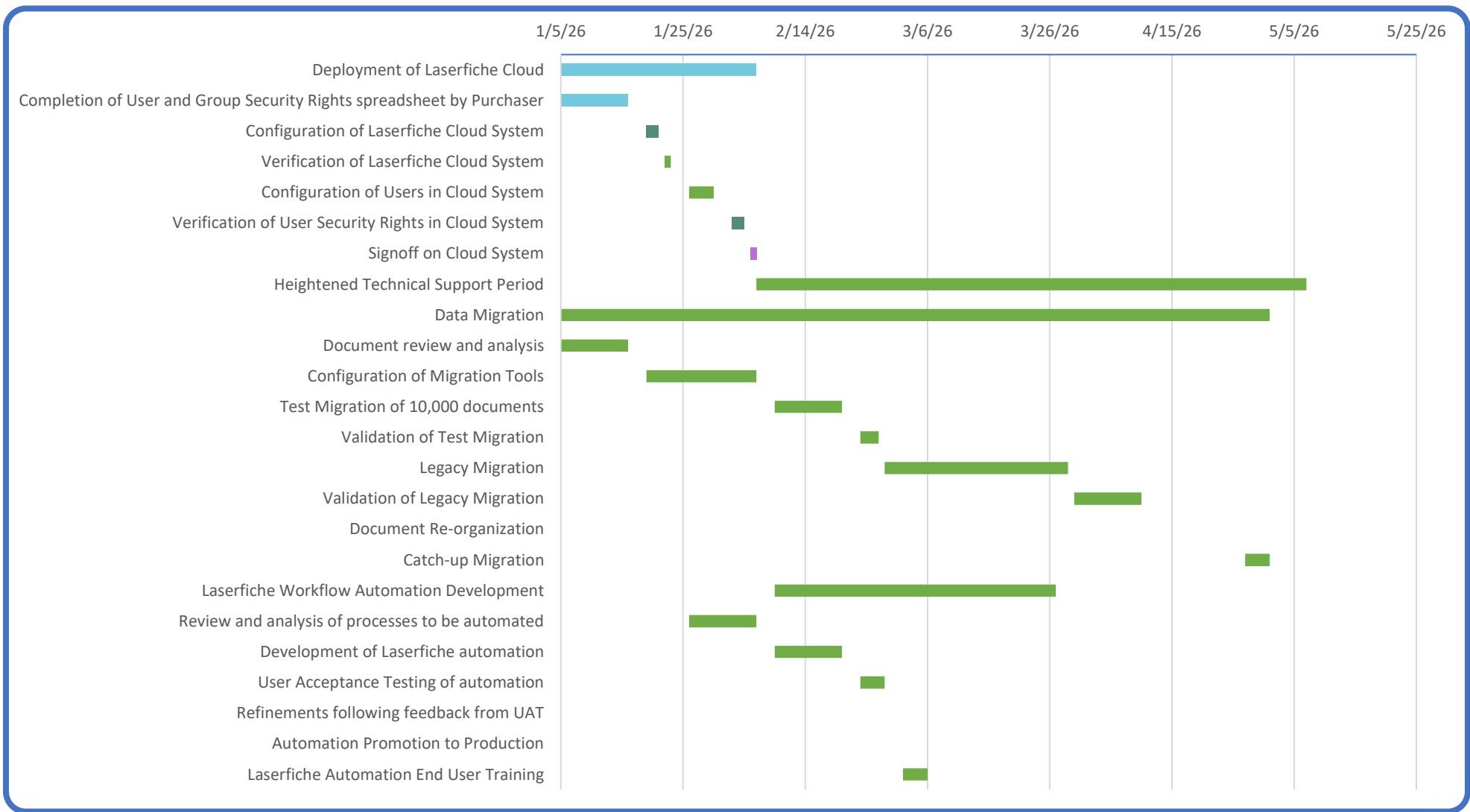
Our team will then hand off the deliverable to the client team for UAT as needed. Our team will then collaborate with the client team to review any change requests resulting from UAT to determine if they are required for go-live, can be backlogged and addressed after go-live, or not necessary.

## Defect Tracking and Resolution Process

Any defect identified during the implementation will be addressed via our case management system. Users may use our online form to create a support case or notify a member of our team of the issue so that a case may be created for them.

If the issue requires assistance from Laserfiche support, our team will open a case with Laserfiche support and work with their team directly to resolve the issue as quickly as possible.

Task Name	Start Date	End Date	Duration (Days)	Days Complete
<b>Deployment of Laserfiche Cloud</b>	1/5/2026	2/6/2026	32	32.00
Completion of User and Group Security Rights spreadsheet by Purchaser	1/5/2026	1/16/2026	11	11.00
Configuration of Laserfiche Cloud System	1/19/2026	1/21/2026	2	2.00
Verification of Laserfiche Cloud System	1/22/2026	1/23/2026	1	1.00
Configuration of Users in Cloud System	1/26/2026	1/30/2026	4	4.00
Verification of User Security Rights in Cloud System	2/2/2026	2/4/2026	2	2.00
Signoff on Cloud System	2/5/2026	2/6/2026	1	1.00
Heightened Technical Support Period	2/6/2026	5/7/2026	90	90.00
<b>Data Migration</b>	1/5/2026	5/1/2026	116	116.00
Document review and analysis	1/5/2026	1/16/2026	11	11.00
Configuration of Migration Tools	1/19/2026	2/6/2026	18	18.00
Test Migration of 10,000 documents	2/9/2026	2/20/2026	11	11.00
Validation of Test Migration	2/23/2026	2/26/2026	3	3.00
Legacy Migration	2/27/2026	3/29/2026	30	30.00
Validation of Legacy Migration	3/30/2026	4/10/2026	11	11.00
Document Re-organization	4/13/2026	4/24/2026	11	
Catch-up Migration	4/27/2026	5/1/2026	4	4.00
<b>Laserfiche Workflow Automation Development</b>	2/9/2026	3/27/2026	46	46.00
Review and analysis of processes to be automated	1/26/2026	2/6/2026	11	11.00
Development of Laserfiche automation	2/9/2026	2/20/2026	11	11.00
User Acceptance Testing of automation	2/23/2026	2/27/2026	4	4.00
Refinements following feedback from UAT	3/9/2026	3/13/2026	4	0.00
Automation Promotion to Production	3/16/2026	3/20/2026	4	0.00
Laserfiche Automation End User Training	3/2/2026	3/6/2026	4	4.00



