I hereby certify that the following agenda
was posted at least 72 hours prior to the time
of the meeting so noticed below at
24251 Los Alisos Boulevard, Lake Forest, California.

DENNIS P. CAFFERTY, Secretary of the
El Toro Water District and the Board of
Directors thereof

AGENDA

EL TORO WATER DISTRICT

REGULAR MEETING OF THE
BOARD OF DIRECTORS
ENGINEERING COMMITTEE MEETING
AND
FINANCE AND INSURANCE COMMITTEE MEETING

March 23, 2020

7:30 a.m.

This Meeting is being conducted in accordance with Governor Newsom's Executive Order N-29-20 (Paragraph 3) and the conditions specified therein which waive certain provisions of the Brown Act.

In an effort to protect public health and prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20, **there will be no public location for attending in person.**

The Order allows all Board Members to participate telephonically in the Meeting from remote locations. As such, Directors Monin, Gaskins, Vergara, Freshley and Havens will be participating telephonically.

Members of the public who wish to comment on any item within the jurisdiction of the District or on any item on the agenda, may observe and address the Meeting by joining at this link: https://zoom.us/j/760692058. (Meeting ID: 760 692 058). Members of the public who wish only to listen to the telephonic meeting may dial in at the following numbers (669) 900-6833 or (346) 248-7799 with the same Meeting ID noted above.

CALL TO ORDER – President Monin

PLEDGE OF ALLEGIANCE – Director Freshley

ORAL COMMUNICATIONS/PUBLIC COMMENTS

Members of the public may address the Board at this time or they may reserve this opportunity with regard to an item on the agenda until said item is discussed by the Board. Comments on other items will be heard at the times set aside for "COMMENTS REGARDING NON-AGENDA ENGINEERING COMMITTEE ITEMS" or for "COMMENTS REGARDING NON-AGENDA FIC ITEMS." The public may identify themselves when called on and limit their comments to three minutes.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize item(s) which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present, or, if less than two-thirds of the Board members are present, a unanimous vote of those members present.)

1. Coronavirus COVID-19 – El Toro Water District Response Update
(Reference Material Included)

2. Resolution No. 20-3-1 Amending the El Toro Water District Employee Handbook (Reference Material Included)

Staff will review and comment on Resolution No. 20-3-1 which amends Sections II and III of the El Toro Water District Employee Handbook to provide for modifications of work schedules, overtime calculations and employee leave categories made necessary during emergencies.

Recommended Action: Staff recommends that the Board of Directors approve Resolution No. 20-3-1 which amends the El Toro Water District Employee Handbook.

RESOLUTION NO. 20-3-1
OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE EL TORO WATER DISTRICT
EMPLOYEE HANDBOOK

3. Delegation of Authority

The General Manager and Board President will lead a discussion regarding the spending authority of the General Manager in response to Coronavirus COVID-19 crisis.

Recommended Action: Staff recommends that the Board of Directors increase the General Manager's spending authority for items related to the Coronavirus COVID-19 emergency to $250,000.

ENGINEERING COMMITTEE

CALL MEETING TO ORDER – Director Freshley

4. Consent Calendar

(All matters under the Consent Calendar will be approved by one motion unless a Board member or a member of the public requests separate action or discussion on a specific item)

a. Consider approving the minutes of the February 24, 2020 Engineering Committee meeting. (Minutes Included)

   Recommended Action: The Board will be requested to approve the subject minutes.

APPROVAL OF ITEMS REMOVED FROM TODAY'S ENGINEERING COMMITTEE CONSENT CALENDAR

The Board will discuss items removed from today's Engineering Committee Consent Calendar requiring further discussion.

Recommended Action: The Board will be requested to approve the items removed from today's Engineering Committee Consent Calendar.

ENGINEERING ACTION ITEMS

There are no action items.

ENGINEERING GENERAL INFORMATION ITEMS

5. El Toro Water District Capital Project Status Report
(Reference Material Included)

Staff will review and comment on the El Toro Water District Capital Project Status Report.

6. Engineering Items Discussed at Various Conferences and Meetings
(Oral Report)

The Committee will discuss any pertinent Engineering items discussed at Conferences.

COMMENTS REGARDING NON-AGENDA ENGINEERING COMMITTEE ITEMS

CLOSE ENGINEERING COMMITTEE MEETING

FINANCE AND INSURANCE COMMITTEE MEETING

CALL MEETING TO ORDER – Director Vergara

7. Consent Calendar

(All matters under the Consent Calendar will be approved by one motion unless a Board member or a member of the public requests separate action or discussion on a specific item)

a. Consider approving the minutes of the February 24, 2020 Finance and Insurance Committee meeting. (Minutes Included)

   Recommended Action: The Board will be requested to approve the subject minutes.

b. Consider approving a change to the previously approved Financial Statements as of January, 30 2020. (Reference Material Included)

   Recommended Action: The Board will be requested to approve the modified Financial Statements as of January, 30 2020.

c. Consider Receiving and Filing the District's 1st Quarter report and 2nd Quarter report of the District's Financials from the Auditors, White Nelson Diehl Evans LLP (Reference Material Included)

Recommended Action: The Board will be requested to received and file the subject Audit Reports.

APPROVAL OF ITEMS REMOVED FROM TODAY'S FINANCE AND INSURANCE COMMITTEE CONSENT CALENDAR

The Board will discuss items removed from today's Finance and Insurance Committee Consent Calendar requiring further discussion.

Recommended Action: The Board will be requested to approve the items removed from today's Finance and Insurance Committee Consent Calendar.

FINANCIAL ACTION ITEMS

8. Financial Package - Authorization to Approve Bills for Consideration dated March 23, 2020 and Receive and File Financial Statements as of February 29, 2020 (Reference Material Included)

The Board will consider approving the Bills for Consideration dated March 23, 2020 and Receive and File Financial Statements as of February 29, 2020.

Recommended Action: Staff recommends that the Board 1) approve, ratify and confirm payment of those bills as set forth in the schedule of bills for consideration dated March 23, 2020, and 2) receive and file the Financial Statements for the period ending February 29, 2020.

FINANCIAL INFORMATION ITEMS

9. 2020/21 Fiscal Year Budget/Cost of Service Evaluation/Preparation and Tentative Schedule Status Report (Reference Material Included)

Staff will review and comment on the 2020/21 fiscal year Budget/Cost of Service Evaluation/Preparation and Tentative Schedule.

10. Tiered Water Usage and Revenue Tracking (Reference Material Included)

Staff will review and comment on monthly and year to date Tiered Water Usage and Revenue tracking.

COMMENTS REGARDING NON-AGENDA FIC ITEMS

CLOSE FINANCE AND INSURANCE COMMITTEE MEETING

ATTORNEY REPORT

CLOSED SESSION

At this time the Board will go into Closed Session as follows:

1. At this time the Board will go into Closed Session pursuant to Government Code Section 54956.9 (d) (1) to consult with legal counsel and staff on a matter of pending litigation. *The People of the State of California, acting by and through the Department of Transportation. Plaintiff, vs. County of Orange; Pacific and Telegraph Co.; Santa Margarita Water District; Laguna Hills Sanitation, Inc., California Corporation; and Does 1 through 50, inclusive. Defendants- Orange County Superior Court- Case No. 30-2020-01122114-CU-EI-CXC.*

2. At this time, the Board will go in to Closed Session pursuant to Government Code Section 54956.9 (d) (1) to consult with legal counsel and staff on a matter of pending litigation. [Class Action] *Kessner et al. v. City of Santa Clara, et al. (Santa Clara County Superior Court - Case No. 20 CV 364054*.

3. At this time, the Board will go into Closed session pursuant to Government Code Section 54956.9 (d) (4) to consult with legal counsel and staff and decide whether to initiate litigation (one matter)

REGULAR SESSION

REPORT ON CLOSED SESSION (Legal Counsel)

Mr. Granito will provide an oral report on the Closed Session.

ADJOURNMENT TO 7:30 a.m., Monday, April 20, 2020.

The agenda material for this meeting is available to the public at the District's Administrative Office, which is located at 24251 Los Alisos Blvd., Lake Forest, Ca. 92630. If any additional material related to an open session agenda item is distributed to all or a majority of the board of directors after this agenda is posted, such material will be made available for immediate public inspection at the same location.

Request for Disability-Related Modifications or Accommodations

If you require any disability-related accommodation, including auxiliary aids or services, in order to participate in this public meeting, please telephone the District's Recording Secretary, Polly Welsch at (949) 837-7050, extension 225 at least forty-eight (48) hours prior to said meeting. If you prefer, your request may be submitted in writing to El Toro Water District, P.O. Box 4000, Laguna Hills, California 92654, Attention: Polly Welsch.

STAFF REPORT

TO: BOARD OF DIRECTORS **MEETING DATE: March 23, 2020**

FROM: Dennis Cafferty, General Manager

SUBJECT: COVID-19 Response

The response and impact to and from the Novel Coronavirus (COVID-19) has been an extremely fluid situation. It is astounding how much has changed in as little as the last seven days. The District has made an extreme effort to balance compliance with health officials guidance and State and Federal direction with the critical need to maintain the reliability of the essential services provided by the District. The following represents a summary of the actions taken by District staff and the current posture of the District as of the writing of this report.

Board Meetings – Until some sense of normalcy is restored all District Board meetings will be conducted remotely through the Zoom Conference system. Staff has been testing the system and evaluating features that will efficiently facilitate the meeting as well as accommodate public access.

Public Outreach – A message has been posted on the District website assuring customers of the safety and reliability of the water and wastewater systems. A link to the message was included in the Laguna Woods Village email blast on March 18. The District has also posted a message on the website discouraging the flushing of inappropriate material down the toilet including paper towels and disinfecting wipes. A bill insert with similar messaging will be included in the upcoming bill cycles.

Recycled Water Project – The recycled water retrofit project has been suspended until the current health crisis is over and construction may be safely resumed.

Customer Service Office – The District closed public access to the Main Office, including the Customer Service Office, on Thursday, March 19. A sign indicating the closure was posted on the door as well as a similar message posted on the District website. The messages indicate the availability of District Customer Service Representatives by phone as well as provide advice on payment options.

Customer Billing – The District is continuing to read meters and issue monthly bills. The District acknowledges the extreme financial hardship certain customers may be facing. Late fees and non-pay shutoffs have been suspended. The District will track any lost revenue.

Material Supplies – The District's Purchasing Agent is doing an excellent job maintaining inventory of critical supplies and processing orders appropriately for long lead time items. The District has an adequate supply of masks, gloves and toilet paper. Like many agencies, the District has no hand sanitizer. An order has been placed with delivery expected in early April. Mobile hand washing with soap and water is available to the employees working in the field.

Janitorial Services & Cleaning – Staff has provided a scope description to the District's janitorial services provider for a more frequent cleaning effort targeting common surfaces in the District buildings.

Staffing – The District has taken aggressive steps to accomplish social distancing by modifying work schedules in an effort to minimize the physical interaction of District staff. On Thursday, March 19 Governor Gavin Newsom issued directions to California residents to stay at home. This order echoes the order from the California State Public Health Officer and Director of the California Department of Public Health that all individuals living in the State of California stay home or at their place of residence**,** except as needed to maintain continuity of operation of the federal critical infrastructure sectors. The services provided by the District meet the definition of federal critical infrastructure sectors. District management continues to evaluate the essential staffing to ensure the reliability and safety of the water and wastewater system. The staffing modifications currently in place include the following:

- At-Risk Employees - The District has advised four employees that are older than 65 years of age to remain home.

- Tele Commuting - The District is continuing to work towards a "tele-commuting" capability where feasible. There are approximately 10 employees that are or will be working remotely, coming to the office only as minimally necessary.

- Field Operations – Most of the Operations Department has transitioned to a 50/50 schedule. Under this schedule the crews have been split in half and work in two separate shifts. Each shift works different days resulting in a 50% reduction in the number of people on duty at any given time. This approach has a significant benefit in the effort to achieve social distancing. Staff that is not on shift remains available to respond immediately in the event of an emergency.

- Main Office – As noted above, a significant portion of the administration staff has converted to varying degrees of tele-commuting. Those that continue to report to the office have adopted a similar split schedule as the Operations Department. The combination of split schedules and tele-commuting has reduced staff in the Main Office by over 50%.

- Child Care – All of the Orange County schools closed on March 13 presenting child care challenges for certain employees. The District is accommodating those staff needs in the schedules defined above.

- Social Distancing – The District's management staff continues to aggressively remind and require all staff that remains physically at work of the extreme need to practice social distancing of a minimum of six feet as well as the need to follow CDC guidelines regarding hand washing and other personal hygiene.

- Illness – While none of the District staff has been diagnosed with COVID-19, the staffing schedule is nimble enough to make modifications for any employees that are sick or subject to quarantine due to exposure.

The situation the District and its customers face has and will likely continue to evolve quickly. The District has been in close contact with WEROC and our neighboring agencies to share ideas and response protocols. Staff will continue to engage with the local water and wastewater community as it adapts operations and responses to the further evolution of the COVID-19 health crisis.

STAFF REPORT

TO: BOARD OF DIRECTORS **MEETING DATE: March 23, 2020**

FROM: Dennis Cafferty, General Manager

SUBJECT: Employee Handbook Amendment

The attempt to achieve social distancing in response to the Novel Coronavirus (COVID-19) has required a significant modification in District staffing. These staffing modifications result in work schedules that fall outside of the definitions in the District Employee Handbook. In order to sync the emergency work schedules with the Employee Handbook, staff is proposing three changes in the Handbook.

SECTION II – EMERGENCY WORK SCHEDULE

Section II of the Employee Handbook includes a definition of Work Schedules that defines the District's current work hours and work schedules. The response to the COVID-19 health crisis requires the District modify work schedules beyond what is currently defined in the Handbook. The proposed amendment adds a section entitled "Emergency Work Schedule" to accommodate the emergency implementation of modified workweeks and workdays.

SECTION III - OVERTIME

Section III of the Employee Handbook includes a definition of the circumstances that warrant overtime pay. The current definition requires overtime pay whenever an employee works longer than their scheduled nine hour day. The modification of schedules in response to the COVID-19 health crisis will result in employees working as

much as 12 hours per day but perhaps less than 40 hours in a week. The proposed amendment changes the definition of overtime to time worked that exceeds 12 hours in a day. The amendment further changes the definition to include overtime for time worked that exceeds 40 hours in a week. Overtime will not be paid until a full 40 hour work week has been achieved. For purposes of calculating overtime, Emergency Administrative Leave will not count towards the 40 straight time hours. Work done outside of the defined work hours by the District's on-call personnel will remain classified as overtime.

The District's Human Resources Manager has verified the proposed changes in the determination of overtime are legal and comply with the Fair Labor Standards Act.

SECTION III – EMERGENCY ADMINISTRATIVE LEAVE

The modification of work schedules will result in some employees working less than 40 hours per week. The amount of hours worked that are less than a typical work week varies by department and employee. Employees that are able to work remotely may work close to a 40 hour week. The employees that are older than 65 and were sent home are not working at all. Employees that are working split shifts may work 25 -30 hours which may be subject to change as the District considers further aggressive efforts to comply with social distancing guidelines and the current Governor's order.

The proposed amendment provides the General Manager authority to grant Emergency Administrative Leave so that the District's employees can charge the time that they are not permitted to work on their time card. The proposed language gives the General Manager the authority to grant employees 160 hours of Emergency Administrative Leave. This authority would typically cover the time from the declaration of an emergency until the next District Board meeting at which the General Manager may recommend the Board provide an extension of the amount of leave if necessary.

CONCLUSION

The proposed use of Emergency Administrative Leave does not increase the District's cost as it only facilitates the continued payment of currently budgeted labor cost. The proposed amendment provides a vehicle to manage and accommodate emergency and drastic staffing modifications without serious financial hardship to the District's employees.

Recommended Action: Staff recommends that the Board of Directors approve Resolution No. 20-3-1 which amends the El Toro Water District Employee Handbook.

RESOLUTION NO. 20-3-1
OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE EL TORO WATER DISTRICT
EMPLOYEE HANDBOOK

RESOLUTION NO. 20-3-1

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL TORO WATER DISTRICT AMENDING THE
EL TORO WATER DISTRICT EMPLOYEE HANDBOOK

WHEREAS, the El Toro Water District Employee Handbook defines the “Work Schedules” typically in place for District employees during normal operations; and

WHEREAS, the El Toro Water District Employee Handbook defines overtime pay requirements relative to the work schedule options; and

WHEREAS the El Toro Water District Employee Handbook defines different categories of paid time off; and

WHEREAS, the District periodically experiences emergency situations in which modified work schedules are required.

NOW THEREFORE, BE IT RESOLVED, as follows

1. RESOVED, that the Board of Directors of the El Toro Water District does hereby adopt modifications to Section III of the El Toro Water District Employee Handbook, as amended and set forth in Exhibit "A", which is attached hereto, effective March 23, 2020.
2. RESOLVED FURTHER, that the action taken herein is exempt from the requirement of the California Environmental Quality Act (CEQA). Reference: Section 21080 of the Public Resources Code.

ADOPTED, SIGNED AND APPROVED, this 23rd day of March 2020.

_____
MARK L. MONIN, President
E Toro Water District and of the
Board of Directors thereof

(SEAL)

ATTEST:

_____
DENNIS P. CAFFERTY, Secretary
El Toro Water District and of the
Board of Directors there of

Section II

Hiring

&

Employment

New Hires

The District is committed to full compliance with all federal immigration laws. These laws require that all individuals comply with employment verification rules and regulations within the required time frame. This procedure has been established by law and requires that every individual provide satisfactory evidence of his/her identity and legal authority to work in the United States no later than three business days after the first day of employment.

Introductory Period

The first six months of continuous employment at the District is considered an introductory period, including internal promotions and transfers. During this time, you will learn your responsibilities, get acquainted with fellow employees and determine whether or not you are happy with your job. Your supervisor will evaluate your capabilities, work habits, and overall performance. The initial evaluation period may be extended at the discretion of the General Manager due to business reasons or because of permitted time off taken by the employee. Completion of the initial evaluation period with a satisfactory performance rating is a requirement for continued employment with the District.

Completion of the introductory period does not entitle you to remain employed by the District for any definite period of time. Status as an at-will employee does not change. The employment relationship may be terminated with or without cause and with or without advance notice, at any time by you or the District.

Employee Classifications

Employees will be classified as either a full-time regular employee or a part-time regular employee as indicated below.

Full-Time Regular Employees

Regular full-time employees are those who have satisfactorily served the required six-month introductory period and are scheduled for and do work 40 hours a week. Regular full-time employees are eligible for most employee benefits as described later in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by the law.

Part-Time Regular Employees

Regular part-time employees are those who have satisfactorily served the required six-month introductory period and are scheduled for and do work fewer than 40 hours per week, and employment is expected to continue for an indefinite period of time.

Part-time employees who work fewer than 40 hours per week but at least 30 hours per week are eligible for some District benefits, as described later in this handbook, on a prorated base, except insurance benefits which do not require pro-ration. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by the law.

Part-time employees who are scheduled to work fewer than 30 hours per week are eligible for

some District benefits as described later in this handbook. Benefit eligibility may depend on length of continuous service. Benefit eligibility requirements may also be imposed by the plans themselves or by the law.

Temporary Employees

Temporary employees are those employed for a short term period or to perform a specific task. Short-term assignments generally are periods of six months or fewer; however, such assignments may be extended. Temporary employees are not eligible for employee benefits; however are eligible for sick leave benefits as described later in this handbook. Benefits as required by law shall be provided consistent with the requirements of the law.

Exempt or Non-Exempt

Each employee is designated as either non-exempt or exempt.

Exempt Employees

Employees are not paid for overtime work. The General Manager will make the determination of exempt or non-exempt status in accordance with the District's practices and the standards of the law. Exempt employees shall be paid their regular salary on a biweekly basis without regard to hours worked. Such persons are expected to render such services as may be necessary to meet the tasks assigned to them, and are expected to work all hours assigned to them which should average at least 40 hours per week. Vacation, sick, and other leaves shall be recorded as taken.

Non-exempt Employees

Any employee, who is not classified as an "exempt" employee, is deemed a "non-exempt" employee. Non-exempt employees include all employees who are covered by the overtime provisions of the Federal Fair Labor Standards Act. They receive overtime pay for overtime work.

The requirements to determine this status are outlined in the FLSA Regulations (promulgated by the U.S. Department of Labor). See the human resources manager if you have any questions.

Job Duties

During the introductory period, your supervisor will explain your job responsibilities and the performance standards expected of you. Your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the District. Your cooperation and assistance in performing such additional work is expected.

The District reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

Work Schedules

The normal work hours are Monday through Friday, 7:00 a.m. to 4:00 p.m., depending upon operational requirements. Since the District is a service organization, normal work hours may fluctuate. As a general rule, departments are to be manned from 7:00 a.m. to 4:00 p.m. with the exception of the noon hour if there is no other employee to cover. If changes in your work schedule are required or desired, your manager will notify you or respond to your request at the earliest opportunity. You may be required to work overtime or hours other than those normally scheduled. It is the District's intent to allow you maximum flexibility in scheduling your time while still meeting the needs of the District.

Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to work.

Alternative Workweek

The District has elected an alternative workweek schedule. This work schedule was presented and approved by a vote of at least 2/3 of the affected work units. This schedule was established in order to gain the maximum efficiency for the District and allow the employees additional opportunities to enjoy their non-work hours.

Eligibility to participate in the alternative program is subject at all times to the needs of the District and may be modified as those needs dictate. Certain positons may be ineligible for participation due to necessary work schedules.

A workweek consists of seven (7) consecutive days (168 hours) beginning on midday on Friday (four hours into the scheduled shift) to midday the following Friday.

The District offers two types of alternative work schedules, a 9/80 work schedule and a 4/10 work schedule. These alternative work schedules are assigned based on department and business needs as approved by the General Manager.

Those employees who are on a compressed work week of 9/80 will report for eight 9–hour days and one 8-hour day in a two week period. The tenth day is a day off. Those employees on a compressed work week of 4/10 will report for four 10-hour days with the 5th day off.

Department managers will notify new employees at the time of hire of the days they will work.

The majority of the employees will have every other Friday off as part of the alternative work schedule. For those employees with a scheduled day off other than Friday, the workweek will begin at midday on their regular alternative scheduled day off.

Emergency Work Schedule

In the event of an emergency declared by the District, the County of Orange, the Governor of California or the President of the United States, the General Manager may elect to implement a modified work schedule. The modified workweek may include shifts of up to 12 hours, and workweeks that will vary by department as approved by the General Manager.

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Section lll

Wages

Payment of Wages

All employees of the District are paid every other Friday for work performed during the previous two-week pay period. If a regular payday falls on a holiday, employees will be paid on the workday before the holiday.

Paychecks are normally available at the main office and are distributed by the department head or the payroll department or their delegate. If you observe an error on your check, please report it immediately to your supervisor.

The District offers automatic payroll deposit. You may begin and stop automatic payroll deposit at any time. To begin automatic payroll deposit, you must complete a form (available from the payroll department) and return it to payroll at least 10 days before the pay period for which you would like the service to begin. You should carefully monitor your payroll deposit statements for the first two pay periods after the service begins.

To stop automatic payroll deposit, complete the form available from the payroll department and return it to payroll at least 10 days before the pay period for which you would like the service to end. You will receive a regular payroll check on the first pay period after the receipt of the form, provided it is received no later than 10 days before the end of the pay period.

Overtime

Wages for non-exempt employees on a 9/80 workweek will be paid as follows:

- Regular rate of pay (straight time rate) for all hours up to and including 9 hours in a regular scheduled work day.
- Hours worked over 9 hours per day will be paid at one and one-half the straight time rate, up to and including 12 hours.
- Hours worked over 12 hours per day will be paid at two times the straight time rate (double time).
- Hours worked over 40 straight time hours in a work week will be paid at one and one-half the straight time rate.

Wages for non-exempt employees on a 4/10 workweek will be paid as follows:

- Regular rate of pay (straight time rate) for all hours up to and including 10 hours in a regular scheduled work day.
- Hours worked over 10 hours per day will be paid at one and one-half the straight time rate, up to and including 12 hours.
- Hours worked over 12 hours per day will be paid at two times the straight time rate (double time).
- Hours worked over 40 straight time hours in a work week will be paid at one and one-half the straight time rate.

Overtime will be paid for hours worked on a day that is not a regularly scheduled workday in any workweek, including any seventh consecutive workday, if all scheduled hours are worked prior, at the rate of:

- Time-and-one-half for the first eight hours in a day
- Double time after eight hours in a day

The District will acknowledge hours paid under the sick, vacation, holiday, personal business, bereavement, and jury duty pay as hours worked for the purpose of calculating overtime pay.

Overtime must be authorized by the employee's supervisor and/or department head prior to the overtime being worked.

In the event of an emergency declared by the District, the County of Orange, the Governor of California or the President of the United States, the General Manager may elect to implement a modified work schedule. In the event a modified work schedule is implemented, wages will be paid as follows:

- Regular rate of pay (straight time rate) for all hours up to and including 12 hours in a regular scheduled work day.
- Hours worked over 12 hours per day will be paid at two times the straight time rate (double time).
- Hours worked over 40 straight time hours in a work week will be paid at one and one-half the straight time rate. For purposes of calculating overtime, Emergency Administrative Leave will not count towards the 40 straight time hours.

In the event of an emergency, the above defined description of the payment of wages supercedes the definition of overtime pay previously defined in this Section.

During the period a modified work schedule is in effect, On-Call employees will record time worked after the operating hours of their home department as overtime. The time required to process the transfer of the primary On-Call vehicle to the subsequent on-call employee, including transfer of the vehicle to the District yard, cleaning the vehicle and completing the vehicle inventory will be recorded as straight time regardless of the On-Call employees designated shift.

Reporting-Time Pay

The District will comply with all applicable regulations regarding reporting-time pay for nonexempt employees.

The District will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

The District will not pay employees who report to work but are unable to work under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or
- Interruption of work because of natural causes or other circumstances beyond the District's power to control.

On-call employees are paid according to the on-call policy.

Timekeeping Requirements

All nonexempt employees are required to use a time keeping software to record time worked for

payroll purposes. All time worked must be accurately reported on your time record.

Employees must record their own time at the start and at the end of each work period.

Employees are not allowed to work "off the clock." Working off the clock violates District policy. Any work performed before or after a regularly scheduled shift must be approved in advance by your supervisor. If you perform any off-the-clock work, please report the work to your supervisor.

Employees also must record their time whenever they leave the building for any reason other than for District business.

Employees will be required to certify that their time record is accurate. By certifying your time is correct, you are also certifying that you have taken all of your breaks and meal periods for that pay period.

Entering time on another employee's timecard, allowing another employee to enter time on your timecard, or altering a timecard is not permissible and is subject to disciplinary action.

Any errors on your timecard should be reported immediately to your supervisor.

Please also refer to the District's Meal and Rest Break Policy.

Sick and Vacation Time

For employees working a 9-hour day, when absent for a full day, accrued sick or vacation time will be deducted in 9-hour increments. For employees working a 10-hour day, when absent for a full day, accrued sick or vacation time will be deducted in 10-hour increments. Otherwise, sick and vacation time may be taken in 15 minute increments. For five day 8 hour schedules, if an employee is absent for a full day, accrued sick or vacation time will be deducted in 8 hour increments. Otherwise sick and vacation time may be taken in 15 minute increments.

Holiday Pay

Holiday pay is based on the employee’s regularly scheduled hours for that work day.

When a recognized holiday falls on an employee’s regularly scheduled work day, and the employee is a non-exempt employee and required to work, the employee will be paid overtime wages at one and one-half times the employee’s hourly rate. In addition, the employee will be entitled to compensation for the recognized holiday.

If the employee works in a department that is required to be staffed seven days a week (The WRP), and the designated holiday falls on a non-scheduled work day, the employee may designate another day to take the holiday and be paid at straight time. The designated day must be in the same pay period.

Overtime for Nonexempt Employees

Due to varying workloads, employees may be required to work overtime as necessary. The

District will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by a supervisor with the exception of on-call overtime activities. The District provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law as follows:

- All hours worked in excess of nine hours, if you are on a 9/80 work schedule and ten hours, if you are on a 4/10 work schedule, in one workday or 40 hours in one workweek will be treated as overtime. Since we are on an alternative workweek schedule, the work day will differ depending on your individual schedule. Your supervisor will assign your workday schedule;

- Compensation for hours in excess of 40 for the workweek, or in excess of eight and not more than 12 for the workday, and for the first eight hours on the seventh consecutive day of work in one workweek, shall be paid at a rate one and one-half times the employee's regular rate of pay;

- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay;
- In all cases, the District will acknowledge hours paid under the sick, vacation, holiday pay, personal business, bereavement, and jury duty provisions of the District as hours worked for purposes of computing overtime pay.

- Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Garnishments

A garnishment is a court order requiring the District to remit part of an employee's wages to a third party in payment of a just debt. Because garnishments involve the District in its employees' private financial affairs, it is requested that you handle your finances appropriately.

Payroll Deductions

State and federal law require the District to make proper deductions on its employees' behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed.

Required deductions include Federal Income Tax, FICA "Medicare Only" Contribution, State Income Tax and SDI.

Social Security

El Toro Water District employees are not participants in the Social Security program. However, those employees hired after April 1, 1986 are required to contribute to the Federal Medicare program. The District also contributes to the program.

Deductions for Exempt Employees

Employees paid on a "salary basis" regularly receive a predetermined amount of compensation each pay period. Subject to the exceptions listed below, exempt employees will receive full salary for any workweek in which they perform any work, regardless of the number of days or hours worked. Exempt employees may not be paid for any workweek in which they perform no work, subject to the District benefits programs and policies. No deductions from salary may be made for time when work is not available, provided the exempt employee is ready, willing, and able to work. Deductions from pay are permissible when an exempt employee

- Is absent from work for one or more full days for personal reasons other than sickness or disability;
- Is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing full compensation for salary lost due to illness and the employee has exhausted his or her leave under this policy;
- Is absent for jury duty for more than two full pay periods and performs no work during the week;
- Is absent for military duty for a full week and performs no work during the week; or
- Works less than a full week during the initial or final week of employment;

Partial day deductions from available accrued vacation or sick leave balances will also be made by the District when applicable in 4 hour or half day increments.

Meal and Rest Periods

Rest Breaks

All nonexempt employees are entitled to uninterrupted rest break periods during their workday. If you are a nonexempt employee, you will be paid for all such break periods. **Number of Rest Breaks**

You will be authorized and permitted one (1) 15-minute rest break for every four (4) hours you work (or major fraction thereof, which is defined as any amount of time over two (2) hours). A rest break need not be authorized for employees whose total daily work time is less than three and one half (3.5) hours.

You will be relieved of all duty during your rest break periods. You are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any rest break.

If you work a shift from three and one-half (3.5) to six (6) hours in length you will be entitled to one (1) fifteen-minute rest break. If you work more than six (6) hours and up to 10 hours, you will be entitled to two (2) fifteen-minute rest breaks. If you work more than 10 hours and up to 14 hours, you will be entitled to three (3) fifteen-minute rest breaks.

For shifts in excess of 14 hours, you will continue to be entitled to additional paid 15 minute rest breaks for every four (4) hours you work, or major fraction thereof.

Timing of Rest Breaks

You are authorized and permitted to take a rest break in the middle of each four-hour work period.

Your rest break will be scheduled by your supervisor.

Meal Period

All nonexempt employees will be provided an uninterrupted unpaid meal period of at least 30 minutes if you work more than five (5) hours in a workday. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. During your meal period, you are free to come and go as you please and are free to leave the premises. You are expected to return to work promptly at the end of any meal period.

If your total work period for the day is more than five hours per day but no more than six hours, you may waive the meal period. This cannot be done without the mutual consent of you and your supervisor. You must discuss any such waiver with your supervisor in advance.

The waiver must be in writing.

Timing of Meal Period

Your meal period will be provided no later than the end of your fifth hour of work. For example, if you begin work at 7:00 a.m., you must start your meal period by 11:59 a.m. (which is before the end of your fifth hour of work).

Your meal period will be scheduled by your supervisor.

Second Meal Period

If you work more than 10 hours in a day, you will be provided a second, unpaid meal period of at least 30 minutes. You will be permitted a reasonable opportunity to take this meal period, and you will be relieved of all duty. There will be no control over your activities during your meal period. During your meal period, you are free to leave the premises and are free to come and go as you please. You are expected to return to work promptly at the end of any meal period.

Depending on the circumstances, you may be able to waive your second meal period if you took the first meal period and if your total hours worked for the day is no more than twelve hours. This cannot be done without the mutual consent of you and your supervisor and must be in writing. You must discuss any such waiver with your supervisor in advance.

Timing of Second Meal Period

This second meal period will be provided no later than the end of your 10th hour of work. For example, if you begin work at 7:00 a.m., you must start your second meal period by 4:59 p.m. (which is before the end of your tenth hour of work).

Your second meal period will be scheduled by supervisor.

Recording Meal Periods

By certifying your time is correct on your time card, you are also certifying that you have taken

your meal break.

Employees are not allowed to work "off the clock." All work time must be accurately reported on your time record.

If for any reason you are not provided a meal period in accordance with our policy, or if you are in any way discouraged or impeded from taking your meal period, you will be required to report to the human resources manager and document the reason for the missed meal period or time worked.

Makeup Time

The District allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate. Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to your supervisor, with your signature, on the District-provided form. Requests will be considered for approval based on the legitimate business needs of the District at the time the request is submitted. A separate written request is required for each occasion the employee requests makeup time.

If you request time off that you will make up later in the week, you must submit your request at least one week in advance of the desired time off. If you request to work makeup time first in order to take time off later in the week, you must submit your request at least one week working the makeup time. Your makeup time request must be approved in writing before you take the requested time off or work makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to a personal obligation.

If you take time off and are unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If you work makeup time in advance of time you plan to take off, you must take that time off, even if you no longer need the time off for any reason.

An employee's use of makeup time is completely voluntary. The District does not encourage, discourage, or solicit the use of makeup time

On-Call (Standby Pay)

Certain Operation’s Department employees are required to be available to answer emergency calls and perform certain routine weekend or holiday inspections on a one week rotational basis. Employees who are on-call are required to carry an electronic pager and they must be able to respond to any emergency within thirty (30) minutes. Four (4) employees are required to be on-call; a primary on-call employee, a secondary on-call employee, a sewer collection crew employee, and a WRP employee.

The primary on-call person is classified as a Maintenance Worker I, II or III who functions as the first responder to customer service requests, SCADA alarms, performs routine and/or assigned special after hours and weekend and holiday inspections. The secondary on-call person is classified as a Crew Chief or Foreman and functions as a back-up to the primary on-call person and provides supervisory assistance and direction as necessary. The sewer collection on-call person is on-call to respond to after-hours sewer spills, stoppages and other sewer related problems and emergencies as necessary. The WRP person is on-call to respond to after-hours WRP related problems as necessary.

For all Field Operations, Plant and Collections personnel, the on-call status will begin for one week starting Monday morning at the beginning of the regular shift and ending at the beginning of the regular shift on the following Monday morning.

All on-call employees will be required to respond to all calls received after hours, and on weekends or holidays and to perform other duties as required.

For this on-call service, the on-call employees will be paid a flat rate in addition to hours actually worked at regular and overtime rates.

Pay starts from the time the employee departs from home or place where the call is received and continues until the employee returns to his/her home or place where the call was received. However, travel time to and from work assignment shall not exceed 30 minutes in each direction.

Pay Differentials

The District will pay a shift differential when an employee is regularly scheduled to work on the weekends. He/she will be paid additional compensation of $.75 per hour actually worked. Shift Differential pay does not apply to employee working on-call/standby hours.

Emergency Administrative Leave

The District strives to be prepared for catastrophic events that may force shutdown, partial shutdown or significant modification of operations. Emergency Administrative Leave ("EAL") may be utilized to cover employee absences due to work unavailability because of a Major Public Disaster. Understanding that the provision of some basic services may require some level of skeletal or flex staffing, the General Manager is authorized to provide EAL on an intermittent or staggered basis.

"Major Public Disaster": A "Major Public Disaster" is an incident that is of the severity and magnitude that effective response is beyond the capability of the state or affected local governments. In order to qualify as a "Major Public Disaster", the event must have caused a governmental authority, such as the President of the United States, the Governor of California or the Board of Supervisors of the County of Orange to declare a formal state of emergency. This definition shall be interpreted consistently with 44 CFR § 206.2(a)(17), which includes events such as hurricane, tornado, tsunami, earthquake, volcanic eruption, or pandemic. A declaration of emergency by the District Board of Directors will also authorize the General Manager to provide EAL.

Qualifying Circumstances: Access to up to 20 days of EAL shall be provided per affected employee at the discretion of the General Manager only in circumstances that meet the following criteria:

- A Major Public Disaster has caused or could cause the unavoidable closure of all or part of District's operations in a manner that could result in layoff or furlough. Circumstances causing such closure include but are not limited to (1) destruction or severe damage of District's facilities or infrastructure; (2) inability or severe difficulty accessing District's facilities due to destruction or damage of transportation corridors; or (3) unavailability of sufficient personnel to operate the affected facility or department because of illness or injury associated with the Major Public Disaster.

- The General Manager has adopted an Emergency Operations Plan that utilizes EAL in a manner to (1) best serve the District's operations; (2) address public health or safety concerns associated with the Major Public Disaster; (3) maintain necessary staffing while limiting the need for permanent layoffs or furloughs; and (4) best maintain the District's ability to resume full operations and services when possible.

- The intended employee-recipient's workload has been severely impacted by the Major Public Disaster such that the employee-recipient is either unable to report to work, has been directed not to report to work or there is insufficient work within the relevant department or facility to warrant full staffing.

The extension of EAL beyond the original 20 days defined herein may be granted with the approval of the Board of Directors.

MINUTES OF THE REGULAR MEETING
OF THE
ENGINEERING COMMITTEE MEETING

February 24, 2020

President Monin called the Meeting of the Board to order at 7:30 a.m. on February 24, 2020.

Present at today's meeting were Committee Members JOSE F. VERGARA, MARK MONIN, KATHRYN FRESHLEY, MIKE GASKINS, and KAY HAVENS.

Also present were DENNIS P. CAFFERTY, General Manager, JUDY CIMORELL, Human Resources Manager, NEELY SHAHBAKHTI, Finance Manager/Controller, RICK OLSON, Operations Superintendent, BOBBY YOUNG, Principal Engineer, SHERRI SEITZ, Public Relations/Emergency Preparedness Administrator, GILBERT J. GRANITO, General Counsel, POLLY WELSCH, Recording Secretary, and CAROL MOORE, Laguna Woods City Council member.

Pledge of Allegiance

Vice President Gaskins led in the Pledge of Allegiance.

Oral Communications/Public Comments

Ms. Moore commented on how nice the Demo Garden is looking.

President Monin stated that he attended the Women in Water event which Directors Freshley and Havens attended, and the presentation was well done.

Items Received Too Late to be Agendized

President Monin asked if there were any items received too late to be agendized. Mr. Cafferty replied no.

Engineering Committee Meeting

Director Freshley called the meeting to order.

Consent Calendar

1. Consider approving the minutes of the January 21, 2020 Engineering Committee meeting.

Director Freshley asked for a Motion.

Motion: Director Vergara made a Motion, seconded by Vice President Gaskins, and unanimously carried across the Board to approve the Consent Calendar.

Engineering Action Items

There were no action items.

Engineering General Information Items

Capital Project Status Report

Oso Lift Station Project

Mr. Young stated that there are two legal documents that are needed for the recording of the land for the property acquisition. He further stated that we are working with the County and the City of Laguna Woods on the recordation of the documents.

Mr. Young stated that we are out to bid and have solicited bids from 7 contractors, with 2 opting out of the mandatory pre-bid meeting due to their current workloads. He further stated that 4 contractors showed up to the mandatory pre-bid meeting, and bids are due March 10th.

President Monin asked if it's normal for contractors not to show up to a mandatory pre-bid meeting. Mr. Young replied no, however some contractors have opted out due to timing of the project and their current workload.

Phase II Recycled Water Distribution System Expansion Project

Mr. Young stated that on the Phase II West Side System we are still in coordination with the County, City and State officials for final Plan approval and procedures. He further stated that the contractor is working to install the system identification components of the retrofit project in this area.

Mr. Young stated that once the West Side System testing procedures are approved by the County, staff will commence the cross connection tests after which the contractor can install the final connections.

Mr. Young stated that the East Side System is complete and we have submitted applications for rebates to MET.

Filter Site Use Plan Project

Mr. Young stated that staff met with MWDOC's WEROC staff regarding potential cost sharing options and the overall project scope. He further stated that MWDOC's WEROC staff is evaluating the project and will present to the MWDOC Board at a future meeting.

Mr. Young stated that a new WEROC staff member is getting up to speed on the project.

Caltrans I-5 Widening Project

Mr. Young stated that Caltrans is preparing to widen the I-5 freeway between El Toro Road and the 73 toll road. He further stated that this project will require certain utility relocations, and staff is reviewing the Caltrans Utility Agreement for terms and payment sharing options.

Aliso Creek Lift Station Skid Pump and Trailer Mounted Emergency Pump

Mr. Young stated that installation is underway at the Aliso Creek Lift Station and expected to be complete by the end of February. Mr. Olson stated that the pump is functional.

Engineering Items Discussed at Various Conferences and Meetings

There were no comments.

Comments Regarding Non-Agenda Engineering Committee Items

There were no comments.

Close Engineering Committee Meeting

At approximately 8:19 a.m. the Engineering Committee meeting was closed.

Adjournment

There being no further business to come before the Board, the following motion was duly made and passed.

Motion: Director Havens made a Motion, seconded by President Monin and unanimously carried that today's meeting be adjourned at 8:19 a.m. to Monday, March 23, 2020 at 7:30 a.m. at the District's Administrative Offices at 24251 Los Alisos Blvd, Lake Forest, CA. 92630.

Respectfully submitted,

_____
POLLY WELSCH
Recording Secretary

APPROVED:

_____
MARK L. MONIN, President
of the El Toro Water District and the
Board of Directors thereof

DENNIS P. CAFFERTY, Secretary
of the El Toro Water District and the
Board of Directors thereof

STAFF REPORT

TO: BOARD OF DIRECTORS **MEETING DATE: March 23, 2020**

FROM: Bobby Young, Principal Engineer

SUBJECT: Capital Project Status Report

I Oso Lift Station Improvement Project

The design of the Oso Lift Station Improvement Project requires the expansion of the lift station site footprint by ten feet on the northeast side of the property. The title report for the Oso Lift Station identifies Rossmoor Sewer as the property owner. The County Surveyors Office has requested documentation that demonstrates that the existing Oso Lift Station property is owned by the El Toro Water District. Staff is coordinating with legal counsel to provide the appropriate documentation. It is anticipated, however, that the resolution of the property transfer may take several months.

Staff solicited construction bids from seven contractors that expressed interest in the project. Two of the Contractors opted out due to the timing of the project and their current workload and a third failed to attend the mandatory pre-bid meeting. Four contractors attended the mandatory Pre-Bid meeting but one Contractor notified staff that they would not be bidding due to timing.

Staff opened three bids on March 16th, with the following breakdown:

Filanc	$ 1,954,236
Pacific Hydrotech	$ 1,995,700
Pascal & Ludwig	$ 2,008,950

Due to the unknown time frame regarding the pending lot line adjustment, staff reached out to Filanc to see if they would honor their bid at a later date. Filanc is reaching out to their equipment manufacturers and sales reps to confirm how long the prices will remain but will attempt to hold their current bid price as long as possible.

II Phase II Recycled Water Distribution System Expansion Project

Staff continues to work with State Water Resources Control Board Division of Drinking Water (DDW) to secure approval of the retrofit plans for the West Side System. Staff received an official conditional approval letter of several, but not all, West sites. Staff has submitted more information and is awaiting the official approval letter from DDW after addressing DDW's latest questions. Staff resubmitted the cross-connection testing procedures associated with the West retrofits and believes they meet the intent of County Health and DDW.

However, it was determined at this time that draining multi-story buildings is not in the best interest of either the residents or District, due to the current health crisis. The retrofit contractor has ceased all work on the West Side System and has agreed to continue at a later date. The Contractor has prepared twenty-two meters across six sites, ready to be converted once testing is complete. District Staff will commence the cross connection tests when the project resumes, after which the contractor can install the final connections.

Staff submitted all documentation for the Metropolitan Water District On-Site Retrofit Rebate Program for the sites in the East Side System and awaits receipt of the rebates.

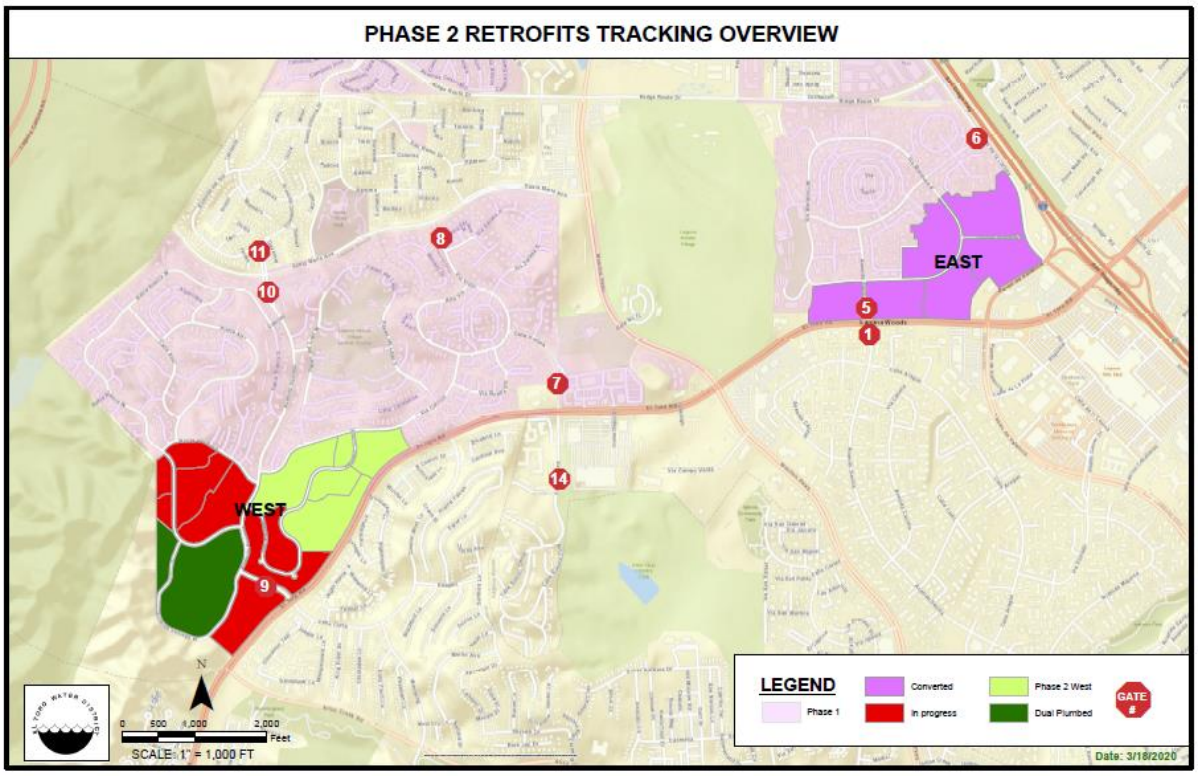
Staff has also submitted and received approval of rebate applications for twenty-two meters in the West System, with rebates totaling $90,762.75. The remaining rebate applications were in process but are on hold until work commences again. An overall summary table is provided below:

	To Date	**Remaining (Estimate)**	**Total**
Contractor Invoices	$ 123,762	$ 398,847	$ 522,609
County Inspection	$ 20,819	$ 10,000	$ 30,819
Meter Cost	$ 26,738	$ 5,000	$ 31,738
Approved Retrofit Rebates	($ 0)	($ 194,815)	($ 194,815)
Totals	$ 171,319	$ 219,032	$ 389,721

The retrofit project in the United (Gate 5/6) area is complete, with 6 total sites covering 18 meters with an estimated annual demand of 121 AFY and rebates totaling $104,052.