## References:

**Organization Name:** St. Louis Metropolitan Sewer District (STLMSD)

**Location:** 2350 Market Street, St. Louis, MO 63103-2555

**Contact Person:** Elena Ramirez, Information Governance Manager

**Contact Telephone and Email:** (314) 436-8744 [eramirez@stlmsd.com](mailto:eramirez@stlmsd.com)

**Service Description:** Content analysis and migration from shared drives and Laserfiche on-premises into Laserfiche Cloud. Hundreds of users and terabytes of data managed and migrated. Deployment of public document portal and email archiving workflow. Several public facing forms processes and transparency projects. Development work and support ongoing.

**Dates of Service:** July 2018 – Ongoing Support

**Organization Name:** Wading River Fire District

**Location:** 1503 North Country Road, Wading River, N.Y. 11792

**Contact Person:** Greg Michalakopoulos, District Manager

**Contact Telephone and Email:** (631) 929-3753 x175 [GMichalakopoulos@wadingriverfd.org](mailto:GMichalakopoulos@wadingriverfd.org)

**Service Description:** Upgraded from an on-premises system of Laserfiche Avante to Laserfiche Cloud in 2024. Board meeting approvals and material requests are some of the forms and work processes running through the system. There are plans for implementing e-signature integration and a public portal.

**Dates of Service:** May 2015 – Ongoing Support

**Organization Name:** Merichem Technologies

**Location:** 5450 Old Spanish Trail, Houston, TX 77023

**Contact Person:** Jeff Gomach, SVP technology

**Contact Telephone and Email:** (713) 928-5762 [jgomach@merichemtech.com](mailto:jgomach@merichemtech.com)

**Service Description:** Merichem have a number of business processes, auto filing, metadata and templates in place to organize their data.

**Dates of Service:** October 2016 – Ongoing Support

**Organization Name:** Connecticut Metropolitan Council of Governments

**Location:** 1000 Lafayette Boulevard, Suite 925, Bridgeport, CT 06604

**Contact Person:** Mark Hoover

**Contact Telephone and Email:** (203) 366-5405 mhoover@ctmetro.org

**Service Description:** The Connecticut Metropolitan Council of Governments, also known as MetroCOG, is utilizing ESRI ArcGIS software for mapping and displaying property information within the Town of Monroe.

**Dates of Service:** May 2016 – Ongoing Support

**Organization Name:** Fischer Travel

**Location:** 655 3<sup>rd</sup> Avenue, New York NY 10017-5621

**Contact Person:** Michael "Mike" Maurasse, IT Director

**Contact Telephone and Email:** (212) 867-4040 michael@fischertravel.com

**Service Description:** Currently building forms and workflows for employee year end performance reviews.

**Dates of Service:** 11/2024 – Ongoing Support

**Organization Name:** Tocqueville Asset Management

**Location:** 40 W 57<sup>th</sup> Street, New York, NY 10019-4001

**Contact Person:** Kemol Ali

**Contact Telephone and Email:** (646) 467-6531 KAli@Tocqueville.Com

**Service Description:** Through partnership with AIS, Tocqueville was able to automate many processes including, client funds transfer process, digital invoicing process, new account process, compliance statements, quarterly transaction reports, scanning, filing, and archiving process.

**Dates of Service:** 11/2014 – Ongoing Support



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# Laserfiche for Las Virgenes Municipal Water District

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Prepared by Accelerated Information Systems

March 4, 2026



Authored By:

**April Florez, Account Manager**

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<b>Electronic Forms</b>	Ensure Accurate Data Capture	Ensure accurate data capture the first time, with required fields and formats on electronic forms. Build forms without coding knowledge, using a drag-and-drop modeler. Automate business processes to accelerate completion of tasks and ensure proper protocol is followed.
<b>Process Automation</b>	Increased Efficiency	Automate any document-based or approval process without coding knowledge, using a drag-and-drop modeler. Automate task reminders and escalation paths. Easily distribute, reassign, or escalate tasks.
<b>Reporting/ Analytics</b>	Transparency & Insight	Configurable, easy-to-use reports to measure process success. Easily visualize data with built-in charts and graphs, or export reports as a CSV. Gain insight to drive business and process innovation. Predictive analytics estimate completion time and likelihood to be overdue for each task.
<b>Security</b>	Data privacy & Compliance	Granular user and document rights ensure compliance with regulatory requirements. Maintain a complete record of all activities done in the system. Advanced encryption for data in transit and at rest. DOD 5015.2 certified for records management.
<b>Business Process Library (BPL)</b>	Save Money & Time on Process Automation	Over 100 pre-built form and process templates included to accelerate process automation deployment and reduce time for ROI.
<b>Integration</b>	External Search & Elimination of Double Data Entry	Multiple ways to integrate with your other Line of Business applications. Integrate using Laserfiche Connector for code-free integrations or use the SDK for backend integrations. Search Laserfiche for relevant documents from any application, with a click.