The retrofit project in the Third (Gate 9) area is underway, summarized as follows:

	Complete	**In Progress**	**Remaining**
Sites		6	4
Meters		22	11
Demand		105 AF	46 AF



III Caltrans I-5 Widening Project

Caltrans is preparing to implement an I-5 Freeway widening project between El Toro Road and the 73 Toll Road. The portion of the project between Los Alisos Blvd. and El Toro Road will necessitate certain utility relocations.

The utility plans and engineer's cost estimate were submitted to Caltrans in January, with Caltrans issuing comments. Plans were revised and resubmitted to Caltrans. Staff is now reviewing the Caltrans Utility Agreement for terms and payment sharing. Staff has sent a letter to Cal Trans taking the position that the utility relocation costs in Avenida De La Carlota should be the responsibility of the State.

IV Aliso Creek Lift Station Skid Pump and Trailer Mounted Emergency Pump

Installation is underway at the Aliso Creek Lift Station. The pumps are connected with ETWD materials and the Contractor is trying to secure final materials to finalize the project.

F.Y. 2019/20 CAPITAL REPLACEMENT AND REFURBISHMENT PROGRAM BUDGET ITEMS > $50,000
BOARD APPROVAL SCHEDULE

	Project Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Budget Estimate	Board Approved Cost
2019/20 Capital Projects (reference number corresponds with Approved Budget item numbers)															
3	P-3 New MCC w/ TS, Nema 3R Main & Generator and Pump Replacements							ET	ET	ET	ET	RFP	E	$480,000	
7	Grit Chamber Rehab/Re-Coating							ET	ET	ET	RFP	E	E	$85,000	
9	AMR / AMI Implementation	Update as part of 2021 Capital Budget												$200,000	
Carryover / Deferred															
	Oso Lift Station Improvement Project (Construction, CM)								B	M	M	M	M	$1,000,000	
	Caltrans Widening Utility Relocations								E	N	B	A	C	$295,400	
	AWIA Compliance - Phase II				BP/A									$83,577	
	Reconstruct (West Side) Drainage Swayle at the Holding Pond							ET	ET	ET	ET	ET	ET	$68,250	
	Clarifier No. 3 and 4 Scum Pump Station					ET	ET	ET	ET	ET	ET	C		$350,000	
	Master Plan Update												RFP	$350,000	
	Old Treatment Plant / Clear Well Demo	RFP	A	E	E	E	E	BP						$400,000	$133,143
2019/20 Capital Equipment (reference number corresponds with Approved Budget item numbers)															
3	OOPS Emergency Generator Replacement								ET	ET	ET	ET	A	$220,000	
8	Dump Truck/Traffic Control Truck (Unit 4)								ET	ET	ET	A		$80,000	
10	Nimble Storage Array Replacement		ET	ET	ET	ET	ET	A						$75,000	
												Total		$3,687,227	$133,143

E = Engineering/Study
C = Construction
O = Order
N = Negotiate

R = Receive
P = Permit
CQ = CEQA
CO = Carry Over

RFP = Request for Proposal
B = Bid
A = Approve by Board

ET = Evaluate
M = Monitoring
BP = Board Presentation

3/17/2020

MINUTES OF THE REGULAR MEETING
OF THE
FINANCE/INSURANCE COMMITTEE MEETING

February 24, 2020

Director Vergara called the Finance Committee meeting to order at 8:20 a.m. on February 24, 2020.

Present at today's meeting were Committee Members JOSE F. VERGARA, MARK MONIN, KATHRYN FRESHLEY, MIKE GASKINS, and KAY HAVENS.

Also present were DENNIS P. CAFFERTY, General Manager, JUDY CIMORELL, Human Resources Manager, NEELY SHAHBAKHTI, Finance Manager/Controller, RICK OLSON, Operations Superintendent, BOBBY YOUNG, Principal Engineer, SHERRI SEITZ, Public Relations/Emergency Preparedness Administrator, GILBERT J. GRANITO, General Counsel, POLLY WELSCH, Recording Secretary, and CAROL MOORE, Laguna Woods City Council member.

Consent Calendar

Director Vergara asked for a Motion.

Motion: President Monin made a Motion, seconded by Vice President Gaskins and unanimously carried across the Board to approve the January 21, 2020 Finance Committee meeting minutes.

Approval of Items Removed from Today's FIC Consent Calendar

There were no items removed.

Finance Action Items

Finance Report

Ms. Shahbakhti stated that included in the package is the financial information for the month of January.

Director Freshley asked on page 5, Reserve Analysis, the balance sheet reflects cash less restricted reserve on hand of $13 million, but the cash shows $12 million, so where is the other $1 million. Ms. Shahbakhti replied that the $13 million is the total of the $18.7 million minus the $5.5 million in Restricted Reserves, and on the Balance Sheet account it is separated between Restricted and Unrestricted and also we have unrealized Gains and Losses both on-hand and in LAIF, but it is not included in the cash.

Director Vergara asked for a Motion.

Motion: President Monin made a Motion, seconded by Vice President Gaskins, and unanimously carried across the Board to 1) approve, ratify, and confirm payment of those bills as set forth in the schedule of bills for consideration dated February 24, 2020, and 2) receive and file the Financial Statements for the period ending January 31, 2020.

Finance Information Items

Board of Directors Benefits

Mr. Cafferty stated that providing medical coverage for the Board members was discussed last month. He further stated that staff had a conference call with JPIA regarding securing medical programs for the Board members.

Mr. Cafferty stated that according to JPIA there are rules that any medical insurance we provide has to be consistent with what the employees are offered.

Mr. Cafferty stated that once a Board member leaves the Board, the benefits cease. He further stated that currently the District provides the Board members with Long-term care and not medical.

Director Havens asked how many other Board's get medical insurance. Mr. Cafferty replied that staff reviewed 10 agencies and 6 or 7 include a medical package. He further stated that SMWD provides no benefits to Board members.

Director Havens asked if there is an FSA option. Ms. Cimorell replied that JPIA is reviewing a Flexible Spending Account (FSA) option.

Director Freshley stated that she doesn't feel that this Board needs Long-term Care because it's an individual decision, and an agency shouldn't be providing any benefits to the Board members.

Director Vergara asked if we could get insurance other than JPIA. Ms. Cimorell replied no because we would lose our discount for the employee insurance benefit.

Vice President Gaskins stated that he has Medicare so he would opt out of ETWD's medical insurance plan. Director Freshley replied that she would also opt out. Director Vergara stated that he has Medicare and insurance through PERS, so he would not need additional medical insurance, and does not feel a need for the Long-term care either Director Monin indicated that he was not in favor of offering an additional medical benefit to the Board if it results in increased cost. Mr. Cafferty stated that staff understands the direction is that there will not be an additional medical benefit offered to the Board at this time but staff will continue to monitor options in the event changes allow for a benefit without significant increased cost.

Donation & Sponsorships

Mr. Cafferty stated that often times the District is asked to sponsor or donate funds. He further stated that Ms. Seitz compiled a list of the agencies that we currently or have in the past provided memberships, donations, and sponsorships.

President Monin stated that joining a chamber membership is not a sponsorship. Mr. Cafferty concurred.

Director Freshley asked what is the purpose of having these sponsorships. Mr. Cafferty replied that it is all part of our outreach in the community.

Director Vergara stated that he would like to continue being part of the Historical Society because their news is about El Toro's history. He further stated that these donations and sponsorships and memberships are small amounts and he feels we should continue to be part of this outreach in our community.

Director Havens stated that we should tie these into our Strategic Plan along with our Mission and Vision support.

Director Freshley stated that she questions why a water district would support the Historical Society, which is more like a club.

The Board concurred that decisions about individual sponsorships or donations would be left to the General Manger with a goal that any such costs would be relevant and contributory to the District's mission and values.

2020/21 Fiscal Year Budget/Cost of Service Evaluation/Preparation and Tentative Schedule Status Report

Mr. Cafferty stated that included in the Board package is the budget timeline schedule.

Tiered Water Usage and Revenue Tracking

Ms. Shahbakhti stated that included in the package are the water use charts.

Director Freshley asked if the Residential is Single Family use. Mr. Cafferty replied yes.

Comments Regarding Non-Agenda FIC Items

There were no comments.

Close Finance and Insurance Committee Meeting

At approximately 9:07 a.m. the FIC meeting was closed and the Board took a short recess.

Regular Session

At approximately 9:10 a.m. the Board returned to Regular Session and then immediately went into Closed Session. Also at this time, Mr. Olson, Mr. Young, Ms. Shahbakhti, Ms. Cimorell, Ms. Moore, and Ms. Welsch left the meeting.

Attorney Report

Mr. Granito reported that there is a need for a Closed Session. Also at this time Ms. Welsch returned to the meeting.

Closed Session

At approximately 9:10 a.m. the Board went into Closed Session as agendized on today's Closed Session agenda. Also at this time, Ms. Welsch left the meeting.

Open Session Report

At approximately 9:31 a.m. the Board returned to Regular Session, and Ms. Welsch returned to the meeting.

Mr. Granito reported that the Board went into Closed Session for the purpose reflected in Item 1 of today's Agenda. During this phase of the Closed Session, Mr. Granito and Mr. Cafferty led a discussion on the pending litigation noted in Item 1. No reportable action was taken.

Mr. Granito further reported that the Board also went into Closed Session for the purpose reflected in Item 2 of today's Agenda. During this phase of the Closed Session, Mr. Granito and Mr. Cafferty led a discussion on the anticipated litigation noted in Item 2. No reportable action was taken.

Adjournment

There being no further business to come before the Board, the following motion was duly made and passed.

Motion: Vice President Gaskins made a Motion, seconded by Director Havens and unanimously carried that today's meeting be adjourned at 9:30 a.m. to Monday, March 23, 2020 at 7:30 a.m. at the District's Administrative Offices at 24251 Los Alisos Blvd, Lake Forest, CA. 92630.

Respectfully submitted,

_____
POLLY WELSCH
Recording Secretary

APPROVED:

_____
MARK L. MONIN, President
of the El Toro Water District and the
Board of Directors thereof

_____
DENNIS P. CAFFERTY, Secretary
of the El Toro Water District and the
Board of Directors thereof

Revised February Report

CASH & INVESTMENTS (General Fund)

SUMMARY OF INVESTMENTS BY TYPE

	Maturity Dates	Par	Market Value 1/31/20	Financial Institution	YTM 1/31/20	Original Cost 1/31/20	
State Local Agency Investment Fund	NA	NA	$9,258,106	LAIF	1.97%	$9,258,106	
US Treasury N/B - Coupon Rate 1.625%	7/31/2020	60,000	60,009	US Bank/CAMP	1.60%	60,038	
US Treasury N/B - Coupon Rate 1.375%	8/31/2020	110,000	109,880	US Bank/CAMP	1.53%	109,502	
US Treasury N/B - Coupon Rate 1.375%	8/31/2020	260,000	259,716	US Bank/CAMP	1.44%	259,523	
US Treasury N/B - Coupon Rate 1.375%	10/31/2020	95,000	94,866	US Bank/CAMP	1.65%	94,228	
US Treasury N/B - Coupon Rate 1.750%	12/31/2020	340,000	340,638	US Bank/CAMP	1.90%	338,513	
US Treasury N/B - Coupon Rate 1.375%	1/31/2021	50,000	49,938	US Bank/CAMP	2.05%	49,006	
US Treasury N/B - Coupon Rate 1.125%	2/28/2021	150,000	149,414	US Bank/CAMP	2.41%	144,428	
US Treasury N/B - Coupon Rate 2.000%	5/31/2021	490,000	493,675	US Bank/CAMP	2.62%	481,272	
Intl BK of Recon & Dev Notes - Coupon Rate 1.875%	4/21/2020	90,000	90,005	US Bank/CAMP	1.90%	89,922	
Inter-American Devel BK Note - Coupon Rate 1.625%	5/12/2020	150,000	149,998	US Bank/CAMP	1.70%	149,645	
Intl BK of Recon & Dev Notes - Coupon Rate 1.561%	9/12/2020	90,000	89,943	US Bank/CAMP	1.64%	89,784	
Inter-American Development Bank - Coupon Rate 2.125%	11/9/2020	90,000	90,351	US Bank/CAMP	1.81%	90,834	
Intl Finance Note - Coupon Rate 2.250%	1/25/2021	70,000	70,485	US Bank/CAMP	2.35%	69,794	
Intl Finance Corporation Note - Coupon Rate 2.635%	3/9/2021	90,000	91,080	US Bank/CAMP	2.66%	89,933	
Inter-American Dev Bank Note - Coupon Rate 1.875%	3/15/2021	200,000	200,805	US Bank/CAMP	2.56%	196,046	
Inter-American Dev Bank Note - Coupon Rate 2.625%	4/19/2021	70,000	70,940	US Bank/CAMP	2.70%	69,846	
CA ST TXBL GO Bonds- Coupon Rate 2.800%	4/1/2021	100,000	101,289	US Bank/CAMP	2.80%	100,004	
FNA 2018-M5 A2- Coupon Rate 3.560%	9/25/2021	41,270	41,693	US Bank/CAMP	2.27%	42,091	
FNMA Notes - Coupon Rate 1.500%	2/28/2020	200,000	199,989	US Bank/CAMP	1.52%	199,872	
Federal Notes		2,746,270	2,754,713			2,724,278	
Microsoft Corp. Note - Coupon Rate 1.850%	2/6/2020	90,000	90,001	US Bank/CAMP	1.87%	89,940	
Apple Inc. Bonds - Coupon Rate 1.900%	2/7/2020	80,000	80,001	US Bank/CAMP	1.92%	79,961	
Chevron Corp Notes - Coupon Rate 1.991%	3/3/2020	70,000	70,007	US Bank/CAMP	1.99%	70,000	
Walt Disney Corp Notes - Coupon Rate 1.950%	3/4/2020	20,000	20,002	US Bank/CAMP	1.96%	19,995	
Exxon Mobil Corp Note - Coupon Rate 1.912%	3/6/2020	90,000	89,998	US Bank/CAMP	1.75%	90,402	
John Deere Capital Corp. - Coupon Rate 2.200%	3/13/2020	40,000	40,022	US Bank/CAMP	2.23%	39,969	
Goldman Sachs Group Inc Corp Notes - Coupon Rate 2.600%	4/23/2020	30,000	30,000	US Bank/CAMP	2.28%	30,226	
General Dynamics Corp. - Coupon Rate 2.875%	5/11/2020	50,000	50,154	US Bank/CAMP	3.06%	49,823	
Apple Inc. Bonds - Coupon Rate 1.800%	5/11/2020	60,000	60,022	US Bank/CAMP	1.84%	59,939	
Intel Corp Notes - Coupon Rate 1.850%	5/11/2020	90,000	90,044	US Bank/CAMP	1.86%	89,966	
Home Depot Inc Corp Notes - Coupon Rate 1.800%	6/5/2020	40,000	40,005	US Bank/CAMP	1.82%	39,977	
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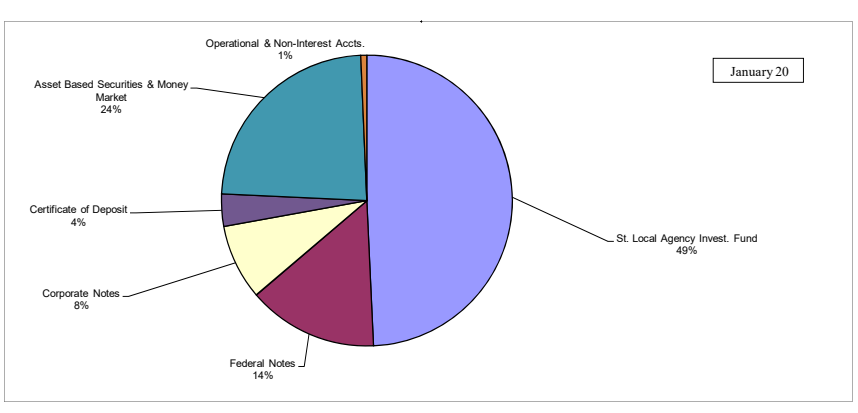
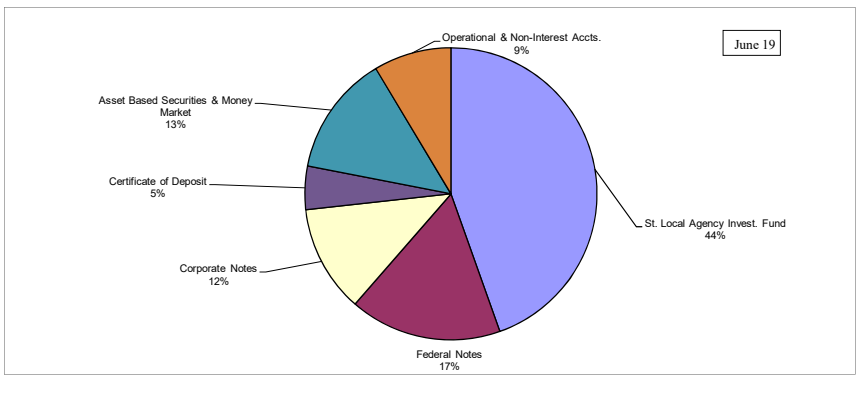
John Deere Capital Corp Notes - Coupon Rate 1.950%	6/22/2020	20,000	20,015	US Bank/CAMP	1.97%	19,988	
State Street Corp Notes - Coupon Rate 2.550%	8/18/2020	10,000	10,050	US Bank/CAMP	1.83%	10,208	
State Street Corp Notes - Coupon Rate 2.550%	8/18/2020	70,000	70,349	US Bank/CAMP	1.82%	71,471	
Caterpillar Finl Service Note - Coupon Rate 1.850%	9/4/2020	70,000	70,048	US Bank/CAMP	1.88%	69,941	
Citigroup Inc Corp Notes - Coupon Rate 2.650%	10/26/2020	40,000	40,249	US Bank/CAMP	2.34%	40,360	
Paccar Financial Corp Notes - Coupon Rate 2.050%	11/13/2020	20,000	20,035	US Bank/CAMP	2.05%	19,998	
VISA Inc. (Callable) Corp Notes - Coupon Rate 2.200%	12/14/2020	20,000	20,083	US Bank/CAMP	1.85%	20,220	
Wal-Mart Stores Inc. Corp. Note - Coupon Rate 1.900%	12/15/2020	90,000	90,258	US Bank/CAMP	1.95%	89,870	
Paccar Financial Corp Notes - Coupon Rate 2.800%	3/1/2021	30,000	30,382	US Bank/CAMP	2.82%	29,985	
National Rural Util Coop - Coupon Rate 2.900%	3/15/2021	35,000	35,464	US Bank/CAMP	2.94%	34,961	
United Parcel Service Corporate Bond - Coupon Rate 2.050%	4/1/2021	90,000	90,408	US Bank/CAMP	2.10%	89,858	
Toyota Motor Credit Corp Notes - Coupon Rate 2.950%	4/13/2021	90,000	91,444	US Bank/CAMP	2.96%	89,964	
Pepsico Inc. Corp. Note - Coupon Rate 2.000%	4/15/2021	30,000	30,147	US Bank/CAMP	2.01%	29,994	
Hershey Company Corp. Note - Coupon Rate 3.100%	5/15/2021	40,000	40,747	US Bank/CAMP	3.12%	39,972	
American Express Co. - Coupon Rate 3.375%	5/17/2021	45,000	45,892	US Bank/CAMP	3.38%	44,992	
Charles Schwab Corp. Corp. Notes - Coupon Rate 3.250%	5/21/2021	55,000	56,066	US Bank/CAMP	3.25%	54,998	
Bank of America Note - Coupon Rate 2.328%	10/1/2021	90,000	90,190	US Bank/CAMP	2.33%	90,000	
Corporate Notes		1,575,000	1,582,100			1,576,897	
Credit Suisse New York CD- Coupon Rate 2.670%	2/7/2020	100,000	100,024	US Bank/CAMP	2.67%	100,000	
Nordea Bank AB NY CD- Coupon Rate 2.720%	2/20/2020	90,000	90,056	US Bank/CAMP	2.72%	90,000	
Bank of Nova Scotia Houston CD - Coupon Rate 3.080%	6/5/2020	100,000	100,515	US Bank/CAMP	3.10%	99,962	
Westpac Banking Corp NY CD - Coupon Rate 2.050%	8/3/2020	150,000	150,317	US Bank/CAMP	2.05%	150,000	
Swedbank (NewYork) CD- Coupon Rate 2.270%	11/16/2020	135,000	135,437	US Bank/CAMP	2.30%	135,000	
Royal Bank of Canada NY CD- Coupon Rate 3.240%	6/7/2021	100,000	101,919	US Bank/CAMP	3.24%	100,000	
Certificate of Deposit		675,000	678,267			674,962	
Toyota ABS 2017-A A3 - Coupon Rate 1.730%	2/15/2021	6,291	6,290	US Bank/CAMP	1.74%	6,290	
John Deere ABS 2017-A A3 - Coupon Rate 1.780%	4/15/2021	2,885	2,885	US Bank/CAMP	1.79%	2,885	
Toyota ABS 2017-B A3 - Coupon Rate 1.760%	7/15/2021	34,132	34,130	US Bank/CAMP	1.76%	34,130	
Honda ABS 2017-1 A3 - Coupon Rate 1.720%	7/21/2021	9,295	9,292	US Bank/CAMP	1.72%	9,295	
Ally ABS 2017-2 A3 - Coupon Rate 1.780%	8/15/2021	13,248	13,250	US Bank/CAMP	1.79%	13,246	
Nissan ABS 2017-2 A3 - Coupon Rate 1.740%	8/15/2021	15,850	15,848	US Bank/CAMP	1.74%	15,848	
Honda ABS 2017-2 A3 - Coupon Rate 1.680%	8/15/2021	32,680	32,668	US Bank/CAMP	1.68%	32,677	
Hyundai ABS 2017-A A3 - Coupon Rate 1.760%	8/16/2021	11,411	11,410	US Bank/CAMP	1.76%	11,410	
John Deere ABS 2017-B A3 - Coupon Rate 1.820%	10/15/2021	12,427	12,426	US Bank/CAMP	1.82%	12,426	
Ford ABS 2017-B A3 - Coupon Rate 1.690%	11/15/2021	30,698	30,687	US Bank/CAMP	1.69%	30,697	
Hyundai ABS 2017-B A3 - Coupon Rate 1.770%	1/18/2022	42,897	42,903	US Bank/CAMP	1.78%	42,889	
Allya 2017-5 A3 - Coupon Rate 1.990%	3/15/2022	35,254	35,286	US Bank/CAMP	1.99%	35,252	
Fordo 2017-C A3 - Coupon Rate 2.010%	3/15/2022	67,090	67,186	US Bank/CAMP	2.02%	67,078	
Citibank 2017-A3 A3 - Coupon Rate 1.920%	4/7/2022	100,000	100,047	US Bank/CAMP	1.82%	100,267	
JDOT 2018-A A3 - Coupon Rate 2.660%	4/15/2022	15,166	15,229	US Bank/CAMP	2.66%	15,164	
Hart 2018-A A3 - Coupon Rate 2.790%	7/15/2022	35,000	35,252	US Bank/CAMP	2.80%	34,995	
MBart 2018-1 A3 - Coupon Rate 3.030%	1/15/2023	55,000	55,595	US Bank/CAMP	3.03%	54,998	
CAMP Money Market Fund	NA	NA	3,910,427	US Bank/CAMP	1.78%	3,910,427	
Asset Based Securities & Money Market		519,322	4,430,812			4,429,972	
Total Camp Investments		5,515,592	9,445,892			9,406,108	
Operational & Non-Interest Bearing Accounts							
ETWD General Cash Account	NA	NA	128,314	Union Bank of Cal.	0.00%	128,314	Revised Value
ETWD Capital Facilities Reserve Account	NA	NA	853	Union Bank of Cal.	0.00%	853	
ETWD Payroll Account	NA	NA	0	Union Bank of Cal.	0.00%	0	
ETWD Petty Cash Account	NA	NA	700	Union Bank of Cal.	0.00%	700	
Operational & Non-Interest Accts.			129,868			129,868	Revised Total
			$18,833,866	**Total Investments & Cash**		$18,794,082	Revised Total Matches Reserve Total in Original Report





LIQUIDITY

	January 31, 2020			June 30, 2019	
	$	%		$	%
DEMAND	$ 13,298,401	70.76%		$ 12,245,220	61.74%
30 Days	$ 559,773	2.98%		$ 208,880	1.05%
31-180 Days	$ 919,731	4.89%		$ 1,161,829	5.86%
181 - 360	$ 1,719,282	9.15%		$ 1,771,413	8.93%
361-1800 Days	$ 2,296,895	12.22%		$ 4,447,532	22.42%
TOTAL	$ 18,794,082	100.00%		$ 19,834,874	100.00%

* The portfolio is in compliance with the investment policy.