## Your Solution: Laserfiche Cloud Business Tier

As the Top Laserfiche Cloud Solution Provider, AIS recommends Laserfiche Cloud Business Tier. This tier is ideal for businesses in need of advanced administration tools and a solution that supports compliance policies for those in regulated industries. It is also the most cost-effective tier for those that require forms or document portals, due to the inclusion of unlimited public access portals

Business Tier includes DoD 5015.2 Certified Records Management, Laserfiche Process Automation (Forms and Workflow), Connector Integration, Robotic Process Automation (RPA), Quick Fields, Advanced Audit Trail, and much more. It includes a full SDK and built-in integrations DocuSign, Microsoft 365, and popular CRMs, such as Redtail and Dynamics. Each full user includes 100gb of storage space that is pooled among all users, with the opportunity to purchase additional space as needed.

Laserfiche Cloud is hosted on the Amazon Web Services (AWS) Cloud and has an annual subscription cost. Maintenance and support are included in the annual subscription cost. It does not require any on-site infrastructure or IT support staff. All Laserfiche updates are available on Laserfiche Cloud first, and automatically applied during system downtime with no time investment or action required by the end user. All Laserfiche Cloud systems include back-up and disaster recovery services.

Features	Laserfiche Cloud Package- Business Tier
<b>100 GB Storage per User</b>	Included
<b>Document Management</b>	Included
<b>Advanced Audit Trail</b>	Included
<b>Direct Share</b>	Included
<b>Data Encrypted at Rest</b>	Included
<b>Autoscaling of Computing and Storage Resources</b>	Included
<b>Automated and Encrypted Backups</b>	Included
<b>Intrusion Detection</b>	Included
<b>Automated Feature and Security Updates</b>	Included
<b>Automated Text Extraction</b>	Included
<b>Import Agent with Email Archiving</b>	Included
<b>Process Automation</b>	Included
<b>Connector Integration Tool</b>	Included
<b>Records Management</b>	Included
<b>SDK</b>	Included
<b>Quick Fields Complete with Agent</b>	10+
<b>Public Portal</b>	Unlimited +
<b>Forms Portal</b>	Unlimited +
<b>Microsoft 365 Integration with Simultaneous Editing</b>	Included
<b>Integration with SharePoint</b>	Included
<b>Integration w/ Salesforce, Dynamics 365, and Redtail CRM</b>	Included
<b>Integration with DocuSign</b>	Included
<b>Smart Fields- automated indexing</b>	50,000 Document Per Year Included
<b>Smart Chat &amp; AI Document Summarization</b>	15,000 Per Year Included
<b>Participant &amp; Education Users</b>	Optional Add-On

# Pricing

Year 1:

Annual Software Subscription				
Code	Product Name	Quantity	Unit Price	Total
CLENF3 X	Cloud Business with AI User (25-49)	25	\$1,115.00	\$27,875.00
CFPAR1	Cloud Participant User (10-199)	20	\$125.00	\$2,500.00
			<b>Subtotal:</b>	<b>\$30,375.00</b>
Annual Service Subscription				
Code	Product Name	Quantity	Unit Price	Total
AISLSPV3	AIS Laserfiche Service Package VIP 3	1	\$4,500.00	\$4,500.00
	<i>This annual package includes a 20 Hour Professional Services Block<sup>1</sup>, Quarterly System Reviews and Consultations, 450 Laserfiche Aspire Credits<sup>2</sup>, and 1 Laserfiche Empower Pass<sup>3</sup></i>		<b>Subtotal:</b>	<b>\$4,500.00</b>
Professional Services				
Code	Product Name	Quantity	Unit Price	Total
PS103	Project Management - Per Hour	7	\$200.00	\$1,400.00
PSCLD3	Cloud Deployment and User Configuration- Business	1	\$4,995.00	\$4,995.00
PS105	End User Training - Per Hour	4	\$200.00	\$800.00
PS211	Administrator Training -Per Hour	4	\$225.00	\$900.00
PSC3	Laserfiche Developer - Per Hour 0-49	30	\$250.00	\$7,500.00
			<b>Subtotal:</b>	<b>\$15,595.00</b>
			<b>Total:</b>	<b>\$50,470.00</b>
			<b>Tax:</b>	<b>\$0.00</b>
			<b>Grand Total</b>	<b>\$50,470.00</b>

<sup>1</sup>Annual system updates are applicable for on-premises systems only. Cloud systems include automated updates as part of your annual license subscription and have had an equivalent amount of professional service hours included in their package instead. These hours can be used for consulting, development, training, and more.

<sup>2</sup>Laserfiche Aspire Courses: The Laserfiche Aspire Platform provides on-demand e-learning courses and exams to certify customers and resellers on installing, configuring, and managing Laserfiche solutions. Courses vary from Getting Started with Laserfiche to Building Laserfiche Workflows, and System Administration.

<sup>3</sup>Laserfiche Empower: This conference is held annually in Las Vegas, Nevada by Laserfiche. A pass includes access to the 3-day conference and hundreds of training courses. Empower is attended by the Laserfiche development team and Laserfiche users from all over the world!

Please note that system upgrades from VIP Service Packs are to be used during standard business hours only (9:00 AM-5:00 PM ET, Monday-Friday). Upgrades outside of these hours are subject to our Extended Support Hours Policy and will incur additional cost.