** PFM Investment Advisory Services (10bp on first $25 mm, 8bp over) $ 480.91 for January 2020

Original February Report

CASH & INVESTMENTS (General Fund)
SUMMARY OF INVESTMENTS BY TYPE

	Maturity Dates	Par	Market Value 1/31/20	Financial Institution	YTM 1/31/20	Original Cost 1/31/20
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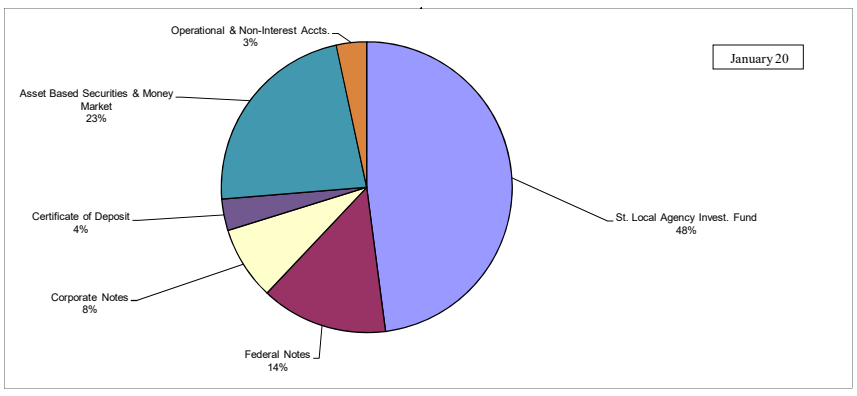
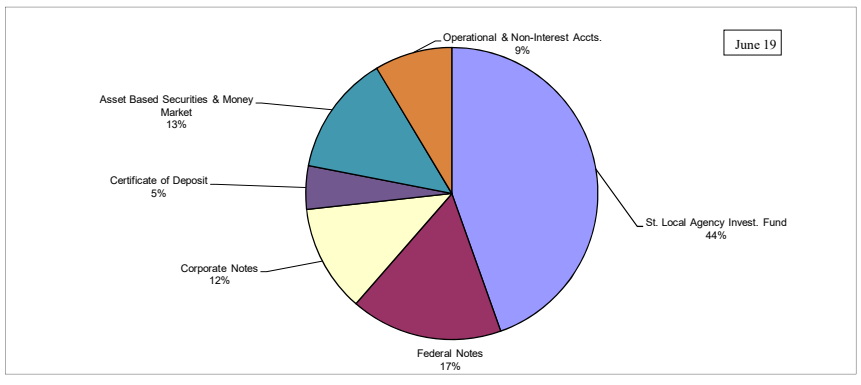
Fordo 2017-C A3 - Coupon Rate 2.010%	3/15/2022	67,090	67,186	US Bank/CAMP	2.02%	67,078
Citibank 2017-A3 A3 - Coupon Rate 1.920%	4/7/2022	100,000	100,047	US Bank/CAMP	1.82%	100,267
JDOT 2018-A A3 - Coupon Rate 2.660%	4/15/2022	15,166	15,229	US Bank/CAMP	2.66%	15,164
Hart 2018-A A3 - Coupon Rate 2.790%	7/15/2022	35,000	35,252	US Bank/CAMP	2.80%	34,995
MBart 2018-1 A3 - Coupon Rate 3.030%	1/15/2023	55,000	55,595	US Bank/CAMP	3.03%	54,998
CAMP Money Market Fund	NA	NA	3,910,427	US Bank/CAMP	1.78%	3,910,427
Asset Based Securities & Money Market		519,322	4,430,812			4,429,972
Total Camp Investments		5,515,592	9,445,892			9,406,108
Operational & Non-Interest Bearing Accounts						
ETWD General Cash Account	NA	NA	651,149	Union Bank of Cal.	0.00%	651,149
ETWD Capital Facilities Reserve Account	NA	NA	853	Union Bank of Cal.	0.00%	853
ETWD Payroll Account	NA	NA	0	Union Bank of Cal.	0.00%	0
ETWD Petty Cash Account	NA	NA	700	Union Bank of Cal.	0.00%	700
Operational & Non-Interest Accts.			652,702			652,702
			$19,356,700	**Total Investments & Cash**		$19,316,916





LIQUIDITY

	January 31, 2020			June 30, 2019	
	$	%		$	%
DEMAND	$ 13,821,235	71.55%		$ 12,245,220	61.74%
30 Days	$ 559,773	2.90%		$ 208,880	1.05%
31-180 Days	$ 919,731	4.76%		$ 1,161,829	5.86%
181 - 360	$ 1,719,282	8.90%		$ 1,771,413	8.93%
361-1800 Days	$ 2,296,895	11.89%		$ 4,447,532	22.42%
TOTAL	$ 19,316,916	100.00%		$ 19,834,874	100.00%

* The portfolio is in compliance with the investment policy.
** PFM Investment Advisory Services (10bp on first $25 mm, 8bp over) $ 480.91 for January 2020

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors
El Toro Water District
Lake Forest, CA 92630

We have performed the procedures enumerated below, which were agreed to by the El Toro Water District's (the District) management, with respect to internal control procedures of the District for the quarter ended September 30, 2019. The sufficiency of the procedures is solely the responsibility of the District's management. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. We obtained an understanding of the District's approved internal control procedures over cash receipts, cash disbursements, purchasing and accounts payable, payroll, water and sewer billings and receivables, and investments, through discussions with management.

   Results: We performed procedures 2 to 6 based on our understanding of the District internal control procedures over cash receipts, cash disbursements, purchasing and accounts payable, payroll, water and sewer billings and receivables, and investments.

2. We tested compliance with approved cash receipt procedures by selecting three days' receipts. The selected days' receipts were totaled for arithmetic accuracy and then traced to the general ledger for accurate account distribution. The days' total deposit was agreed to the monthly bank statement. A total of fifteen water billing receivable receipts were traced and agreed to the subsidiary ledger detail.

   Results: No exceptions were noted.

3. We tested compliance with approved water and sewer billing and receivable procedures by selecting ten customer billings. For each billing selected, we traced the billing rates to approved Board of Directors actions and verified the mathematical accuracy of the billing. We also verified that the billing was correctly posted to the customer record and verified subsequent receipt.

   Results: No exceptions were noted.

Scope of Procedures Performed and Findings (Continued)

4. We tested compliance with approved cash disbursements, purchasing and accounts payable procedures by selecting fifteen voucher packages. For each voucher package selected, we inspected the cancelled check for endorsement and signature. We agreed the date, amount and payee to the cash disbursement journal. We also agreed the amount and payee to supporting invoices or other supporting documents, noting that the invoice was approved by an authorized employee and that the invoice was cancelled to prevent possible resubmission. We verified the account distribution and traced the account distribution to the cash disbursements journal.

   Results: No exceptions were noted.

5. We tested compliance with approved payroll procedures by selecting five payroll disbursements. We examined supporting time cards for approval by supervisors, agreed hours worked as noted on the time cards to the payroll register, agreed the hourly or salary rate to an authorized pay schedule and recalculated computations of gross and net pay. We verified the posting of the amounts from the payroll register to the general ledger accounts.

   Results: No exceptions were noted.

6. We tested compliance with the investment policy by selecting the Treasurer's report for the month ended September 30, 2019. For the investments held at month end we reviewed the investment type and verified that the investments were in compliance with the District's policy. We traced investments listed on the Treasurer's report to the trustees' statements and the general ledger.

   Results: No exceptions were noted.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not perform an examination or review, the objective of which would be the expression of an opinion or conclusion, on the internal control procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than those specified parties.

White Nelson Diehl Evans LLP

Irvine, California
March 3, 2020

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Board of Directors
El Toro Water District
Lake Forest, CA 92630

We have performed the procedures enumerated below, which were agreed to by the El Toro Water District's (the District) management, with respect to internal control procedures of the District for the quarter ended December 31, 2019. The sufficiency of the procedures is solely the responsibility of the District's management. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and associated findings are as follows:

1. We obtained an understanding of the District's approved internal control procedures over cash receipts, cash disbursements, purchasing and accounts payable, payroll, water and sewer billings and receivables, and investments, through discussions with management.

   Results: We performed procedures 2 to 6 based on our understanding of the District internal control procedures over cash receipts, cash disbursements, purchasing and accounts payable, payroll, water and sewer billings and receivables, and investments.

2. We tested compliance with approved cash receipt procedures by selecting three days' receipts. The selected days' receipts were totaled for arithmetic accuracy and then traced to the general ledger for accurate account distribution. The days' total deposit was agreed to the monthly bank statement. A total of fifteen water billing receivable receipts were traced and agreed to the subsidiary ledger detail.

   Results: No exceptions were noted.

3. We tested compliance with approved water and sewer billing and receivable procedures by selecting ten customer billings. For each billing selected, we traced the billing rates to approved Board of Directors actions and verified the mathematical accuracy of the billing. We also verified that the billing was correctly posted to the customer record and verified subsequent receipt.

   Results: No exceptions were noted.

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Scope of Procedures Performed and Findings (Continued)

4. We tested compliance with approved cash disbursements, purchasing and accounts payable procedures by selecting fifteen voucher packages. For each voucher package selected, we inspected the cancelled check for endorsement and signature. We agreed the date, amount and payee to the cash disbursement journal. We also agreed the amount and payee to supporting invoices or other supporting documents, noting that the invoice was approved by an authorized employee and that the invoice was cancelled to prevent possible resubmission. We verified the account distribution and traced the account distribution to the cash disbursements journal.

   Results: No exceptions were noted.

5. We tested compliance with approved payroll procedures by selecting five payroll disbursements. We examined supporting time cards for approval by supervisors, agreed hours worked as noted on the time cards to the payroll register, agreed the hourly or salary rate to an authorized pay schedule and recalculated computations of gross and net pay. We verified the posting of the amounts from the payroll register to the general ledger accounts.

   Results: No exceptions were noted.

6. We tested compliance with the investment policy by selecting the Treasurer's report for the month ended December 31, 2019. For the investments held at month end we reviewed the investment type and verified that the investments were in compliance with the District's policy. We traced investments listed on the Treasurer's report to the trustees' statements and the general ledger.

   Results: No exceptions were noted.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not perform an examination or review, the objective of which would be the expression of an opinion or conclusion, on the internal control procedures. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures; other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than those specified parties.

White Nelson Diehl Evans LLP

Irvine, California
March 3, 2020

EL TORO WATER DISTRICT
FINANCIAL REPORT
March 23, 2020

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EL TORO WATER DISTRICT
BALANCE SHEET

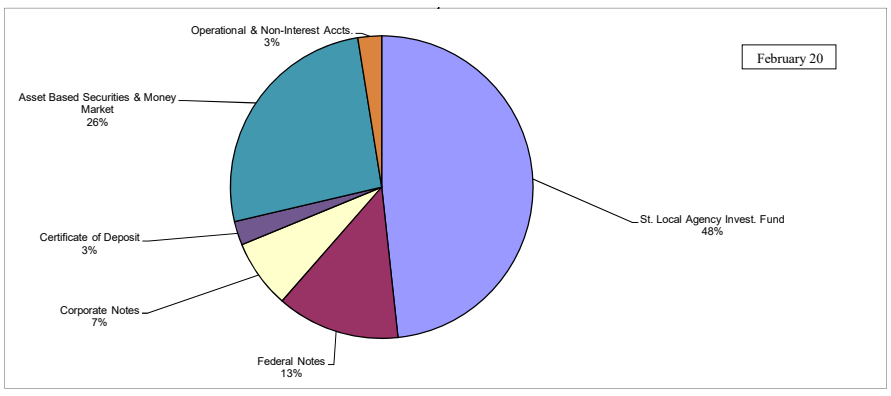
	2/29/20 (Unaudited)	June 30, 2019 (Audited)
ASSETS		
Current Assets		
Cash	$489,162	$1,704,132
Investments:		
Investments Cash	7,969,412	$6,095,362
Investments FMV Adjustment	64,381	$39,107
Receivables:		
Accounts Receivable	2,970,076	3,337,975
Notes Receivable	-	-
Inventories	645,656	625,472
Prepaid Expenses	417,570	201,078
Total Current Assets	$12,556,258	12,003,125
Restricted Assets		
Cash & Investments	10,713,412	12,035,381
Total Restricted Assets	10,713,412	12,035,381
Non-Current Assets		
Utility Plant:		
Land & Easements	7,451,585	7,451,585
Long Term Leases	342,382	342,382
Equipment	115,049,752	114,139,715
Collection & Impound Reservoirs	6,243,706	6,243,706
Structure & Improvements	34,871,067	34,806,127
Total Utility Plant	163,958,493	162,983,517
Less Accumulated Depreciation & Amortization	(78,262,414)	(75,348,450)
Net Utility Plant	85,696,080	87,635,067
Construction Work in Progress	7,258,149	6,838,533
Notes Receivable	-	-
Deffered Outflow OPEB	3,337,168	3,337,168
Total Non-current Assets	96,291,396	97,810,768
TOTAL ASSETS	$119,561,066	$121,849,273

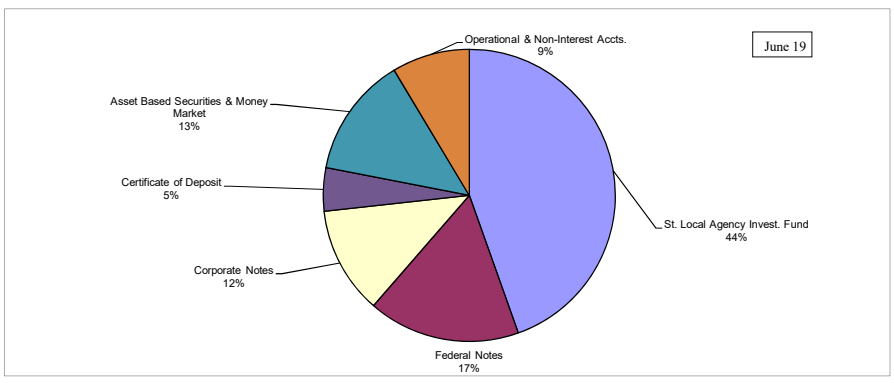
EL TORO WATER DISTRICT
BALANCE SHEET

	2/29/20 (Unaudited)	June 30, 2019 (Audited)
LIABILITIES and EQUITY		
Liabilities		
Current Liabilities Payable		
Accounts Payable	$1,290,896	$1,964,675
Current Portion of Long-Term Debt	413,397	2,173,134
Other Current Liabilities	1,784,187	2,008,617
Total Current Liabilities Payable From Current Assets	3,488,479	6,146,426
Long Term Debt		
Long Term Debt	51,149,798	51,149,798
Total Long Term Debt	51,149,798	51,149,798
Total Liabilities	54,638,277	57,296,224
Fund Equity		
Retained Earnings - Reserved	17,034,893	17,034,893
Contributed Capital	8,744,767	8,744,767
Retained Earnings - Unreserved	38,773,389	37,178,785
Net Income	369,739	1,594,605
Total Fund Equity	64,922,789	64,553,049
Total Liabilites & Fund Equity	$119,561,066	$121,849,273