Year 2:

Annual Software Subscription				
Code	Product Name	Quantity	Unit Price	Total
CLENF3X	Cloud Business with AI User (25-49)	35	\$1,115.00	\$39,025.00
CFPAR1	Cloud Participant User (10-199)	40	\$125.00	\$5,000.00
			<b>Subtotal:</b>	<b>\$44,025.00</b>
Annual Service Subscription				
Code	Product Name	Quantity	Unit Price	Total
AISLSPV3	AIS Laserfiche Service Package VIP 3	1	\$4,500.00	\$4,500.00
	<i>This annual package includes a 20 Hour Professional Services Block<sup>1</sup>, Quarterly System Reviews and Consultations, 450 Laserfiche Aspire Credits<sup>2</sup>, and 1 Laserfiche Empower Pass<sup>3</sup></i>		<b>Subtotal:</b>	<b>\$4,500.00</b>
Professional Services				
Code	Product Name	Quantity	Unit Price	Total
PS50100	Professional Service Hours 50 - 100	50	\$237.00	\$11,850.00
			<b>Subtotal:</b>	<b>\$11,850.00</b>
			<b>Total:</b>	<b>\$60,375.00</b>
			<b>Tax:</b>	<b>\$0.00</b>
			<b>Grand Total</b>	<b>\$60,375.00</b>

Year 3:

Annual Software Subscription				
Code	Product Name	Quantity	Unit Price	Total
CLENF3X	Cloud Business with AI User (25-49)	50	\$1,115.00	\$55,750.00
CFPAR1	Cloud Participant User (10-199)	60	\$125.00	\$7,500.00
			<b>Subtotal:</b>	<b>\$63,250.00</b>
Annual Service Subscription				
Code	Product Name	Quantity	Unit Price	Total
AISLSPV3	AIS Laserfiche Service Package VIP 3	1	\$4,500.00	\$4,500.00
	<i>This annual package includes a 20 Hour Professional Services Block<sup>1</sup>, Quarterly System Reviews and Consultations, 450 Laserfiche Aspire Credits<sup>2</sup>, and 1 Laserfiche Empower Pass<sup>3</sup></i>		<b>Subtotal:</b>	<b>\$4,500.00</b>
Professional Services				
Code	Product Name	Quantity	Unit Price	Total
PS50100	Professional Service Hours 50 - 100	65	\$237.00	\$15,405.00
			<b>Subtotal:</b>	<b>\$15,405.00</b>
			<b>Total:</b>	<b>\$83,155.00</b>
			<b>Tax:</b>	<b>\$0.00</b>
			<b>Grand Total</b>	<b>\$83,155.00</b>

# *Las Virgenes Municipal Water Department*

## Digital File Transformation – Services & Support

Submitted: 2/17/2026

Vendor: Frix Technologies LLC dba FreeDoc®

19015 36<sup>th</sup> Ave W, Lynnwood, WA 98036

PO Box 2007, Bothell, WA 98041-2007

Peter Frix, CDIA CEIRM

CEO, Managing Consultant, (425) 977 – 4222, ext. 301



INFORMATION AUTOMATION

*A FRIX Technologies LLC Company*

## 01 | TABLE OF CONTENTS

This submission includes these parts:

- 01 | Table of Contents
- 02 | Privacy of the Parties
- 03 | Executive Summary and Budget
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- 05 | Milestones
- 06 | SOW – Detailed Statement of Work, Approach, FAQ's, Glossary of Terms
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## INFORMATION AUTOMATION

### 02 | PRIVACY

This proposal contains unique information, estimates, illustrations, strategies, methodologies, and recommendations for exclusive viewing by the staff and management of **Las Virgenes Municipal Water District**.

Before releasing any portion of this document to outside parties, we ask that you provide **FreeDoc**® with advance notice for our consideration so we may protect the ownership of our intellectual property within.

In receiving this document, the management and staff of **Las Virgenes Municipal Water District** agree to uphold this obligation as fair and reasonable except when contrary to local, state, or federal law.

### PARTIES – FILE NAMING CONVENTIONS AND TAXONOMIES

**FreeDoc**® has studied the filing practices of government and commercial institutions since 1999, which allow us to anticipate specific records types that might be used in the customer's office environment; more specifically, how such records are filed, searched, shared and dispositioned.

Our experience has created a proprietary knowledgebase of *file naming taxonomies* which is used to make our operations more efficient.

For this reason, we may refer to **Las Virgenes Municipal Water District** as '**WSD Las Virgenes**', '**LVMWD**', '**District**', or '**enterprise**'. We may also simply reference '**agency**' or '**customer**'.

This adjustment in taxonomy applies only to our internal file naming practices. It is useful to us and does not affect the legal identity of any of the parties to this proposal.

We are grateful for your patience and understanding.

Thank you.

**FreeDoc**®

FRIX Technologies LLC does business as **FreeDoc**® LLC.



INFORMATION AUTOMATION

03 | EXECUTIVE SUMMARY AND BUDGET

Las Virgenes Municipal Water District maintains 5.9M images of business records as paper files in 1900 sq ft. of District office space. Staff must commute or leave their desks to access files for easements, contracts, agreements and site plans.

FreeDoc® will digitally transform files for digital access from a cloud-based Document Management System (Laserfiche). FreeDoc® has digitally transformed excess of 10B paper pages with excellent results. References are attached.

Digital File Transformation

Digitally transformation begins with onsite packing, transport, in-house inventory and curation for retention, digitization and indexing. The process completes with secure filing for legal retention and District access in the Laserfiche Cloud site.

In 2025, FreeDoc® conducted in-depth District-wide interviews to research how District Staff use records to perform District work. To support the District, FreeDoc® will use this interview data to consult on configuration of user security and file indexing so District Staff may efficiently access records when needed from the Laserfiche Cloud site.

Budget

Handling

Pack & transport files as two loads, with 12-months storage plus secure destruction: \$89,488.00

Inventory and Curation

File inventorying and curation for retention will be: \$45,985.00

Digitization

Digitization and indexing will be: \$474,001.00

Budget – Digital Transformation

Digital transformation will be: \$609,474.00

Annual Support – Records Management and Digital Filing

FreeDoc® will provide the District with training for best practices on how to file, catalogue and manage digital files within the Laserfiche cloud DMS.