CASH & INVESTMENTS (General Fund)
SUMMARY OF INVESTMENTS BY TYPE

	Maturity Dates	Par	Market Value 2/29/20	Financial Institution	YTM 2/29/20	Original Cost 2/29/20
State Local Agency Investment Fund	NA	NA	$9,258,106	LAIF	1.91%	$9,258,106
US Treasury N/B - Coupon Rate 1.625%	7/31/2020	60,000	60,094	US Bank/CAMP	1.60%	60,038
US Treasury N/B - Coupon Rate 1.375%	8/31/2020	110,000	110,103	US Bank/CAMP	1.53%	109,502
US Treasury N/B - Coupon Rate 1.375%	8/31/2020	260,000	260,244	US Bank/CAMP	1.44%	259,523
US Treasury N/B - Coupon Rate 1.375%	10/31/2020	95,000	95,119	US Bank/CAMP	1.65%	94,228
US Treasury N/B - Coupon Rate 1.750%	12/31/2020	340,000	341,700	US Bank/CAMP	1.90%	338,513
US Treasury N/B - Coupon Rate 1.375%	1/31/2021	50,000	50,125	US Bank/CAMP	2.05%	49,006
US Treasury N/B - Coupon Rate 1.125%	2/28/2021	150,000	150,070	US Bank/CAMP	2.41%	144,428
US Treasury N/B - Coupon Rate 2.000%	5/31/2021	490,000	495,819	US Bank/CAMP	2.62%	481,272
Intl BK of Recon & Dev Notes - Coupon Rate 1.875%	4/21/2020	90,000	90,014	US Bank/CAMP	1.90%	89,922
Inter-American Devel BK Note - Coupon Rate 1.625%	5/12/2020	150,000	150,043	US Bank/CAMP	1.70%	149,645
Intl BK of Recon & Dev Notes - Coupon Rate 1.561%	9/12/2020	90,000	90,108	US Bank/CAMP	1.64%	89,784
Inter-American Development Bank - Coupon Rate 2.125%	11/9/2020	90,000	90,531	US Bank/CAMP	1.81%	90,834
Intl Finance Note - Coupon Rate 2.250%	1/25/2021	70,000	70,651	US Bank/CAMP	2.35%	69,794
Intl Finance Corporation Note - Coupon Rate 2.635%	3/9/2021	90,000	91,404	US Bank/CAMP	2.66%	89,933
Inter-American Dev Bank Note - Coupon Rate 1.875%	3/15/2021	200,000	201,459	US Bank/CAMP	2.56%	196,046
Inter-American Dev Bank Note - Coupon Rate 2.625%	4/19/2021	70,000	71,151	US Bank/CAMP	2.70%	69,846
CA ST TXBL GO Bonds- Coupon Rate 2.800%	4/1/2021	100,000	101,701	US Bank/CAMP	2.80%	100,004
FNA 2018-M5 A2- Coupon Rate 3.560%	9/25/2021	40,922	41,283	US Bank/CAMP	2.27%	41,736
Federal Notes		2,545,922	2,561,619			2,524,051
Chevron Corp Notes - Coupon Rate 1.991%	3/3/2020	70,000	70,001	US Bank/CAMP	1.99%	70,000
Walt Disney Corp Notes - Coupon Rate 1.950%	3/4/2020	20,000	20,000	US Bank/CAMP	1.96%	19,995
Exxon Mobil Corp Note - Coupon Rate 1.912%	3/6/2020	90,000	90,003	US Bank/CAMP	1.75%	90,402
John Deere Capital Corp. - Coupon Rate 2.200%	3/13/2020	40,000	40,008	US Bank/CAMP	2.23%	39,969
Goldman Sachs Group Inc Corp Notes - Coupon Rate 2.600%	4/23/2020	30,000	30,000	US Bank/CAMP	2.28%	30,226
General Dynamics Corp. - Coupon Rate 2.875%	5/11/2020	50,000	50,124	US Bank/CAMP	3.06%	49,823
Apple Inc. Bonds - Coupon Rate 1.800%	5/11/2020	60,000	60,029	US Bank/CAMP	1.84%	59,939
Intel Corp Notes - Coupon Rate 1.850%	5/11/2020	90,000	90,031	US Bank/CAMP	1.86%	89,966
Home Depot Inc Corp Notes - Coupon Rate 1.800%	6/5/2020	40,000	40,027	US Bank/CAMP	1.82%	39,977
Walt Disney Corp Notes - Coupon Rate 1.800%	6/5/2020	70,000	70,056	US Bank/CAMP	1.84%	69,919
John Deere Capital Corp Notes - Coupon Rate 1.950%	6/22/2020	20,000	20,029	US Bank/CAMP	1.97%	19,988
State Street Corp Notes - Coupon Rate 2.550%	8/18/2020	10,000	10,037	US Bank/CAMP	1.83%	10,208
State Street Corp Notes - Coupon Rate 2.550%	8/18/2020	70,000	70,259	US Bank/CAMP	1.82%	71,471
Caterpillar Finl Service Note - Coupon Rate 1.850%	9/4/2020	70,000	70,135	US Bank/CAMP	1.88%	69,941
Citigroup Inc Corp Notes - Coupon Rate 2.650%	10/26/2020	40,000	40,249	US Bank/CAMP	2.34%	40,360
Paccar Financial Corp Notes - Coupon Rate 2.050%	11/13/2020	20,000	20,093	US Bank/CAMP	2.05%	19,998
VISA Inc. (Callable) Corp Notes - Coupon Rate 2.200%	12/14/2020	20,000	20,104	US Bank/CAMP	1.85%	20,220
Wal-Mart Stores Inc. Corp. Note - Coupon Rate 1.900%	12/15/2020	90,000	90,298	US Bank/CAMP	1.95%	89,870
Paccar Financial Corp Notes - Coupon Rate 2.800%	3/1/2021	30,000	30,496	US Bank/CAMP	2.82%	29,985
National Rural Util Coop - Coupon Rate 2.900%	3/15/2021	35,000	35,611	US Bank/CAMP	2.94%	34,961
United Parcel Service Corporate Bond - Coupon Rate 2.050%	4/1/2021	90,000	90,579	US Bank/CAMP	2.10%	89,858
Toyota Motor Credit Corp Notes - Coupon Rate 2.950%	4/13/2021	90,000	91,539	US Bank/CAMP	2.96%	89,964
Pepsico Inc. Corp. Note - Coupon Rate 2.000%	4/15/2021	30,000	30,204	US Bank/CAMP	2.01%	29,994
Hershey Company Corp. Note - Coupon Rate 3.100%	5/15/2021	40,000	40,833	US Bank/CAMP	3.12%	39,972
American Express Co. - Coupon Rate 3.375%	5/17/2021	45,000	45,886	US Bank/CAMP	3.38%	44,992
Charles Schwab Corp. Corp. Notes - Coupon Rate 3.250%	5/21/2021	55,000	56,179	US Bank/CAMP	3.25%	54,998
Bank of America Note - Coupon Rate 2.328%	10/1/2021	90,000	90,410	US Bank/CAMP	2.33%	90,000
Corporate Notes		1,405,000	1,413,220			1,406,996
Bank of Nova Scotia Houston CD - Coupon Rate 3.080%	6/5/2020	100,000	100,408	US Bank/CAMP	3.10%	99,962
Westpac Banking Corp NY CD - Coupon Rate 2.050%	8/3/2020	150,000	150,314	US Bank/CAMP	2.05%	150,000
Swedbank (NewYork) CD- Coupon Rate 2.270%	11/16/2020	135,000	135,623	US Bank/CAMP	2.30%	135,000
Royal Bank of Canada NY CD- Coupon Rate 3.240%	6/7/2021	100,000	101,895	US Bank/CAMP	3.24%	100,000
Certificate of Deposit		485,000	488,240			484,962
Toyota ABS 2017-A A3 - Coupon Rate 1.730%	2/28/2021	3,973	3,973	US Bank/CAMP	1.74%	3,973
John Deere ABS 2017-A A3 - Coupon Rate 1.780%	4/15/2021	1,501	1,501	US Bank/CAMP	1.79%	1,501
Toyota ABS 2017-B A3 - Coupon Rate 1.760%	7/15/2021	29,270	29,279	US Bank/CAMP	1.76%	29,267
Honda ABS 2017-1 A3 - Coupon Rate 1.720%	7/21/2021	7,925	7,928	US Bank/CAMP	1.72%	7,924
Ally ABS 2017-2 A3 - Coupon Rate 1.780%	8/15/2021	10,601	10,605	US Bank/CAMP	1.79%	10,600
Nissan ABS 2017-2 A3 - Coupon Rate 1.740%	8/15/2021	13,371	13,376	US Bank/CAMP	1.74%	13,369
Honda ABS 2017-2 A3 - Coupon Rate 1.680%	8/15/2021	28,763	28,775	US Bank/CAMP	1.68%	28,761
Hyundai ABS 2017-A A3 - Coupon Rate 1.760%	8/16/2021	9,409	9,412	US Bank/CAMP	1.76%	9,408
John Deere ABS 2017-B A3 - Coupon Rate 1.820%	10/15/2021	10,011	10,018	US Bank/CAMP	1.82%	10,010
Ford ABS 2017-B A3 - Coupon Rate 1.690%	11/15/2021	26,875	26,878	US Bank/CAMP	1.69%	26,874
Hyundai ABS 2017-B A3 - Coupon Rate 1.770%	1/18/2022	38,037	38,068	US Bank/CAMP	1.78%	38,030
Allya 2017-5 A3 - Coupon Rate 1.990%	3/15/2022	31,591	31,636	US Bank/CAMP	1.99%	31,589
Fordo 2017-C A3 - Coupon Rate 2.010%	3/15/2022	60,605	60,635	US Bank/CAMP	2.02%	60,594
Citibank 2017-A3 A3 - Coupon Rate 1.920%	4/7/2022	100,000	100,012	US Bank/CAMP	1.82%	100,267
JDOT 2018-A A3 - Coupon Rate 2.660%	4/15/2022	13,518	13,592	US Bank/CAMP	2.66%	13,517
Hart 2018-A A3 - Coupon Rate 2.790%	7/15/2022	35,000	35,266	US Bank/CAMP	2.80%	34,995
MBart 2018-1 A3 - Coupon Rate 3.030%	1/15/2023	55,000	55,645	US Bank/CAMP	3.03%	54,998
CAMP Money Market Fund	NA	NA	4,533,031	US Bank/CAMP	1.75%	4,533,031
Asset Based Securities & Money Market		475,450	5,009,631			5,008,709
Total Camp Investments		4,911,372	9,472,709			9,424,718
Operational & Non-Interest Bearing Accounts						
ETWD General Cash Account	NA	NA	485,568	Union Bank of Cal.	0.00%	485,568
ETWD Capital Facilities Reserve Account	NA	NA	2,895	Union Bank of Cal.	0.00%	2,895
ETWD Payroll Account	NA	NA	0	Union Bank of Cal.	0.00%	0
ETWD Petty Cash Account	NA	NA	700	Union Bank of Cal.	0.00%	700
Operational & Non-Interest Accts.			489,162			489,162
			$19,219,978	**Total Investments & Cash**		$19,171,986





LIQUIDITY

	February 29, 2020			June 30, 2019	
	$	%		$	%
DEMAND	$ 14,280,300	74.49%		$ 12,245,220	61.74%
30 Days	$ 220,366	1.15%		$ 208,880	1.05%
31-180 Days	$ 991,082	5.17%		$ 1,161,829	5.86%
181 - 360	$ 1,476,572	7.70%		$ 1,771,413	8.93%
361-1800 Days	$ 2,203,667	11.49%		$ 4,447,532	22.42%
TOTAL	$ 19,171,986	100.00%		$ 19,834,874	100.00%

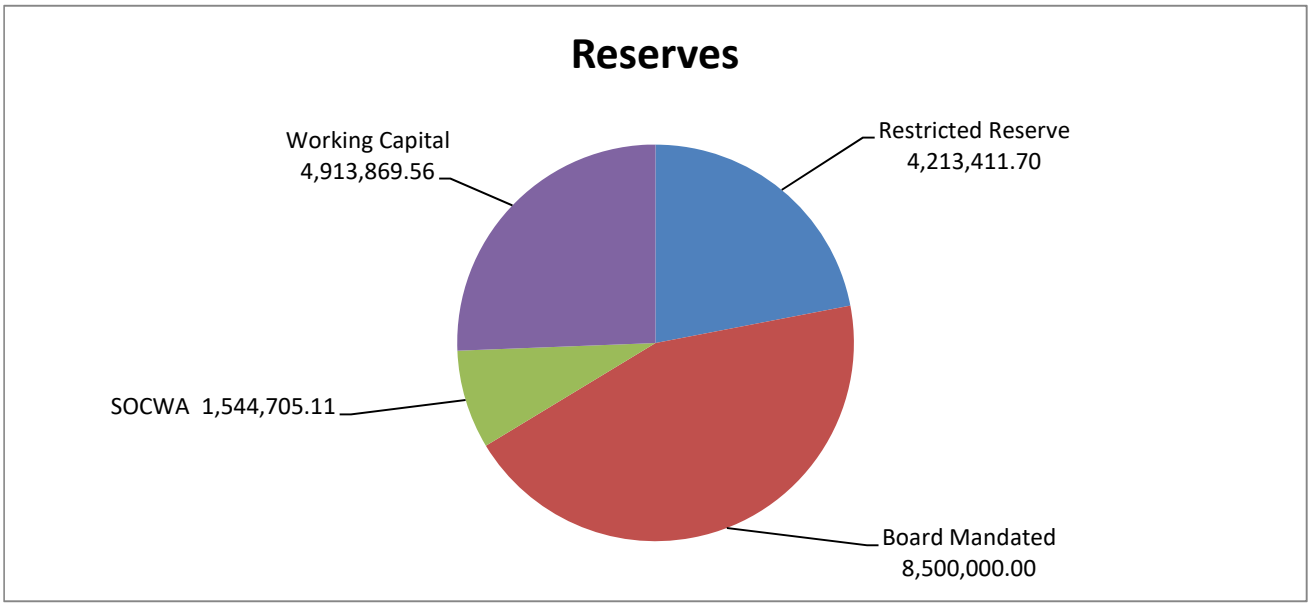
* The portfolio is in compliance with the investment policy.

** PFM Investment Advisory Services (10bp on first $25 mm, 8bp over) $ 480.91 for January 2020

EL TORO WATER DISTRICT

RESERVE ANALYSIS

29-Feb-20



Restricted Reserve	$	4,213,412
Board Mandated	$	8,500,000
SOCWA	$	1,544,705
Capital Cash Flow / Compliance	$	4,913,870
Total	**$**	**19,171,986**

Restricted Reserve

SRFL-Recycled Phase I	$	1,602,958
SRFL-Recycled Phase II	$	409,046
Capital Facilities Reserve	$	2,895
Tiered Cons Fund	$	1,438,484
Baker Funding	$	760,029
Total	**$**	**4,213,412**

Board Mandated Minimum Reserve Levels

Capital Construction	$	3,000,000
Rate Stabilization	$	2,200,000
Operations	$	1,300,000
Working Capital	$	2,000,000
Total	**$**	**8,500,000**

Six months operating expense requirement:	$12,800,791
Cash less restricted reserve on hand:	$14,958,575

ETWD has the ability to meet its expediture requirements for the next six months.

EL TORO WATER DISTRICT
CHANGE IN RESERVES

	February 29, 2020	Year to Date	June 30, 2019
Operating Revenue	1,748,924	16,798,686	26,368,844
Non-operating Revenue	143,080	1,302,866	2,908,390
Total Revenue	1,892,004	18,101,552	29,277,234
Operating Expenses	1,523,695	14,292,876	22,462,405
Depreciation & Amortization	364,245	2,913,964	4,466,431
Non-operating Expenses	65,622	524,973	753,794
Total Expenses	1,953,562	17,731,813	27,682,629
NET INCOME	(61,557)	369,739	1,594,605
Add Depreciation & Amortization	364,245	2,913,964	4,466,431
Net Cash Provided by Operating Activities	1,538,831	(1,204,755)	(584,951)
Net Cash Provided by Investing Activities	(76,072)	(1,394,593)	(2,691,563)
Net Cash Provided by Financing Activities	-	-	2,594,367
Net Increase/(Decrease) Cash for the Period	1,765,448	684,356	5,378,889
Cash at End of Period from Balance Sheet		8,522,956	
Restricted Cash		10,713,412	
Unrealized (Gains)/Losses Fair Market Value		(64,381)	
Cash at End of Period		19,171,986	
Net (Increase)/Decrease Cash for the Period		(1,765,448)	
Net (Increase)/Decrease in Rescricted Cash for the Period		1,379,343	
Net Increase/(Decrease) in Unrealized Gains/(Losses) Fair Market Value		8,207	
Void Checks in Prior Period		(8)	
Cash at Beginning of Period		18,794,082	

EL TORO WATER DISTRICT
Cash Sheet
For the month ending February 29, 2020

CHECK NUMBER	PAYMENT DATE	VENDOR NAME		PAYMENT AMOUNT
88326	02/06/2020	MUNICIPAL WATER DISTRICT OF ORANGE CO.		297,171.80
88441	02/27/2020	ACWA HEALTH BENEFITS AUTHORITY		118,586.62
88404	02/20/2020	SO. CALIFORNIA EDISON CO.		108,576.33
88316	02/06/2020	DELL MARKETING L.P.		60,785.96
		TOTAL CHECKS OVER $50,000	**$**	**585,120.71**
		TOTAL CHECKS IN REGISTER	**$**	**843,858.26**

DEBIT TRANSFERS

	02/14/2020	PAYROLL DIRECT DEPOSIT		134,015.65
	02/14/2020	FEDERAL DEPOSIT LIABILITY		29,146.81
	02/14/2020	SDI & STATE TAX		11,475.02
	02/14/2020	WAGE GARNISHMENTS		585.00
	02/14/2020	PRUDENTIAL (401K)		49,126.36
	02/14/2020	PRUDENTIAL (457)		16,788.98
	02/14/2020	PAYROLL BOARD OF DIRECTOR		6,334.24
	02/14/2020	SS, MEDICARE, SDI & STATE TAX		1,829.53
	02/14/2020	PRUDENTIAL (457)		2,387.10
	02/28/2020	PAYROLL DIRECT DEPOSIT		134,786.94
	02/28/2020	FEDERAL DEPOSIT LIABILITY		29,432.58
	02/28/2020	SDI & STATE TAX		11,499.26
	02/28/2020	WAGE GARNISHMENTS		585.00
	02/28/2020	PRUDENTIAL (401K)		50,166.96
	02/28/2020	PRUDENTIAL (457)		16,965.87
	02/29/2020	ADP AND BANK FEES		5,497.92
		TOTAL INTERBANK WIRES / DEBIT TRANSFERS	**$**	**500,623.22**
		TOTAL DISBURSEMENTS	**$**	**1,344,481.48**

ETWD EMPLOYEES

CHECK NUMBER	PAYMENT DATE	PAYEE (DESCRIPTION)		PAYMENT AMOUNT
88384	02/20/2020	CHAU VUONG (Expense Reimbursement)		381.09
88433	02/27/2020	STEVE WINGEN (Expense Reimbursement)		288.00
88386	02/20/2020	DAVID HAYDEN (Expense Reimbursement)		75.00
88400	02/20/2020	RICHARD NIERADKA (Expense Reimbursement)		60.00
		TOTAL CHECKS TO EMPLOYEES	**$**	**804.09**

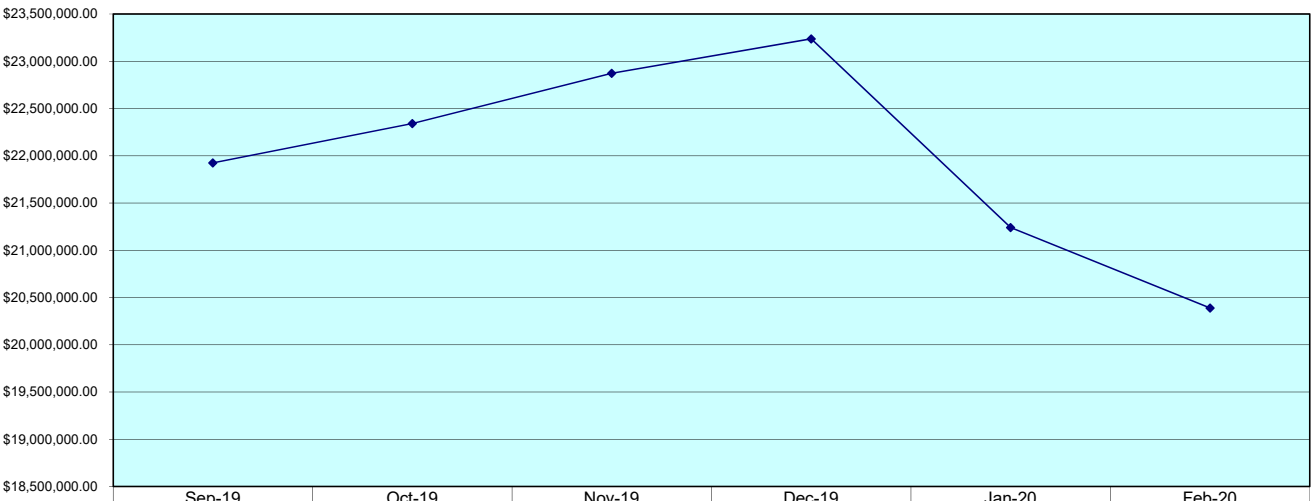
ETWD DIRECTORS

CHECK NUMBER	PAYMENT DATE	PAYEE (DESCRIPTION)		PAYMENT AMOUNT
88361	02/13/2020	JOSE VERGARA (Expense Reimbursement)		139.73
88366	02/13/2020	MICHAEL GASKINS (Expense Reimbursement)		123.05
		TOTAL CHECKS TO DIRECTORS	**$**	**262.78**

EL TORO WATER DISTRICT

401K PLAN SUMMARY

401K PLAN MARKET VALUE



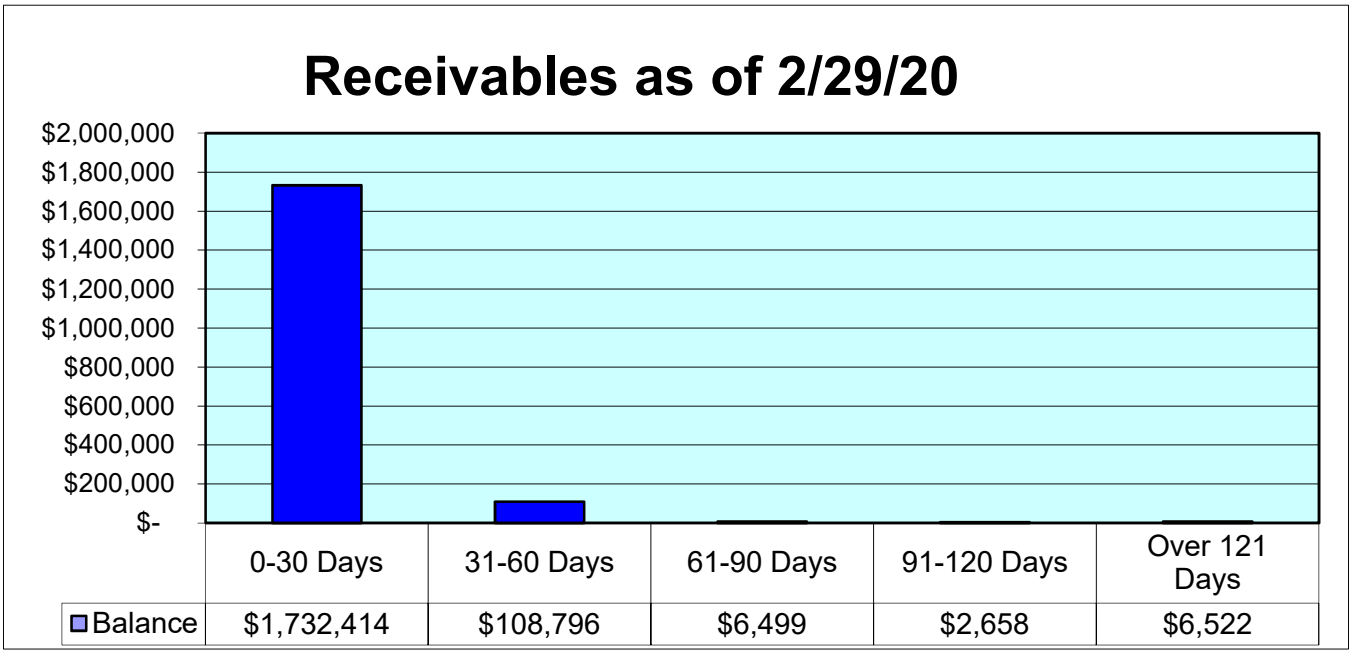
	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20
Series1	$21,924,265	$22,340,656	$22,873,035	$23,237,313	$21,240,118	$20,388,628

MARKET VALUE SUMMARY

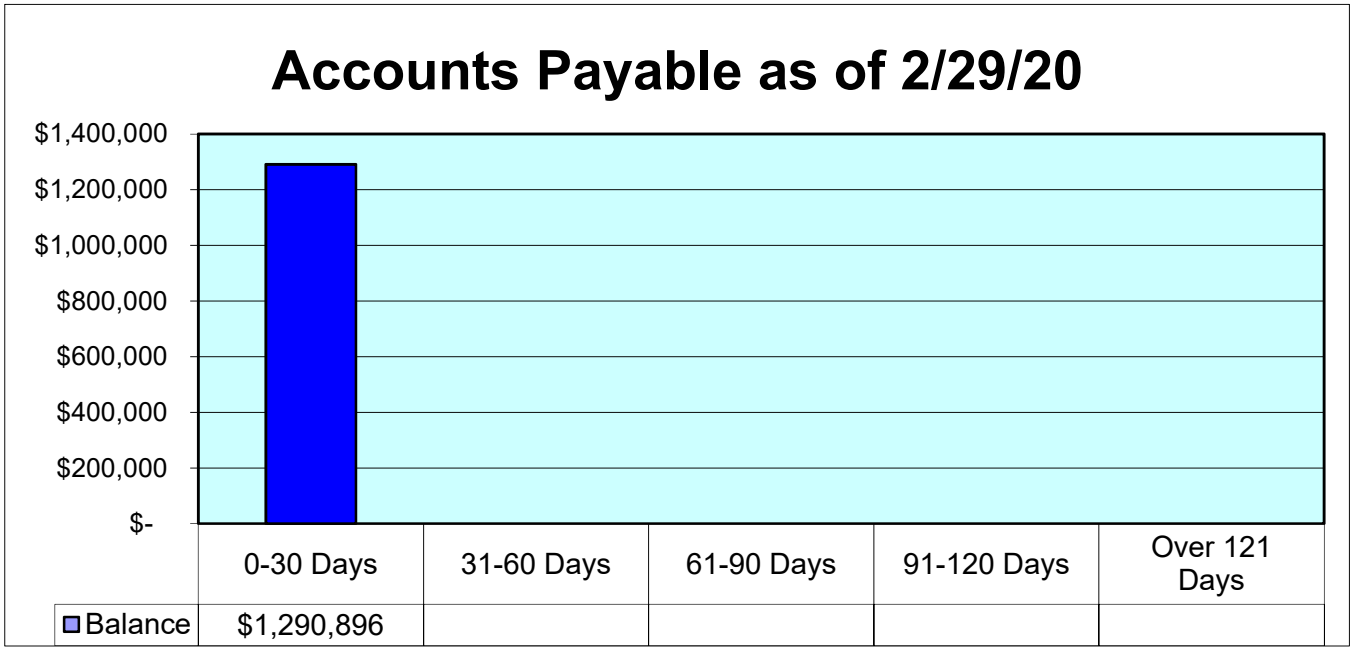
	Growth Under 40 yrs. Old	Capital Appreciation 40 to 44 yrs. Old	Balanced 45 to 49 yrs. Old	Balanced Income 50 to 54 yrs. Old	Income & Growth 55 to 59 yrs. Old	Income 60 to 64 yrs. Old	Capital Pres. Port Over 65 yrs. Old
Balance at July 1, 2019	$ 1,506,787.68	$549,062.24	$1,801,553.21	$5,954,287.10	$6,260,620.08	$2,461,760.00	$2,894,379.39
Contributions	196,456.20	40,496.62	64,068.56	154,086.82	182,180.26	234,695.91	94,150.24
Withdrawals	0.00	0.00	0.00	(54,817.47)	0.00	(7,692.31)	(2,461,658.05)
Transfers	(20,538.08)	(91,674.24)	(576,278.95)	(1,257,870.85)	396,540.67	1,222,682.82	327,138.63
Interest, dividends and appreciation net of fees and charges	6,223.19	(5,527.29)	21,823.59	117,059.55	153,944.10	106,924.68	117,763.33
Balance at February 29, 2020	$ 1,688,928.99	$492,357.33	$1,311,166.41	$4,912,745.15	$6,993,285.11	$4,018,371.10	$971,773.54
Average return YTD February 29, 2020	0.37%	-1.12%	1.66%	2.38%	2.20%	2.66%	12.12%

Average return is calculated by dividing the interest, dividends and appreciation, net of fees by ending fund balance and then annualize.