The annual budget for consulting support will be: \$39,800.00

### 04 | ABOUT US

#### Summary

In 1999 Microsoft contracted with **FreeDoc**® for an electronic document solution. The company has evolved to serve all three areas an electronic records solution requires (below). These groups work together to manage ten billion (10B) records for public agencies and commercial institutions with **FreeDoc**® serving as cloud System Administrator.

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#### RECORDS CONSULTING

**FreeDoc**® Records Consultants and Analysts improve information compliance, information security for individual productivity. Staff hold undergraduate and post-graduate degrees (Masters and Doctorate) in Records Management, and Information Services. Consulting includes use case assessment for document management systems (DMS), managing the competitive requisition of DMS, oversight of DMS implementation, records assessment and gap analysis, records inventory, records retention schedules and cross-walks to democratize the retention of records.

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#### SOLUTIONS

**FreeDoc**® Business Analysts and Developers configure customer cloud record systems to use e-Forms and Public Portals. FreeDoc® provides complete solutions for managing, cataloguing, sharing and retaining public records. Pre-built FreeDoc® business solutions include: PO and AP Invoice Routing for Approval, Public Records Request routing and delivery (PRR), Time Off Request, Contract Management, Reimbursement Request, Auto-import files scanned on multi-function devices across the agency, receive and catalog records requests via public portal, auto-redaction of exempt information with log of legal citations, auto-retention assignment per schedule, legal email archiving and management and email discovery with auto-redaction and auto-legal citation (LEASA™).

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#### FILE SCANNING, FILE SYSTEM CONVERSION

Acute conversion and migration of records with accurate indexing are the hallmarks of our Production team. Services include scanning paper records to digitally indexed files, but also conversion and migration of records from legacy systems. This includes cataloguing electronic records from files servers and shared drives.

Whereas other companies may contract offshore labor to replace American quality, we believe this approach both increases indexing accuracy and better protects your legal right to ownership and privacy of your data.

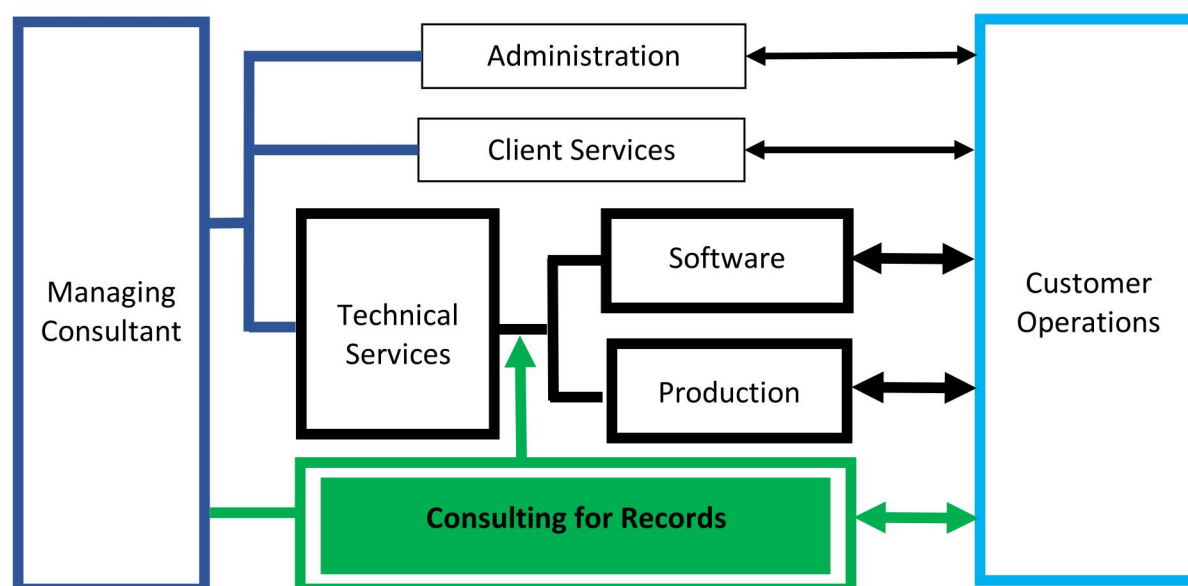
**Note:** To protect customer ownership of patents, trademarks and privacy all technical production work is performed within the US. **FreeDoc**® controls expense by automated solutions with: 1) *Internal data-base lookup*; 2) *Customer data matching*; 3) *OCR/ICR*; 4) *Regular expression coding*; 5) *Barcoding and document separation*; 6) *Artificial Intelligence (one-way access limitation within DoD encrypted cloud site restricts the LLM)*, and 7) *Human key data entry only when necessary*.

### 04 | ORGANIZATIONAL STRUCTURE

#### Project Orientation, Information Flow

Projects are configured to support the long-term, efficient administrative operations of our customer.

1. **Consulting:** Assessment, Analysis, and Retention Scheduling for Email, Records, and Information
2. **Systems:** Document Management Software (DMS) to manage Email, Records, and Information
3. **Production:** Conversion and Migration of Email, Records, and Information to be managed in a DMS



This organizational structure allows **FreeDoc**<sup>®</sup> to perform projects in a way that supports the efficient, long-term administrative of customer operations. This approach has been shown to streamline a customer's access to information to advance overall enterprise operations and reduce operating expense.

#### Illustration – Use Case

It is common among public agencies that records may have lengthy legal retention times. Our approach has optimized their ability to quickly locate exact records, and maintain a high level of performance as staffing changes over time.

For example, metadata such as, BUILDING NAME, STREET ADDRESS, EMPLOYEE ID, and EMPLOYEE NAME(s) may be subject to change over time. As new staffing search for records, they benefit when the indexing architecture and taxonomy are designed to accommodate such changes, to provision the record the user requested.

### 05 | MILESTONES

- 2025 US launch of **LEASA**® – Legal Email process for retention & discovery with auto-redaction
- 2023 Company awarded **Laserfiche Premier Partner** status
- 2022 Company awarded 2-national Public Agency Interlocal Contracting Purchasing Programs
- 2021 Company achieve top global tier status for Laserfiche installations for 2<sup>nd</sup> year
- 2019 400% growth in state and local government contracts
- 2018 Company awarded first Master Contract for US Federal, State and Local gov't
- 2016 Company awarded 60% of State of Washington Government Laserfiche ECM contracts
- 2015 Company becomes a US partner for **Laserfiche**
- 2013 Company scans 1.0 – billion records for electronic management
- 2010 Operations consolidate as **FreeDoc**®
- 2009 Company becomes a US Partner for **PSIcapture / Tungsten**
- 2008 Company scans 0.5 – billion records for electronic management
- 2007 Company acquires *WesternMICROFILM*
- 2005 Company acquires **FreeDoc**®
- 2004 Company becomes a US Partner for **FileBound**
- 2000 Company becomes a US Partner for **OPENTEXT**
- 1999 Company forms as **ImajNet**®

### SECURE INFORMATION PROCESSING AND PEACE OF MIND

**FreeDoc**® is compliant with and supports these information standards:

- **CORE** – Washington State, Office of the Archives, Common Records Retention Policy
- **CJIS** – Criminal Justice Information System (FBI)
- **FERPA** – Family Education Rights Protection Act
- **HIPAA** – Privacy standards for Protected Health Information (PHI)

### EXECUTIVE PROFILE

Founded in 1999, **FreeDoc**® is a family-owned limited liability corporation in Washington State. CEO and Managing Consultant, Peter Frix has been an information management consultant since 1984.

He holds undergraduate degrees from University of Portland in Business Management with minors in Engineering & Philosophy, along with professional certifications for Document Imaging Architect (CDIA), and Electronic Information Records Management (CEIRM) from University of Washington.

### 06 | SOW

#### WORK PLAN

Las Virgenes Municipal Water District has an extensive archive of agency business records, files, and reference materials. FreeDoc® proposes a multi-task approach to modernize and memorialize this information for digital recall.

#### RECORDS STORAGE AREAS

FreeDoc® performed a two-day, on-site discovery of records within the corporate office of the Las Virgenes Municipal Water District Bldg. Discovery located five storage areas with four areas in prime office space (est 2,000 sq ft.). Permission was given to photograph examples of materials in each area. Photos are attached for review in section 10 of this proposal.

1. Second floor - West – GM Executive file room (1<sup>st</sup> transport)
2. Second floor - Engineering – Tech (2<sup>nd</sup> transport)
3. Second floor - East Storage (2<sup>nd</sup> transport)
4. Second floor – Center (2<sup>nd</sup> transport)
5. First floor - Library (2<sup>nd</sup> transport)

From previous experience FreeDoc® has learned records may also be filed elsewhere; however, the areas above were the sole areas presented for discovery. Additional areas can be accommodated.

#### First floor – LIBRARY

The LIBRARY contains an estimated one hundred ten linear feet of records, media, materials, manuals, photographs, recordings (VHS, CD). Materials include extensive compilation of materials valuable to LVMWD, and contain historical engineering, historical public, legal, operational and training information, along with other materials of great historical value.

FreeDoc® proposes to curate this information before being memorialized for digital recall from the cloud records site. Providing the long-term preservation and storage for access by the staff of LVMWD is considered one of the primary deliverables of this project. The web portal would also provide public access.

#### Second floor – WEST, CENTER and EAST File Storage Rooms

The WEST, CENTER and EAST sections are a large area of office space used to file paper records on open shelving.

#### Second floor – ENGINEERING

The Engineering area holds approximately fourteen-thousand LVMWD ‘architectural’, ‘permitted’ and ‘as-built’ drawings. Drawings are currently stored as ‘flats’ within gang-drawers.

### 06 | SOW

The following sections describe the results expected of this project, a summary of work completed, and approach to the project deliverables. FreeDoc® has used this method in other engagements with excellent results.

#### **Expected Results of the Project:**

1. Increase efficiency of the District to locate and access information for accurate decision making
2. Recover 1,000 sq ft (est.) of usable prime office space for District use
3. Curate all paper files according to legal retention periods with disposition of outdated records past retention
4. Digitally scan and index remaining records for retention and access by District personnel

#### **Summary of Work Performed and to be Scheduled:**

- FreeDoc® reviewed the paper files, records and materials on both floors of the District Office building, beginning with the Library. Work was followed by review of paper files and materials in 3-storage areas on the second floor.
- The purpose was to gather work metrics for cost estimating and architecting the process for curation and scanning. Work also reviewed the sensitivity of materials for image scanning and the range of options that might be needed for indexing. Using this information FreeDoc® has calculated the number of pages and images estimated for conversion.
- FreeDoc® has architected the process to curate and filter records past legal retention for disposition. This process is separate from deduplication. Deduplication may be performed in the cloud system as a workflow process.
- FreeDoc® will perform off-premise curation and scanning. This avails FreeDoc® with immediate access to the records to perform work at least cost. LVMWD will have over-night access to any record needed during processing.
- Curation of the “Library” is unique for its wide variety of records and media. In advance of arriving on-site, FreeDoc® Records Analysts will work with LVMWD to gather a consensus on the curation process to be used.
- FreeDoc® Records Analysts will prepare a log of materials at time of packing records for transport.
- On arrival at the FreeDoc® Record Center, this log will be used to create an inventory of records, and to further sector materials for filtration for retention, and digitization.
- Following curation, the records will be digitally scanned, indexed and uploaded for cloud access and retention.
- FreeDoc® will work with the DMS Vendor to properly categorize the records for filing within the cloud record system.