RECEIVABLES & PAYABLES AGEING



Bad Debts Year to Date: **$6,259**

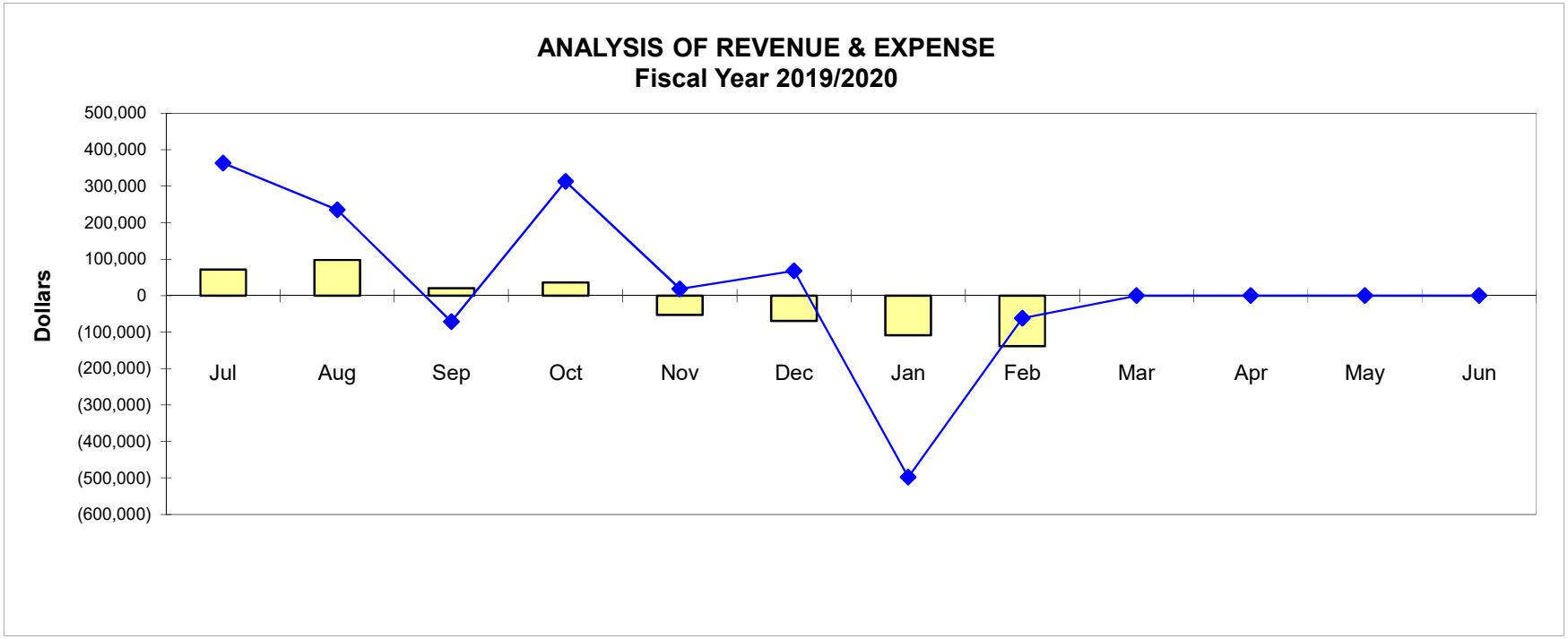


Year to Date Discounts Taken: **$415**

El Toro Water District
Income Statement
February 2020

	Feb 20	Budget	% of Budget	Jul '19 - Feb 20	YTD Budget	% of Budget	Annual Budget
Income							
4600 · Water Service Charge	305,642.26	301,792.00	101.28%	2,425,031.44	2,414,336.00	100.44%	3,621,504.00
4700 · Sanitary Service	629,612.61	647,916.67	97.18%	5,159,664.35	5,183,333.32	99.54%	7,775,000.00
4722 · Recycled Water Tertiary Sales	17,107.05	86,232.11	19.84%	912,476.02	1,136,346.96	80.3%	1,686,426.00
4724 · Service Charge - Recycled Water	21,706.21	26,558.92	81.73%	166,834.36	212,471.32	78.52%	318,707.00
4750 · Capital Facilities Charge	250,439.16	251,221.33	99.69%	2,004,857.73	2,009,770.68	99.76%	3,014,656.00
4800 · Commodity Charge	523,371.92	478,423.38	109.4%	5,981,599.28	6,304,553.67	94.88%	9,356,441.00
4950 · Other Operating Income	1,045.00	4,583.33	22.8%	37,037.48	36,666.68	101.01%	55,000.00
4960 · Other Income	31,443.62	46,666.67	67.38%	376,720.59	373,333.32	100.91%	560,000.00
4967 · SMWD	0.00	9,333.33	0.0%	90,807.84	74,666.68	121.62%	112,000.00
4970 · MNWD	0.00	1,953.34	0.0%	20,377.49	15,626.64	130.4%	23,440.00
4980 · Interest Income	24,949.97	16,666.67	149.7%	254,557.75	133,333.32	190.92%	200,000.00
4985 · Changes FMV CAMP	8,207.39			24,014.57			
4986 · Changes FMV LAIF	0.00			1,259.94			
4990 · Property Taxes	78,479.14	77,083.33	101.81%	646,312.86	616,666.68	104.81%	925,000.00
Total Income	1,892,004.33	1,948,431.08	97.1%	18,101,551.70	18,511,105.27	97.79%	27,648,174.00
Gross Profit	1,892,004.33	1,948,431.08	97.1%	18,101,551.70	18,511,105.27	97.79%	27,648,174.00
Expense							
5100 · Personnel Cost	603,913.27	712,173.54	84.8%	5,323,741.36	5,697,388.84	93.44%	8,546,083.00
5405 · Water Purchases	410,206.03	431,767.53	95.01%	5,152,261.13	5,414,256.37	95.16%	8,041,949.00
5410 · Electrical Power	61,776.28	93,783.34	65.87%	720,012.00	750,266.64	95.97%	1,125,400.00
5415 · Repair Parts & Materials	7,185.43	35,861.08	20.04%	207,368.15	286,887.68	72.28%	430,332.00
5420 · Equipment Maintenance & Repair	38,923.94	10,260.43	379.36%	108,373.39	82,083.28	132.03%	123,125.00
5425 · Pump Maintenance & Repair	3,950.75	9,483.33	41.66%	55,283.96	75,866.68	72.87%	113,800.00
5430 · Motor Maintenance & Repair	0.00	2,191.66	0.0%	8,730.77	17,533.36	49.8%	26,300.00
5440 · Electrical/Contl Maint & Repair	20,197.74	5,970.85	338.27%	34,744.68	47,766.60	72.74%	71,650.00
5445 · Meter Maintenance & Repair	0.00	666.67	0.0%	460.00	5,333.32	8.63%	8,000.00
5455 · Chemicals	13,165.08	17,450.00	75.45%	140,385.93	139,600.00	100.56%	209,400.00
5460 · Structure Maint & Repair	6,466.05	2,523.67	256.22%	36,505.86	20,189.32	180.82%	30,284.00
5465 · Asphalt Maintenance & Repair	1,800.00	7,716.66	23.33%	43,553.00	61,733.36	70.55%	92,600.00
5470 · Consultants	14,645.03	5,316.67	275.46%	52,822.79	42,533.32	124.19%	63,800.00
5475 · Contractors	118,735.41	101,658.35	116.8%	764,541.06	813,266.60	94.01%	1,219,900.00
5480 · Engineers	0.00	6,333.33	0.0%	58,893.90	50,666.68	116.24%	76,000.00
5482 · Dump Fees	2,022.73	1,333.34	151.7%	6,672.83	10,666.64	62.56%	16,000.00
5485 · Laboratory	7,702.03	2,991.67	257.45%	28,702.69	23,933.32	119.93%	35,900.00
5490 · License & Permits	757.67	12,532.78	6.05%	95,290.83	100,261.88	95.04%	150,393.00
5495 · Gas & Oil	10,242.93	7,916.67	129.38%	73,819.81	63,333.32	116.56%	95,000.00
5500 · Equipment Rental	5,056.06	1,675.00	301.85%	13,360.26	13,400.00	99.7%	20,100.00
5505 · Landscaping	10,043.66	12,272.92	81.84%	76,075.86	98,183.32	77.48%	147,275.00
5510 · Small Tools & Equipment	3,007.26	5,833.34	51.55%	45,474.61	46,666.64	97.45%	70,000.00
5515 · Security	0.00	1,587.94	0.0%	11,170.81	12,703.24	87.94%	19,055.00
5520 · Operating Supplies	4,182.52	4,333.33	96.52%	32,974.56	34,666.68	95.12%	52,000.00
5525 · Safety Equipment	1,816.69	1,691.67	107.39%	12,372.78	13,533.32	91.43%	20,300.00
5530 · Temporary Help	17,112.00	3,041.67	562.59%	17,112.00	24,333.32	70.32%	36,500.00
5535 · Other Employee Cost	17,335.95	7,441.67	232.96%	81,634.80	59,533.32	137.13%	89,300.00
5540 · Depreciation	363,675.00	372,500.00	97.63%	2,909,400.00	2,980,000.00	97.63%	4,470,000.00
5545 · Insurance	24,710.52	46,479.58	53.16%	336,647.83	371,836.68	90.54%	557,755.00
	22,222.20	0.00	100.0%	22,222.20	0.00	100.0%	0.00
5555 · Advertising & Publicity	400.00	166.67	240.0%	960.00	1,333.32	72.0%	2,000.00
5560 · Amortization	570.49	570.83	99.94%	4,563.92	4,566.68	99.94%	6,850.00
5570 · Annual Event	0.00	500.00	0.0%	5,136.24	4,000.00	128.41%	6,000.00
5575 · Audit	0.00	2,500.00	0.0%	22,500.00	20,000.00	112.5%	30,000.00
5580 · Bad Debts	1,351.87	1,666.67	81.11%	6,258.63	13,333.32	46.94%	20,000.00
5585 · Bank Charges	5,497.92	4,750.00	115.75%	39,757.49	38,000.00	104.63%	57,000.00
5590 · Data Processing Supply & Access	272.19	1,916.68	14.2%	20,870.50	15,333.28	136.11%	23,000.00
5595 · Data Processing Equipment	0.00	2,999.99	0.0%	21,117.68	24,000.04	87.99%	36,000.00
5600 · Data Processing Consultants	1,800.00	6,250.00	28.8%	25,571.51	50,000.00	51.14%	75,000.00
5605 · Directors Fees	10,293.00	9,166.67	112.29%	78,302.00	73,333.32	106.78%	110,000.00
5610 · Dues & Memberships	6,696.39	7,782.50	86.04%	59,242.87	62,260.00	95.15%	93,390.00
5615 · Education & Training	7,998.00	3,583.33	223.2%	27,642.44	28,666.68	96.43%	43,000.00
5620 · Election Expense	0.00	0.00	0.0%	0.00	0.00	0.0%	0.00
5625 · Employee Service Awards	0.00	316.67	0.0%	2,328.93	2,533.32	91.93%	3,800.00
5630 · Software Maintenance & Licenses	13,290.85	13,750.00	96.66%	71,713.39	110,000.00	65.19%	165,000.00
5640 · Interest Expense	65,621.62	60,963.08	107.64%	524,972.96	487,704.68	107.64%	731,557.00
5645 · Janitorial	3,024.75	2,816.67	107.39%	25,055.00	22,533.32	111.19%	33,800.00
5650 · Legal	14,513.39	8,333.33	174.16%	102,515.92	66,666.68	153.77%	100,000.00
5655 · Meets, Conventions & Travel	1,059.42	3,250.00	32.6%	24,172.15	26,000.00	92.97%	39,000.00
5657 · Meets, Con & Travel - Directors	4,360.14	2,474.16	176.23%	21,574.98	19,793.36	109.0%	29,690.00
5660 · Office Supplies	584.16	1,650.00	35.4%	13,301.18	13,200.00	100.77%	19,800.00
5670 · Postage	124.00	1,708.33	7.26%	2,477.69	13,666.68	18.13%	20,500.00
5675 · Printing & Reproduction	0.00	1,500.00	0.0%	5,789.38	12,000.00	48.25%	18,000.00
5680 · Property Tax	0.88	458.33	0.19%	3,870.56	3,666.68	105.56%	5,500.00
5685 · Public Education & Outreach	11,578.61	12,500.00	92.63%	60,463.01	100,000.00	60.46%	150,000.00
5690 · Publications & Subscriptions	0.00	250.00	0.0%	153.50	2,000.00	7.68%	3,000.00
5695 · Communications	9,043.27	8,795.00	102.82%	74,495.07	70,360.00	105.88%	105,540.00
5700 · Utilities	4,628.45	1,583.34	292.32%	16,395.70	12,666.64	129.44%	19,000.00
Total Expense	1,953,561.63	2,086,990.94	93.61%	17,731,812.55	18,656,041.73	95.05%	27,904,628.00

	Feb 20	Budget	% of Budget	Jul '19 - Feb 20	YTD Budget	% of Budget	Annual Budget
Net Income	**-61,557.30**	**-138,559.86**	**44.43%**	**369,739.15**	**-144,936.46**	**-255.1%**	**-256,454.00**

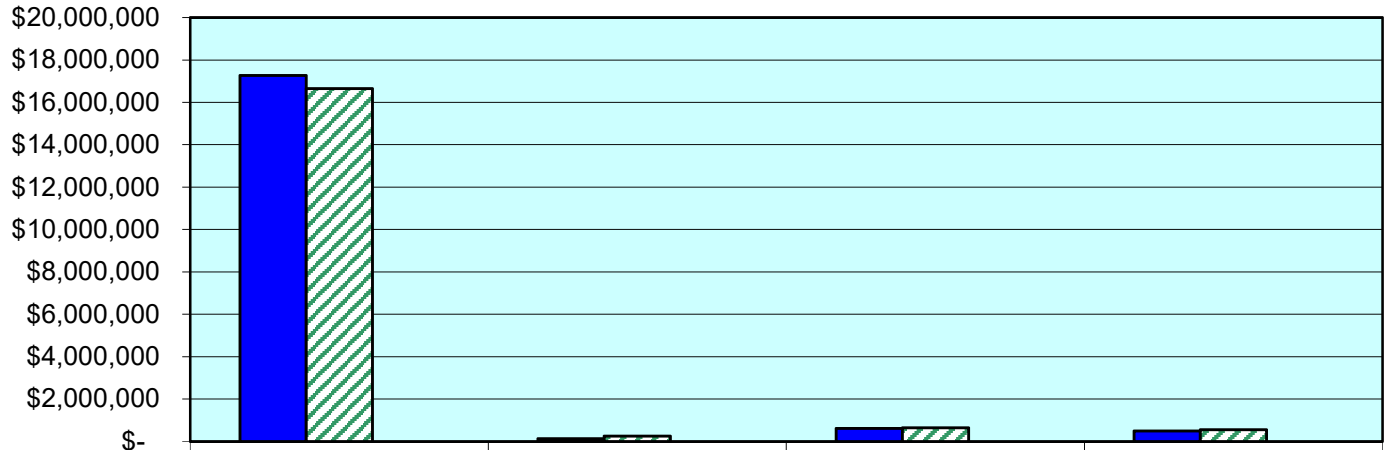


ANALYSIS OF REVENUES & EXPENSES
BUDGET COMPARED TO ACTUAL
FISCAL YEAR 2019/2020

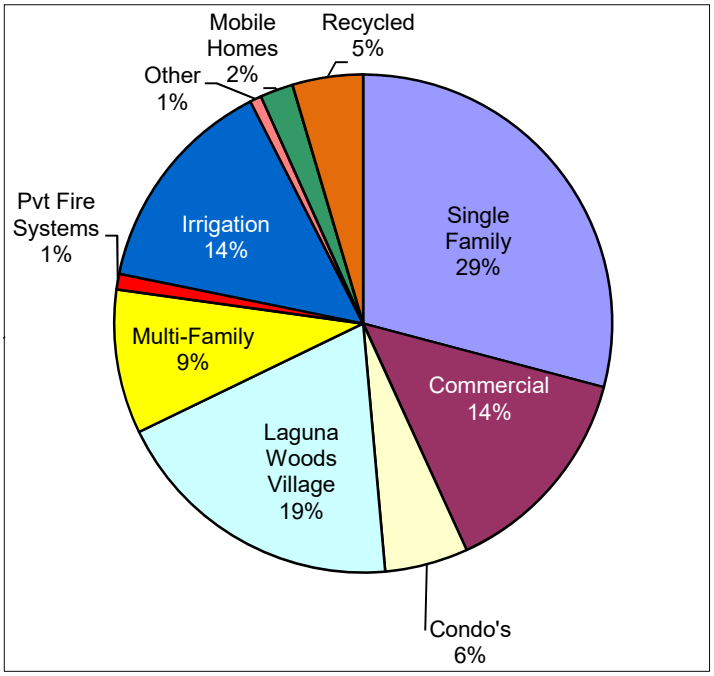
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budget												
Revenue	2,586,223	2,665,941	2,431,150	2,477,021	2,207,515	2,157,163	2,037,661	1,948,431				
Expense	2,514,586	2,568,034	2,410,622	2,441,375	2,260,690	2,226,932	2,146,813	2,086,991				
Profit/Loss	71,637	97,908	20,528	35,646	(53,174)	(69,769)	(109,153)	(138,560)	0	0	0	0
Actual												
Revenue	2,510,117	2,623,770	2,383,674	2,549,780	2,232,142	2,065,618	1,844,446	1,892,004				
Expense	2,146,058	2,388,030	2,454,694	2,236,133	2,213,388	1,997,714	2,342,233	1,953,562				
Profit/Loss	364,059	235,739	(71,020)	313,647	18,754	67,904	(497,787)	(61,557)	0	0	0	0

EL TORO WATER DISTRICT
REVENUES FROM WATER & WASTE WATER SALES AS OF 2/29/20

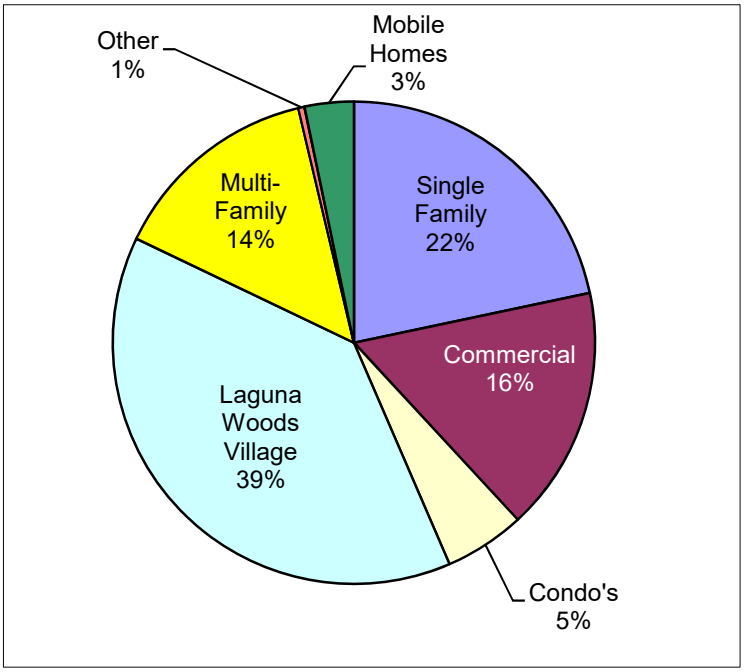
Where the Money Comes From



	Rates	Interest Income	Property Taxes	Other Non-Rate
Budget YTD	$17,260,812	$133,333	$616,667	$500,293
Actual YTD	$16,650,463	$254,558	$646,313	$550,218
% of Total	91.98%	1.41%	3.57%	3.04%



WATER REVENUE YTD 2019/2020



WASTE WATER REVENUE YTD 2019/2020

EL TORO WATER DISTRICT
REVENUE COMPARISON
For the Month Ended February 29, 2020

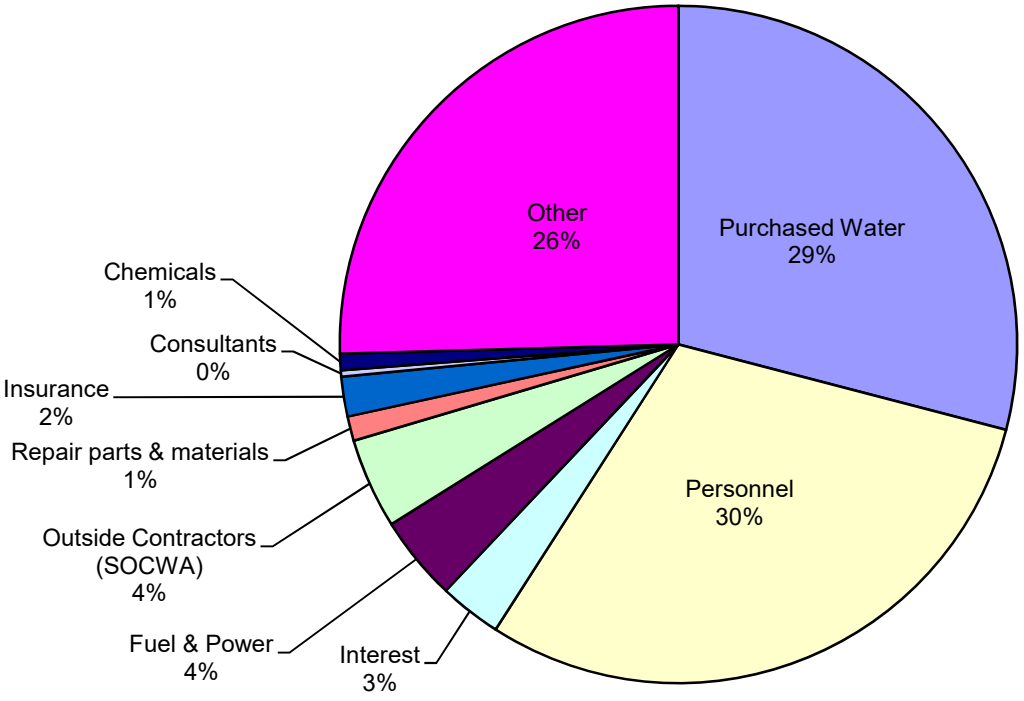
	ACTUAL	CURRENT MONTH BUDGET	VARIANCE DOLLARS	% +/-	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	VARIANCE DOLLARS	% +/-	BUDGET	REMAINING BUDGET
From Rates										
Capital Facilities Charge	$ 250,439	$ 251,221	$ (782)	0%	$ 2,004,858	$ 2,009,771	$ (4,913)	0%	$ 3,014,656	$ 1,009,798
Water sales - Commodity	523,372	478,423	44,949	9%	5,981,599	6,304,554	(322,954)	-5%	9,356,441	3,374,842
Water sales - Fixed Meter	305,642	301,792	3,850	1%	2,425,031	2,414,336	10,695	0%	3,621,504	1,196,473
Waste water sales	629,613	647,917	(18,304)	-3%	5,159,664	5,183,333	(23,669)	0%	7,775,000	2,615,336
Recycled water tertiary sales	17,107	86,232	(69,125)	-80%	912,476	1,136,347	(223,871)	-20%	1,686,426	773,950
Service charge - Recycled water	21,706	26,559	(4,853)	-18%	166,834	212,471	(45,637)	-21%	318,707	151,873
TOTAL FROM RATES	1,747,879	1,792,144	(44,265)	-2%	16,650,463	17,260,812	(610,349)	-4%	25,772,734	9,122,271
Non-rate Revenue										
Admin fee	960	1,600	(640)	-40%	19,712	12,800	6,912	54%	19,200	(512)
48 Hour notice fee	-	2,451	(2,451)	-100%	14,205	19,611	(5,406)	-28%	29,416.44	15,211
Restoration fee	-	370	(370)	-100%	1,950	2,960	(1,010)	-34%	4,440	2,490
Unpaid check fee	85	150	(65)	-43%	1,070	1,200	(130)	-11%	1,800	730
Cut lock fee	-	12	(12)	-100%	100	96	4	4%	144	44
TOTAL NON-RATE	1,045	4,583	(3,538)	-77%	37,037	36,667	371	1%	55,000	17,963
Other Revenue										
Interest	24,950	16,667	8,283	50%	254,558	133,333	121,224	91%	200,000	(54,558)
Change FMV Investment	8,207	-	8,207	0%	25,275	-	25,275	0%	-	(25,275)
Property taxes	78,479	77,083	1,396	2%	646,313	616,667	29,646	5%	925,000	278,687
Other	31,444	46,667	(15,224)	-33%	376,721	373,333	3,387	1%	560,000	183,279
TOTAL OTHER REVENUE	143,080	140,417	2,663	2%	1,302,866	1,123,333	179,532	16%	1,685,000	382,134
Contract Service										
Santa Margarita W. D.	-	9,333	(9,333)	-100%	90,808	74,667	16,141	22%	112,000	21,192
Moulton Niguel W. D.	-	1,953	(1,953)	-100%	20,377	15,627	4,751	30%	23,440	3,063
TOTAL CONTRACT SERVICES	-	11,287	(11,287)	-100%	111,185	90,293	20,892	23%	135,440	24,255
TOTAL REVENUE	$ 1,892,004	$ 1,948,431	$ (56,427)	-3%	$ 18,101,552	$ 18,511,106	$ (409,554)	-2%	$ 27,648,174	$ 9,546,623