### 07 | DELIVERABLES

1. **FreeDoc® personnel will arrive on-site with all materials to log and pack files for transport**
  - Provide 1300 banker boxes (1-linear foot of records per box) to pack files in the 4-file storage areas
  - Provide staffing and material coordination to properly pack files from the 4-file storage areas
  - Provide an inventory manifest of the 'range of records' that will be packed in each box
  - Provide private, secure, point-to-point transport to the FreeDoc® Record Center
  - Ingest into the FreeDoc® Record Center
2. **Curation**
  - Conduct a detailed inventory of the records
  - Provide customer access to records during processing
    - Fulfill records requested by noon (Pacific time) the next business day by noon (Pacific time)
  - Curate records for retention according to the District retention schedule
  - Identify records past retention and no longer needed for agency business to be separated
    - Log these records for customer approval of disposition by destruction.
3. **Processing according to LVMWD requirements and accessibility**
  - Conduct a Production Onboarding Questionnaire call with LVMWD to confirm image expectations
  - Standard – Scan records in 200 dpi greyscale as multi-page TIFF files
  - TBD – Exception items will be identified to be scanned in 200 dpi color as multi-page TIFF files
  - The DoD encrypted cloud site can be configured to convert TIFF to PDF upon export from the cloud site
4. **Quality Assurance (QA)**
  - 100% Human eye verification:
    - Presence of clear readable image data, 100% front and back, image-by-image
    - Separation and distinction of individual record / file – no co-mingling of images

#### Quality Control

FreeDoc® has engineered processes for the efficient, 100% human eye verification of every image scanned. This is to assess quality and to identify visible image data – from the beginning to the end of the document. This contrasts favorably with the common scanning service practice of spot-checking of the 20<sup>th</sup> or 30<sup>th</sup> image.

#### Backsides, Blank Page Deletion

FreeDoc® has observed image files below 500-bytes per image with actionable legal data. However, most scanning service **software will auto-delete all images under 3,000 bytes – without checking.**

To avoid any loss of data, FreeDoc® performs 100% human eye verifies each and every image.

## INFORMATION AUTOMATION

### 5. Assumptions

- For pricing purposes, paper quality is estimated at “B” level for age and signs of handling
- Indexing strategies will be most suitable for records
  - Discovery of records indexed upon LVMWD servers and shared drives may be required
- Image counts are estimated with the highest estimate used for budgeting purposes
  - Only actual images processed will be invoiced

### 6. Timeline

- To minimize processing costs, the project is planned for an extended completion timeframe
  - First upload estimated at two months from start (pick-up)
  - Final upload estimated at fourteen months from start (pick-up)

### 7. Post-processing

- Configure the import process to OCR records upon import into the customer DoD encrypted cloud site
- Package files for upload, run the upload and verify 100% delivery of the record upload
- Notify the customer for viewing and assist with access to view and verify for delivery and acceptance
- Assist the LVMWD vendor approved with support services as needed to upload of records into the DMS

### 8. Delivery

- Delivery will be complete by upload to the encrypted DMS cloud system for access
- Customer will be able to search and view the files
- Customer will be able to download (zip-file) of indexed records
- Project performance metrics will be gathered daily for progress reporting to LVMWD
  - A bi-weekly update can be provided to LVMWD throughout the project

### 9. Customer viewing

- DoD encrypted cloud access license within the customer’s licensed DoD encrypted cloud site
- Unlicensed DoD encrypted cloud sites offer complimentary licensed 30-days

### 10. Customer warranty

- Any image or data defect is warranted by correction without cost for 6-months following upload
  - 180-day warranty for indexing corrections as needed (within the DoD encrypted cloud)
  - 180-day warranty for image corrections (rescan records in the FreeDoc<sup>®</sup> Record Center)

### 11. End state for physical records

- Destruction requests of records no longer needed will be regularly sent for District approval
  - Timely return of District approval to FreeDoc<sup>®</sup> will be necessary
- Scanned records will remain in the FreeDoc<sup>®</sup> Record Center for 6-months following cloud delivery
  - Additional storage time can be acquired at current rates
- Destruction will be performed within the FreeDoc<sup>®</sup> Record Center.
  - Authorization for secure shred will be requested upon conclusion of 6-months

### 07 | FAQ's

#### Pre-scan preparation

Scanning is a one-time event. Pre-scan preparation allows intelligent separators to be inserted and post-it notes and staples to be removed from paper files. Large drawings may be removed for digitizing on specialized scanners. Folded pages are unfolded, and other work may be required to ensure a quality result.

Some vendors may suggest pre-scan preparation is a minor task. This oversight underestimates the contribution of pre-scan preparation to performance, accuracy and quality.

#### Page, Image, Page Count, Scan Count, and Image count

One sheet of paper contains 2-images being a frontside image, and a backside image.

- 'Page count' is the number of pages in a banker's box.
- 'Scan count' is the number of images from both sides of a page.
- 'Image count' is the number of images visually confirmed to hold legal information.

For budgeting, 30% of all pages are estimated to contain information on both sides of the page.

#### Quality Control, Backside Deletion, and Blank Page Deletion

A common service bureau practice is to use 'automatic blank-image deletion' software to auto-delete an image file below 2,000 bytes per image with no method to guard against loss of actual information. FreeDoc® commonly sees file-size containing legal data as low as 500-bytes. To avoid loss of information FreeDoc® uses human eye verification with batch management file separation. All information is captured at minimal expense.

#### Final Quality Control

FreeDoc® performs page-by-page image check of every image to 'human verify' image quality and presence of data (from beginning to end of the document). Separate operators perform this step to avoid "operator bias" and missed corrections. This compares favorably to the common service bureau practice of 'sampling', or spot-checking the 20<sup>th</sup> or 30<sup>th</sup> image.

#### Post-processing

'Post processing' describes tasks between the last production workflow step (data QA or indexing) and delivery to confirm deliverable structure and content, additional organization, and transfer to the final storage medium.