EL TORO WATER DISTRICT
NON-RATE REVENUE ANALYSIS
FOR THE MONTH ENDING February 29, 2020

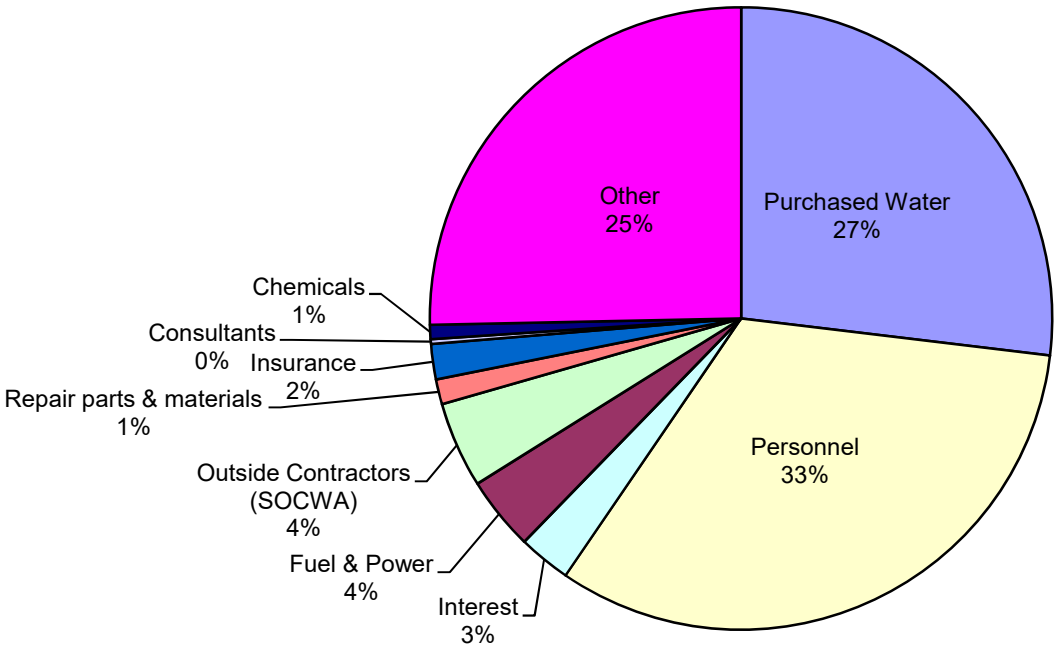
	Feb-20 Actual	Feb-20 Budget	Jul 19- Feb 20 YTD Actual	Jul 19- Feb 20 YTD Budget
Site Leases	19,408	19,167	153,259	153,333
				-
MWD Recycled Water LRP Rebate	12,000	25,833	202,250	206,667
				-
JPIA Refund		-	-	-
				-
SOCWA Refund	-	-	17,357	-
				-
Recycled Metal		-	1,473	-
				-
Diesel Fuel Tax Refund	35	-	106	-
				-
Misc Work for Customers	-	1,667	2,275	13,333
	$ 31,444	$ 46,667	$ 376,721	$ 373,333
Other Operating Income				
Sales to Santa Margarita	-		-	
Sales to Moulton Niguel	-		-	
	-		-	
Total	31,444		376,721	

WHERE THE MONEY GOES

YTD EXPENSES AT 2/29/20



EXPENSES YEAR ENDING 6/30/19



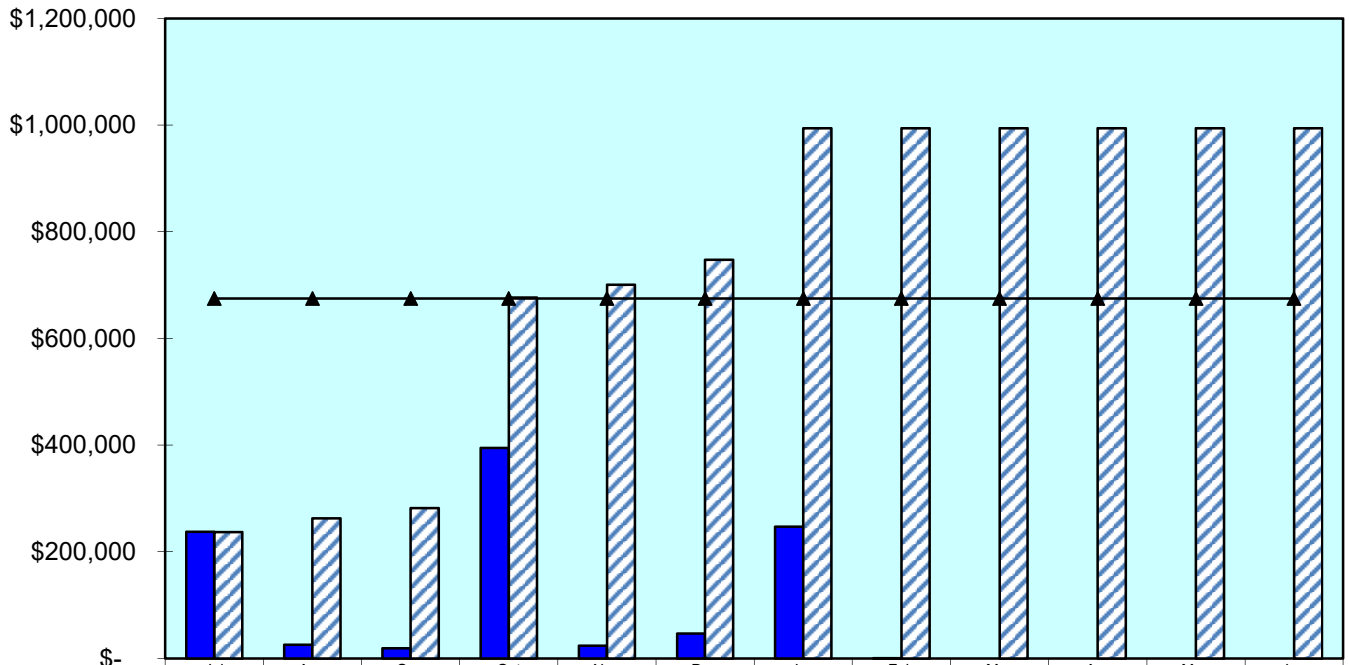
EL TORO WATER DISTRICT
Expense Comparison
For the Month Ended February 29, 2020

	ACTUAL	CURRENT MONTH BUDGET	VARIANCE DOLLARS	% +/-	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	VARIANCE DOLLARS	% +/-	Annual BUDGET	REMAINING BUDGET
Operating Expenses										
Personnel cost	$603,913	$712,174	$108,260	15%	$5,323,741	$5,697,389	$373,647	7%	$8,546,083	3,222,342
Purchased water	410,206	431,768	21,562	5%	5,152,261	5,414,256	261,995	5%	8,041,949	2,889,688
Electrical power	61,776	93,783	32,007	34%	720,012	750,267	30,255	4%	1,125,400	405,388
Repair parts & materials	7,185	35,861	28,676	80%	207,368	286,888	79,520	28%	430,332	222,964
Equipment repairs & maintenance	38,924	10,260	(28,664)	-279%	108,373	82,083	(26,290)	-32%	123,125	14,752
Pump repairs & maintenance	3,951	9,483	5,533	58%	55,284	75,867	20,583	27%	113,800	58,516
Motor repairs & maintenance	0	2,192	2,192	100%	8,731	17,533	8,803	50%	26,300	17,569
Electrical repairs & maintenance	20,198	5,971	(14,227)	-238%	34,745	47,767	13,022	27%	71,650	36,905
Meter repairs & maintenance	0	667	667	100%	460	5,333	4,873	91%	8,000	7,540
Chemicals	13,165	17,450	4,285	25%	140,386	139,600	(786)	-1%	209,400	69,014
Structure repairs & maintenance	6,466	2,524	(3,942)	-156%	36,506	20,189	(16,317)	-81%	30,284	(6,222)
Asphalt repairs & maintenance	1,800	7,717	5,917	77%	43,553	61,733	18,180	29%	92,600	49,047
Consultants - outside	14,645	5,317	(9,328)	-175%	52,823	42,533	(10,289)	-24%	63,800	10,977
Contractors - outside	118,735	101,658	(17,077)	-17%	764,541	813,267	48,726	6%	1,219,900	455,359
Engineers - outside	-	6,333	6,333	100%	58,894	50,667	(8,227)	-16%	76,000	17,106
Dump fees	2,023	1,333	(689)	-52%	6,673	10,667	3,994	37%	16,000	9,327
Laboratories	7,702	2,992	(4,710)	-157%	28,703	23,933	(4,769)	-20%	35,900	7,197
License & permits	758	12,533	11,775	94%	95,291	100,262	4,971	5%	150,393	55,102
Automotive fuel & oil	10,243	7,917	(2,326)	-29%	73,820	63,333	(10,486)	-17%	95,000	21,180
Equipment rental	5,056	1,675	(3,381)	-202%	13,360	13,400	40	0%	20,100	6,740
Landscaping	10,044	12,273	2,229	18%	76,076	98,183	22,107	23%	147,275	71,199
Small tools & equipment	3,007	5,833	2,826	48%	45,475	46,667	1,192	3%	70,000	24,525
Security	0	1,588	1,588	100%	11,171	12,703	1,532	12%	19,055	7,884
Operating supplies	4,183	4,333	151	3%	32,975	34,667	1,692	5%	52,000	19,025
Safety equipment	1,817	1,692	(125)	-7%	12,373	13,533	1,161	9%	20,300	7,927
Temporary help	17,112	3,042	(14,070)	-463%	17,112	24,333	7,221	30%	36,500	19,388
Other employee cost	17,336	7,442	(9,894)	-133%	81,635	59,533	(22,101)	-37%	89,300	7,665
Employee service awards	0	317	317	100%	2,329	2,533	204	8%	3,800	1,471
Education & training	7,998	3,583	(4,415)	-123%	27,642	28,667	1,024	4%	43,000	15,358
Total Operating Expenses	1,388,243	1,509,709	121,467	8%	13,232,311	14,037,787	805,476	6%	20,977,246	7,744,935

EL TORO WATER DISTRICT
Expense Comparison
For the Month Ended February 29, 2020

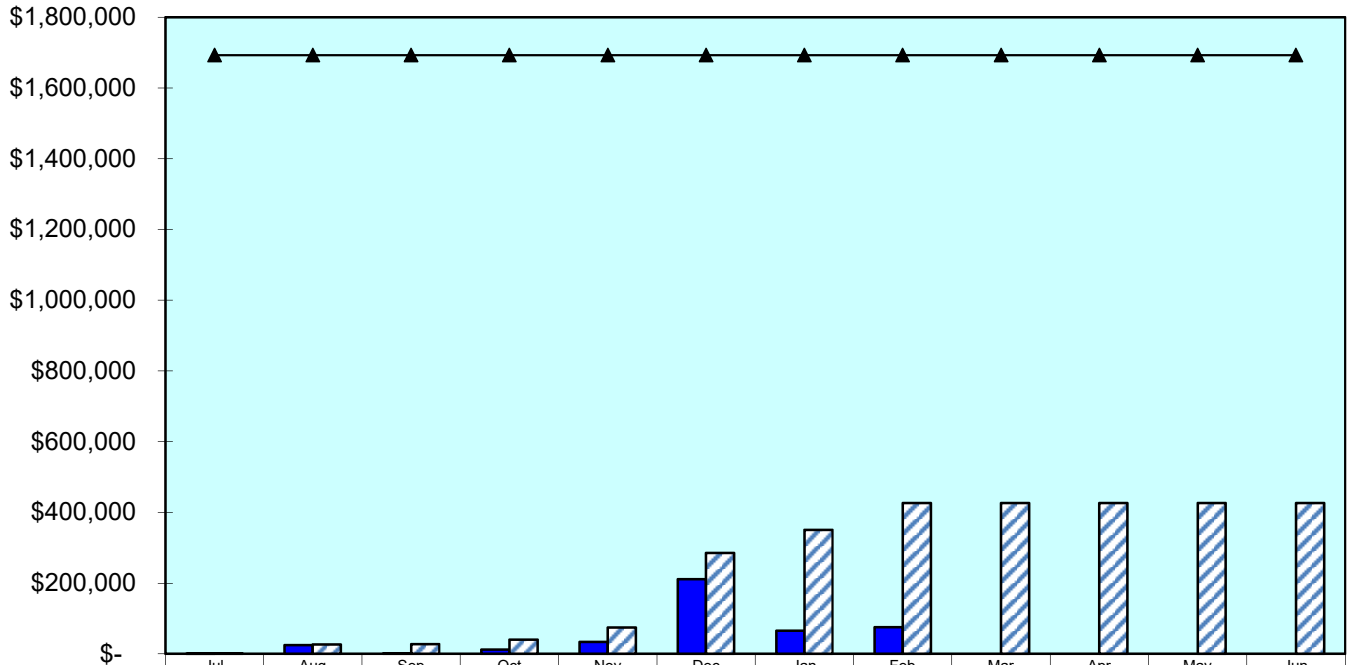
	ACTUAL	CURRENT MONTH BUDGET	VARIANCE DOLLARS	% +/-	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	VARIANCE DOLLARS	% +/-	Annual BUDGET	REMAINING BUDGET
Indirect Cost										
Depreciation	363,675	372,500	8,825	2%	2,909,400	2,980,000	70,600	2%	4,470,000	1,560,600
Amortization	570	571	0	0%	4,564	4,567	3	0%	6,850	2,286
Insurance	24,711	46,480	21,769	47%	336,648	371,837	35,189	9%	557,755	221,107
Retiree Medical Insurance	22,222	0	(22,222)	0%	22,222	0	(22,222)	0%	0	(22,222)
Data processing supplies & assc.	272	1,917	1,644	86%	20,871	15,333	(5,537)	-36%	23,000	2,130
Data processing equipment	0	3,000	3,000	100%	21,118	24,000	2,882	12%	36,000	14,882
Data processing consultants	1,800	6,250	4,450	71%	25,572	50,000	24,428	49%	75,000	49,428
Software maintenance & licenses	13,291	13,750	459	3%	71,713	110,000	38,287	35%	165,000	93,287
Janitorial	3,025	2,817	(208)	-7%	25,055	22,533	(2,522)	-11%	33,800	8,745
Printing & reproduction	0	1,500	1,500	100%	5,789	12,000	6,211	52%	18,000	12,211
Publications & subscriptions	0	250	250	100%	154	2,000	1,847	92%	3,000	2,847
Communications - voice	1,148	3,333	2,186	66%	13,487	26,667	13,180	49%	40,000	26,513
Communications - data	6,309	3,289	(3,020)	-92%	38,471	26,313	(12,158)	-46%	39,470	999
Communications - mobile	1,586	2,173	586	27%	22,537	17,380	(5,157)	-30%	26,070	3,533
Utilities	4,628	1,583	(3,045)	-192%	16,396	12,667	(3,729)	-29%	19,000	2,604
Total Indirect Cost	443,238	459,412	16,174	4%	3,533,996	3,675,297	141,301	4%	5,512,945	1,978,949
Overhead Cost										
Annual events	0	500	500	100%	5,136	4,000	(1,136)	-28%	6,000	864
Audit	0	2,500	2,500	100%	22,500	20,000	(2,500)	-13%	30,000	7,500
Bad debts	1,352	1,667	315	19%	6,259	13,333	7,075	53%	20,000	13,741
Bank charges	5,498	4,750	(748)	-16%	39,757	38,000	(1,757)	-5%	57,000	17,243
Directors fees	10,293	9,167	(1,126)	-12%	78,302	73,333	(4,969)	-7%	110,000	31,698
Dues & memberships	6,696	7,783	1,086	14%	59,243	62,260	3,017	5%	93,390	34,147
Election Expense	0	0	0	0%	0	0	0	0%	0	0
Interest	65,622	60,963	(4,659)	-8%	524,973	487,705	(37,268)	-8%	731,557	206,584
Legal	14,513	8,333	(6,180)	-74%	102,516	66,667	(35,849)	-54%	100,000	(2,516)
Meetings, conventions & travel	1,059	3,250	2,191	67%	24,172	26,000	1,828	7%	39,000	14,828
Meets, con & travel - Directors	4,360	2,474	(1,886)	-76%	21,575	19,793	(1,782)	-9%	29,690	8,115
Office supplies	584	1,650	1,066	65%	13,301	13,200	(101)	-1%	19,800	6,499
Postage	124	1,708	1,584	93%	2,478	13,667	11,189	82%	20,500	18,022
Property taxes	1	458	457	100%	3,871	3,667	(204)	-6%	5,500	1,629
Advertising & Publicity	400	167	(233)	-140%	960	1,333	373	28%	2,000	1,040
Public education & outreach	11,579	12,500	921	7%	60,463	100,000	39,537	40%	150,000	89,537
Total Overhead Cost	122,081	117,870	(4,212)	-4%	965,506	942,958	(22,548)	-2%	1,414,437	448,931
TOTAL EXPENSES	$1,953,562	$2,086,991	$133,429	6%	$17,731,813	$18,656,042	$924,229	5%	$27,904,628	$10,172,815

CAPITAL COST ANALYSIS - EQUIPMENT 02/20



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	$237,184	$25,493	$19,242	$394,508	$24,068	$46,712	$246,788	$223	$-	$-	$-	$-
YTD	$237,184	$262,678	$281,920	$676,428	$700,496	$747,208	$993,996	$994,219	$994,219	$994,219	$994,219	$994,219
Budget	$674,770	$674,770	$674,770	$674,770	$674,770	$674,770	$674,770	$674,770	$674,770	$674,770	$674,770	$674,770

CAPITAL COST ANALYSIS - PROJECTS 02/20



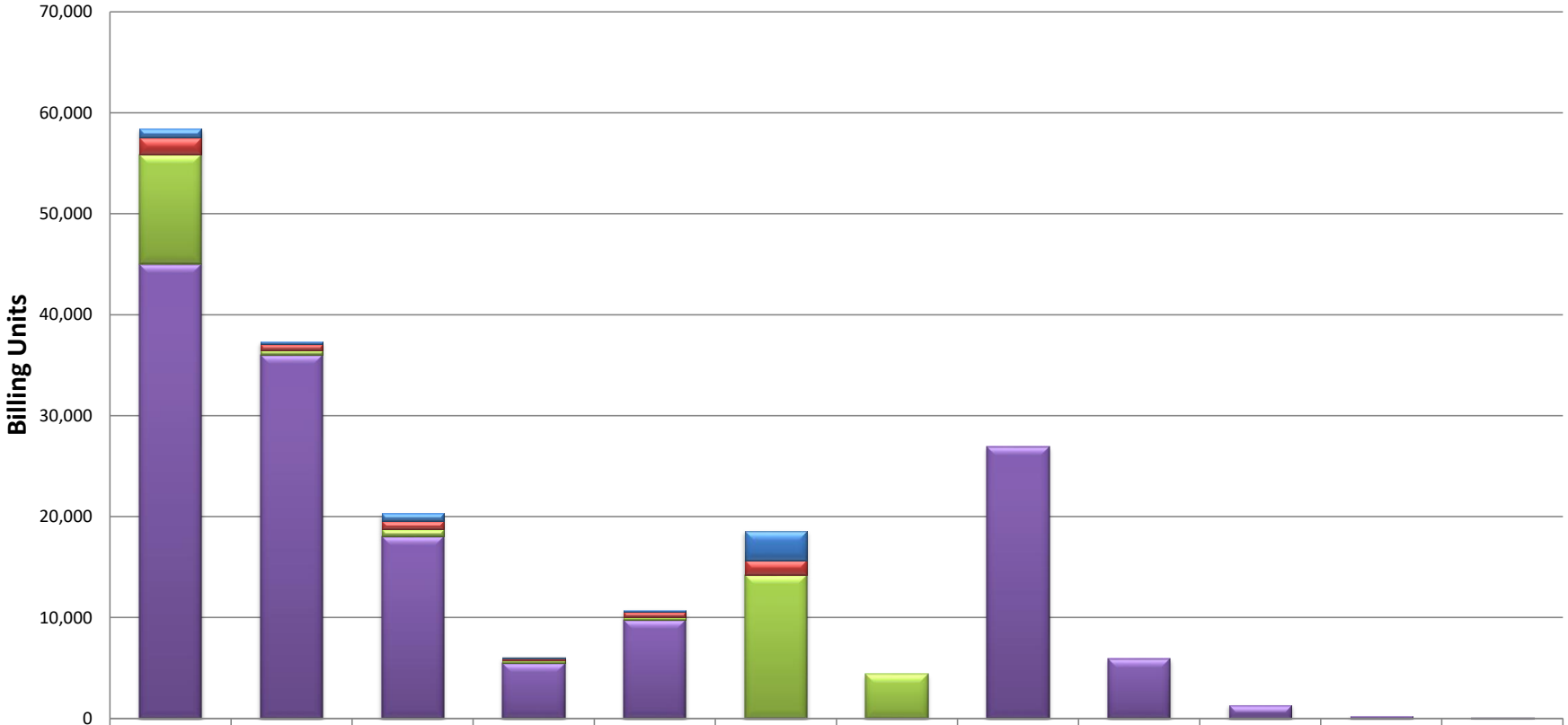
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	$957	$25,410	$1,437	$12,715	$33,879	$210,986	$65,490	$75,849	$-	$-	$-	$-
YTD	$957	$26,367	$27,804	$40,519	$74,398	$285,383	$350,873	$426,722	$426,722	$426,722	$426,722	$426,722
Budget	$1,692,886	$1,692,886	$1,692,886	$1,692,886	$1,692,886	$1,692,886	$1,692,886	$1,692,886	$1,692,886	$1,692,886	$1,692,886	$1,692,886