#### Inventory Tracking

'Inventory Tracking' described tasks during legal transfer and tracking of customer records within our record center. As the number of boxes increases, so does the complexity of the tasks required to manage the boxes.

#### Six-month Secure Storage and Confidential Shred

Following electronic delivery, paper records are temporarily stored before return or destruction. Customers are offered to contract a six-month window following scanning. This allows staff to review the electronic records.

### 07 | GLOSSARY OF TERMS

#### **Consultative Committee for International Telephony and Telegraphy (CCITT)**

Following initial meetings in 1865, the CCITT was established in Geneva, Switzerland, 1885. The mission of the CCITT is the establishment for worldwide standards for transmittable images and signals.

#### **Chroma, Chromatic Scale and Visual Acuity**

Images are rendered in shades on each dot of DPI. Each shade allows the eye to 'understand' the meaning of the dot with greater depth. Imaging options - B&W (2-shades), Grayscale (256-shades), or Full color (2,161-shades).

#### **DPI – Dots Per Inch**

DPI is measured as dots per one inch across, by one inch down. DPI needed depends on image quality and the chromatic scale. While 300dpi may be standard for binary shade BW, both 256-shade grayscale and pantone color exponentially compound the visible information at 200dpi, making it a better choice for resolution.

#### **ECM – Enterprise Content Management**

ECM attaches a SQL database of index values and an image viewer to access files. An extremely efficient file management system, ECM's offered by **FreeDoc**® include embedded OCR software rendering the image text as searchable, along with the index value. This allows combining 'word-search' with index value for exact results.

#### **OCR – Optical Character Recognition**

OCR will search for 'data' within an 'image'. There are currently only 5-production quality OCR software licenses available in the world. These OCR engines use pattern-matching algorithms to compare images that 'appear' to be text, character by character with an internal database. The process assigns a probability to what the text is and then assigns 'meaning' to it. Accuracy of OCR software licenses vary.

#### **PDF – Portable Document Format**

PDF is a vector image file. Created by ADOBE in 1991, it is a proprietary format effective for portability. PDF requires a 'printer' and a 'viewer', e.g., ADOBE® Reader. Viewers must be updated to maintain portability. Early version PDF files may fail to open. The primary uses for PDF are transactional documents, contracts, everyday correspondence.

#### **TIFF – Tagged Image File Format**

TIFF is a non-proprietary raster image file (bit map). TIFF is the world standard for long-term file retention. Development of TIFF began in the early 1800's prior to standardization by the CCITT. The most recent TIFF standard was devised by Aldus in 1992. Like all digital files, TIFF images require a viewer able to open and view the file.

The primary use of TIFF is for records with 10-year retention or longer, e.g. civic licensing, Board Minutes & Resolutions, retirement records, student transcripts, time sheets, legal records, land records, shoreline records, water rights records, historical records, vital records, and construction as-buils drawings.

### 08 | PROJECT SCHEDULE

To reduce expense, FreeDoc® has architected a work process with estimated completion time of 16-months from contracting.

The following table indicates the completion time (in weeks from the start of the project) for each task discussed in the preceding sections:

Phase	Task	Start (in weeks)	Performance (in weeks)
1-1	Planning, logistics, and contracting of transport	2	1
1-2	Arrive for on-site performance	+ 2 – 4	1
1-3	Transport	+ 1	1
1-4	Ingest into the FreeDoc® Record Center and inventory	+ 1	1
2-1	Curation and Filtration – Rolling performance	+ 2	68
2-2	Digital conversion – Rolling performance	+ 2	68
2-3	Cloud upload – Rolling performance	+ 2	68

### 09 | RISK ANALYSIS

FreeDoc® has successfully performed projects of matching scope and geographic distance since 2014. Based on this experience, the presence of risk for the proposed services has been navigated previously and suitably managed. The methods to be applied are well established, however, when modifying an organization's legacy file practices there will always be some risks.

The following risks may be encountered in this proposed project:

- **Project Management Failure:** There is a risk the Project Management does not receive the attention to detail required. To mitigate this risk, Peter Frix, FreeDoc® Managing Consultant who is familiar will architect and monitor all work being done.
- **Technical Shortfall:** There is a risk of the data file of converted records will not import into the DMS as planned. This is a common risk and has been mitigated in two ways:
  - LVMWD has selected Laserfiche for the DMS. FreeDoc® will work with the DMS vendor to test and confirm the import process. Also, FreeDoc® is a US Premier Partner for Laserfiche. As a US Premier Partner, FreeDoc® will process records according to requirements for import into Laserfiche.
- **Cost Overrun:** There is a risk the volume of work to be done was under estimated and the actual volume of work to be done is greater than estimated. To manage this, FreeDoc® will closely monitor the work being done and provide bi-weekly updates to LVWMD to avoid runaway production. Additionally, FreeDoc® will work with LVMWD to manage the use of additional services, considered optional and unnecessary.
- **Risk to Scope Extension:** There is a risk of request for additional services (conversion of VHS/DVD) beyond the initial budget. To mitigate this risk FreeDoc® will be able to store materials until such time as budget is available.
- **Risk to Records in Transport:** There is risk the private carrier transporting the records will experience an operational delay, or traffic accident enroute to the FreeDoc® Record Center. This risk is equal to natural disaster, such as fire or earthquake damaging our respective office buildings. To mitigate this risk FreeDoc® has selected a private carrier of national reputation with an established history for successful transport of private goods.
- **Schedule Overrun:** Delays at one or more stages are commonplace in new information technology projects. Supervision is the basis for an effective mitigation strategy. FreeDoc® will partner with the Water District to closely monitor the progress of the conversion. A realistic implementation timetable has been established. Potential problems will be identified and resolved as quickly as possible with input from all stakeholders.