BUDGET SCHEDULE
FY 2020/2021

DESCRIPTION	DATE	DAY
Board Budget Committee #1	3/25/2020	Wed
Board Budget Committee #2	4/1/2020	Wed
Board Budget Workshop	4/16/2020	Thurs
E, F & I Budget Update	4/20/2020	Mon
Distribute Prop 218 Notice	5/4/2020	Mon
CAG	5/14/2020	Thurs
Publish Public Hearing Notice - Newspaper	6/1/2020	Mon
E, F & I Budget Update	6/22/2020	Mon
Conduct Public Hearing - Regular Board Meeting	6/25/2020	Thurs
Implement Board Action	7/1/2020	Wed

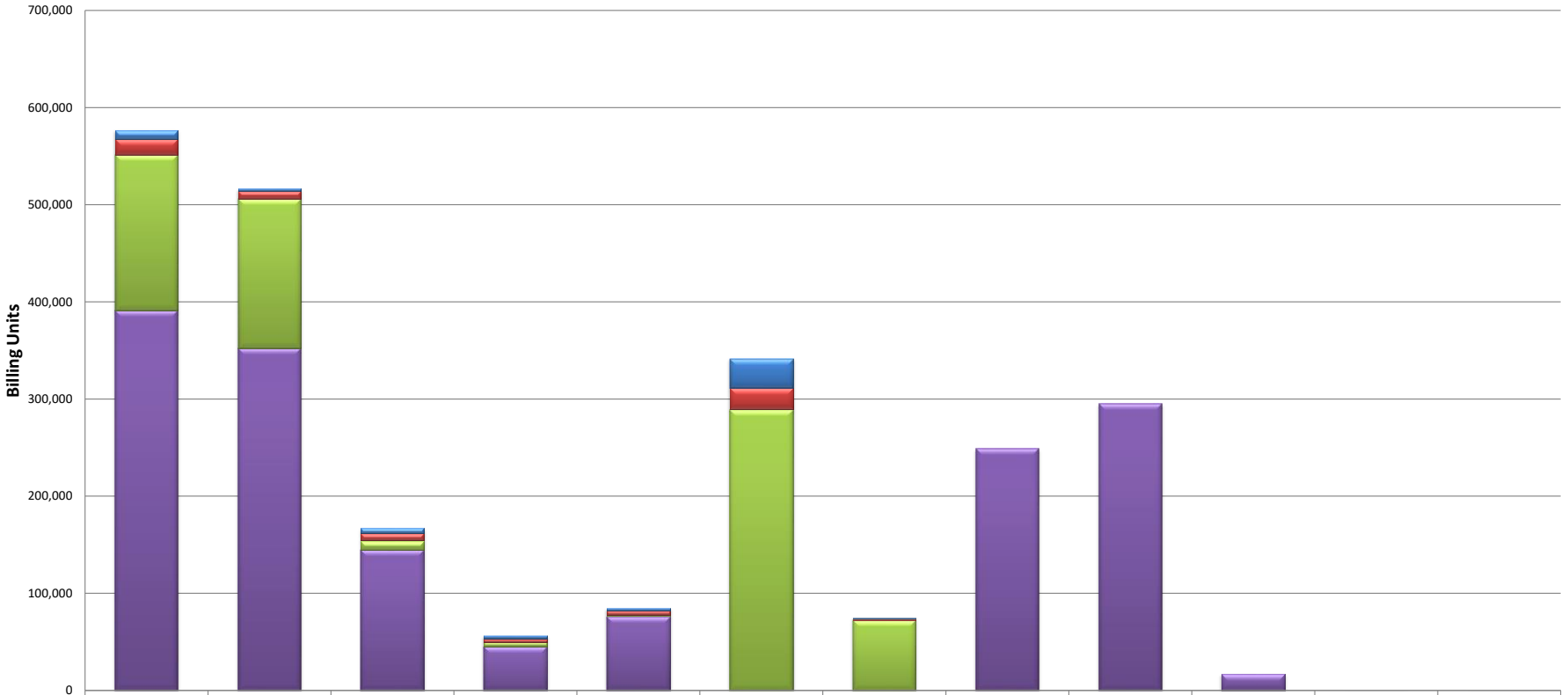
Note: Board Budget Committee #1, Committee #2, and Workshop are at 7:30 am

February 2020 Water Sales

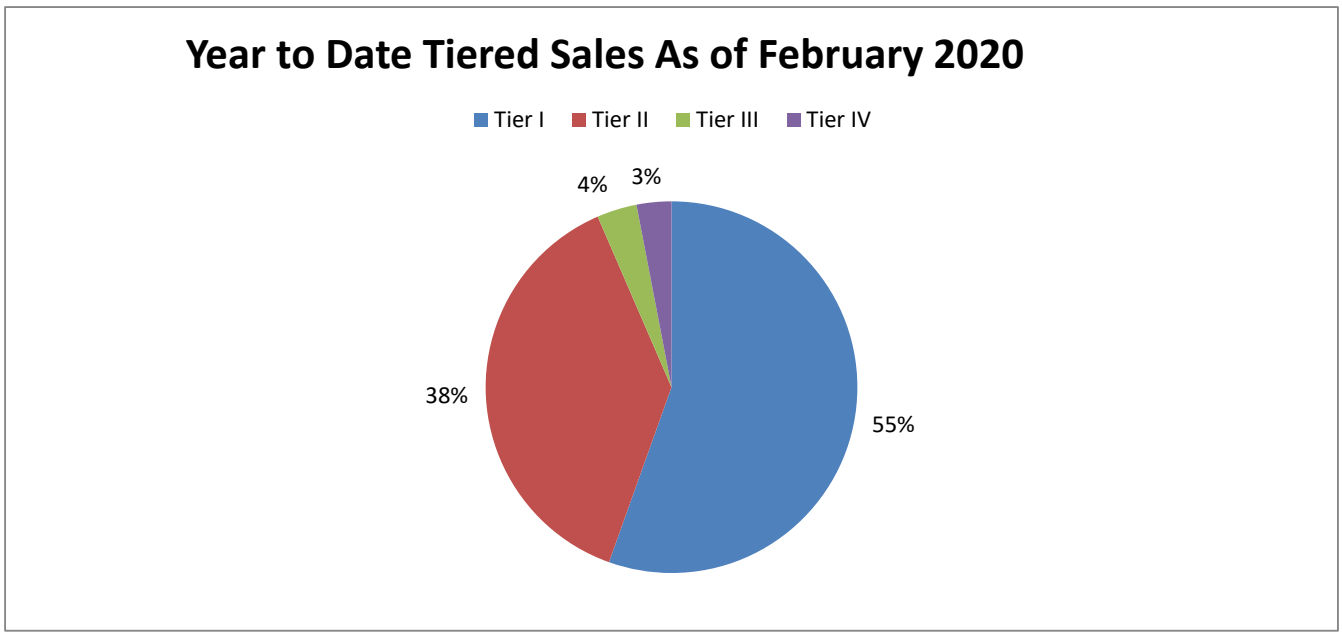


	Residential	Laguna Woods Village	Multi Family	Trailer Parks	Condo	Irrigation - Functional	Irrigation - Recreational	Commercial	Recycled Water	Public Authority	Private Fire	Flooding
Tier IV	899	301	756	112	216	2,882	0	0	0	0	0	0
Tier III	1,671	623	863	200	531	1,430	0	0	0	0	0	0
Tier II	10,877	439	684	284	219	14,257	4,404	0	0	0	0	0
Tier I	45,006	36,012	18,042	5,476	9,802	0	0	26,914	5,919	1,340	264	105

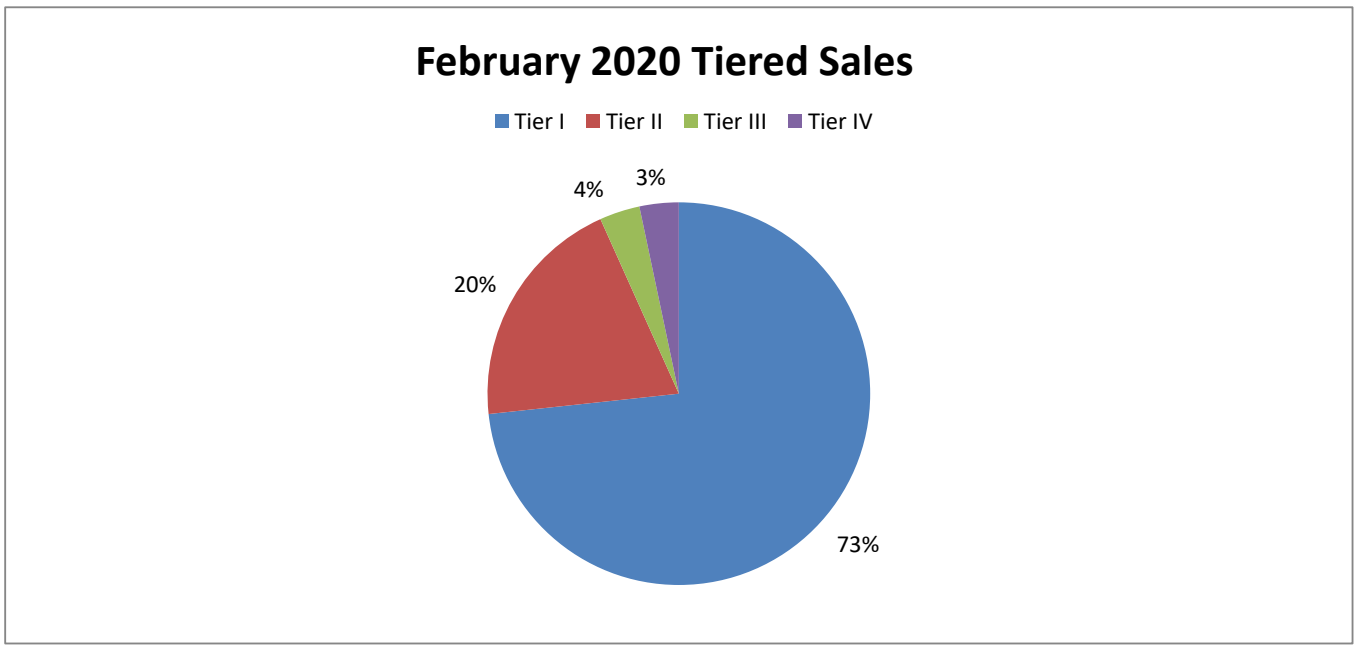
Year-to-Date Water Sales as of February 2020



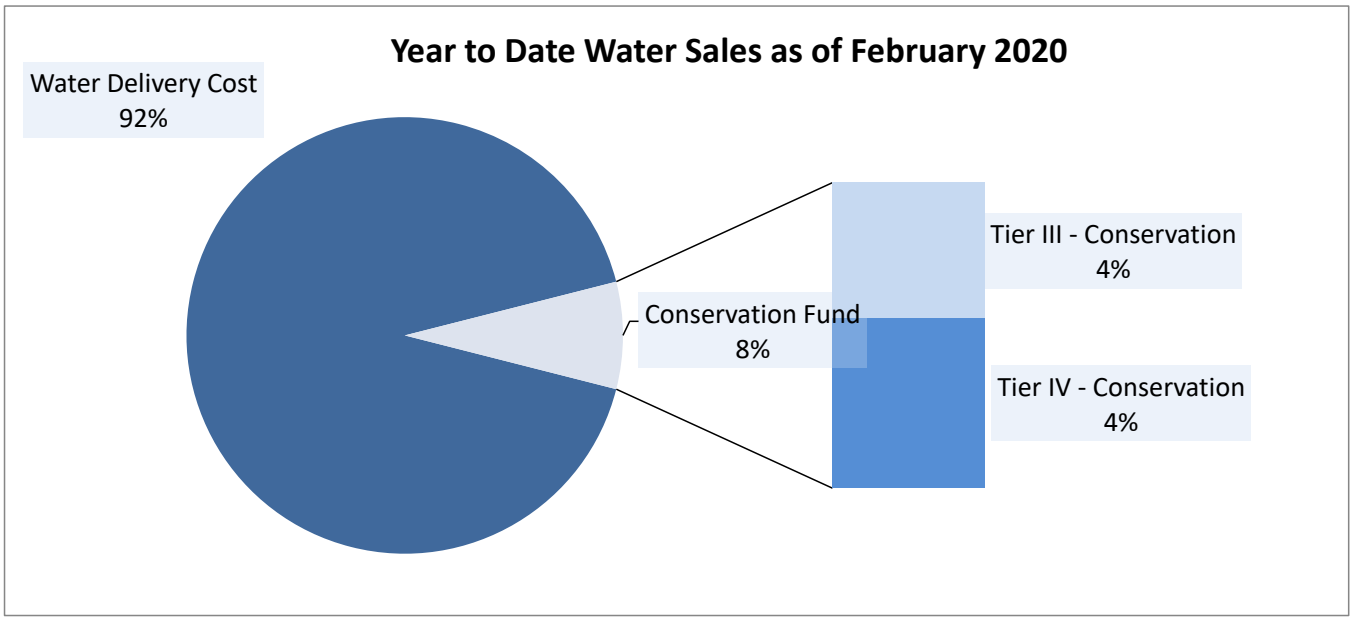
	Residential	Laguna Woods Village	Multi Family	Trailer Parks	Condo	Irrigation - Functional	Irrigation - Recreational	Commercial	Recycled Water	Public Authority	Private Fire	Flooding
Tier IV	8,963	2,798	5,695	3,075	2,604	30,711	1,140	0	0	0	0	0
Tier III	16,530	8,084	7,232	3,505	4,480	21,886	1,606	0	0	0	0	0
Tier II	160,698	153,686	9,442	4,983	1,759	289,111	72,516	0	0	0	0	0
Tier I	390,699	352,367	144,821	45,078	76,357	0	0	248,568	294,877	16,877	386	330



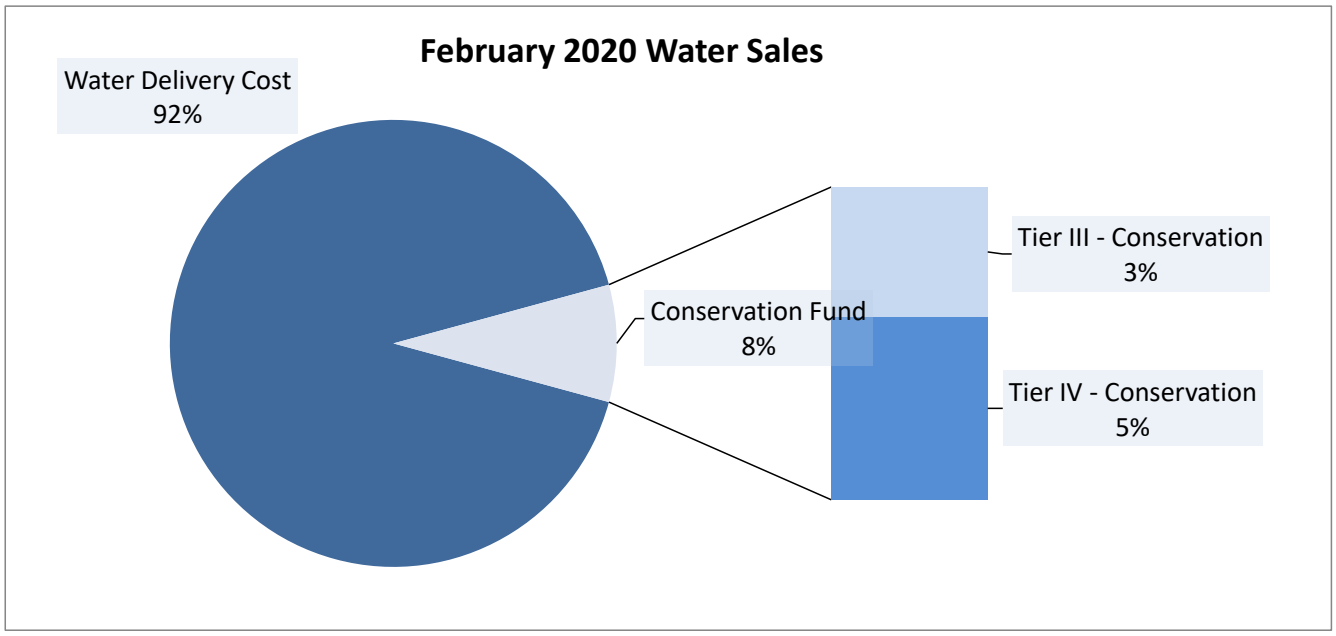
Year To Date Sales in ccf		
Tier I	1,009,322	55.46%
Tier II	692,195	38.04%
Tier III	63,323	3.48%
Tier IV	54,986	3.02%
	1,819,826	100.00%



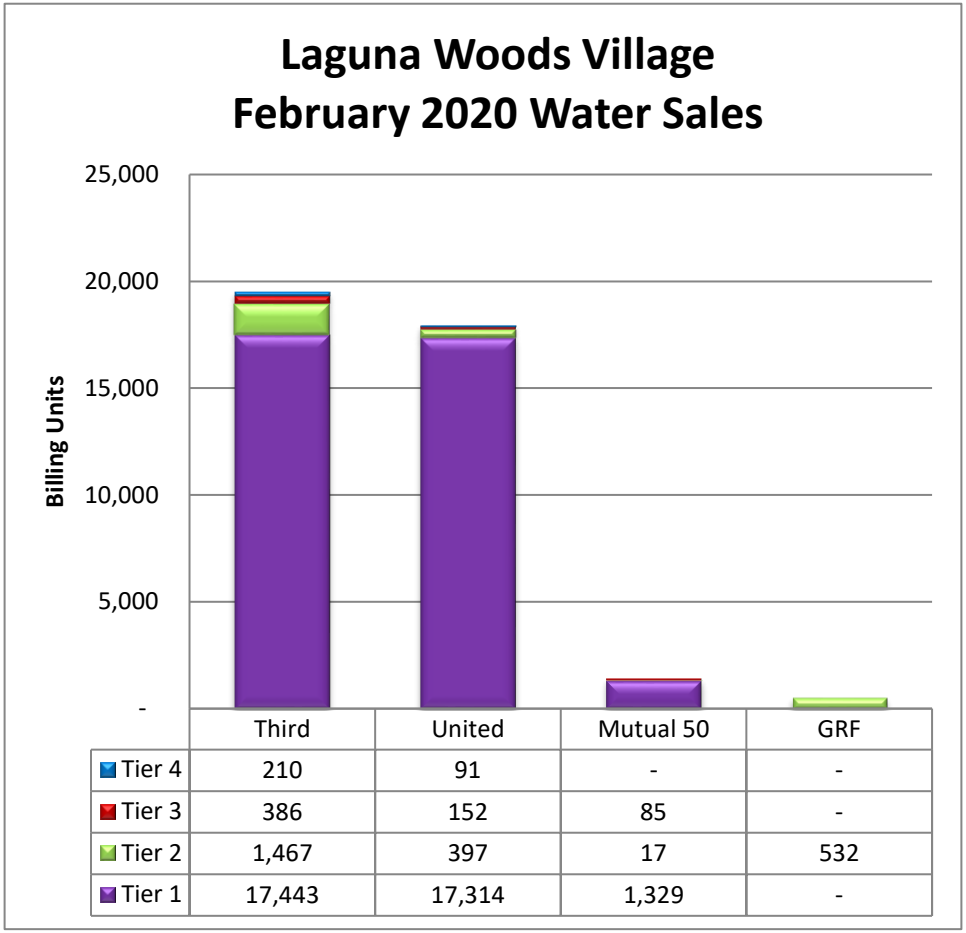
Current Month Sales in ccf		
Tier I	114,338	73.30%
Tier II	31,164	19.98%
Tier III	5,318	3.41%
Tier IV	5,166	3.31%
	155,986	100.00%



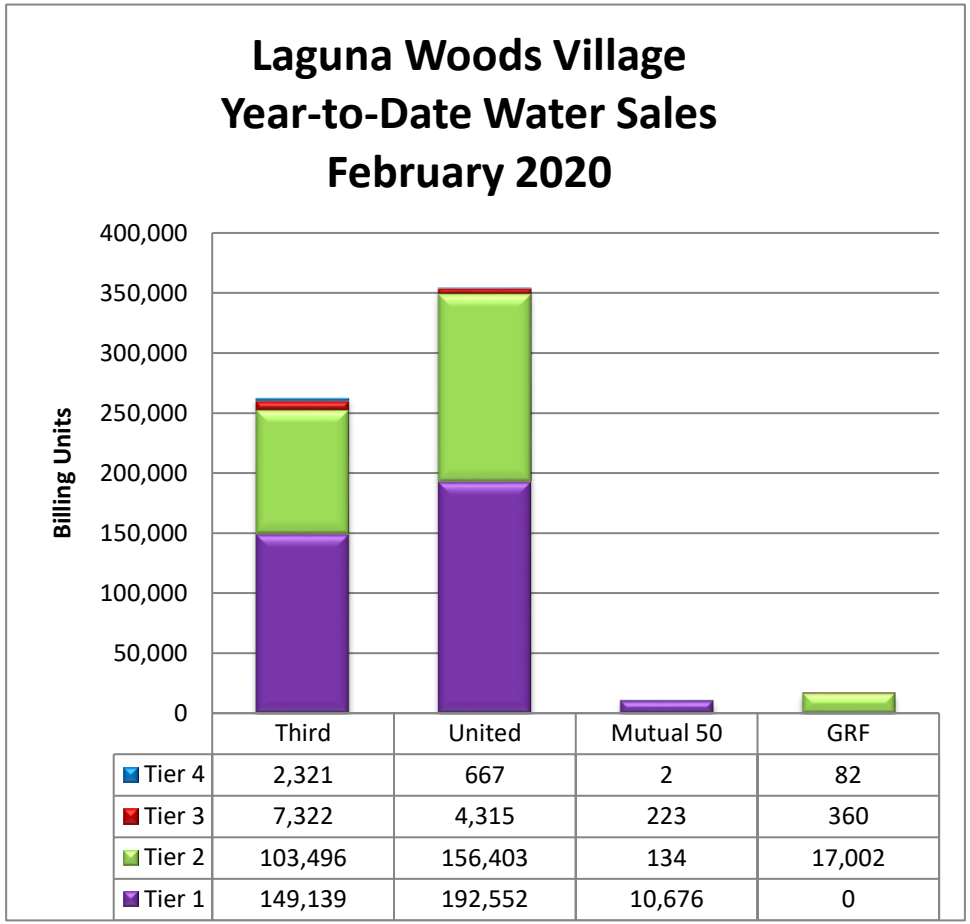
Category	Billings	Percentage
Water Delivery Cost	$5,023,008.85	92.08%
Tier III - Conservation	$192,501.92	3.53%
Tier IV - Conservation	$239,611.51	4.39%
	$5,455,122.28	100.00%



Category	Billings	Percentage
Water Delivery Cost	$421,134.38	91.54%
Tier III - Conservation	$16,166.72	3.51%
Tier IV - Conservation	$22,766.43	4.95%
	$460,067.53	100.00%

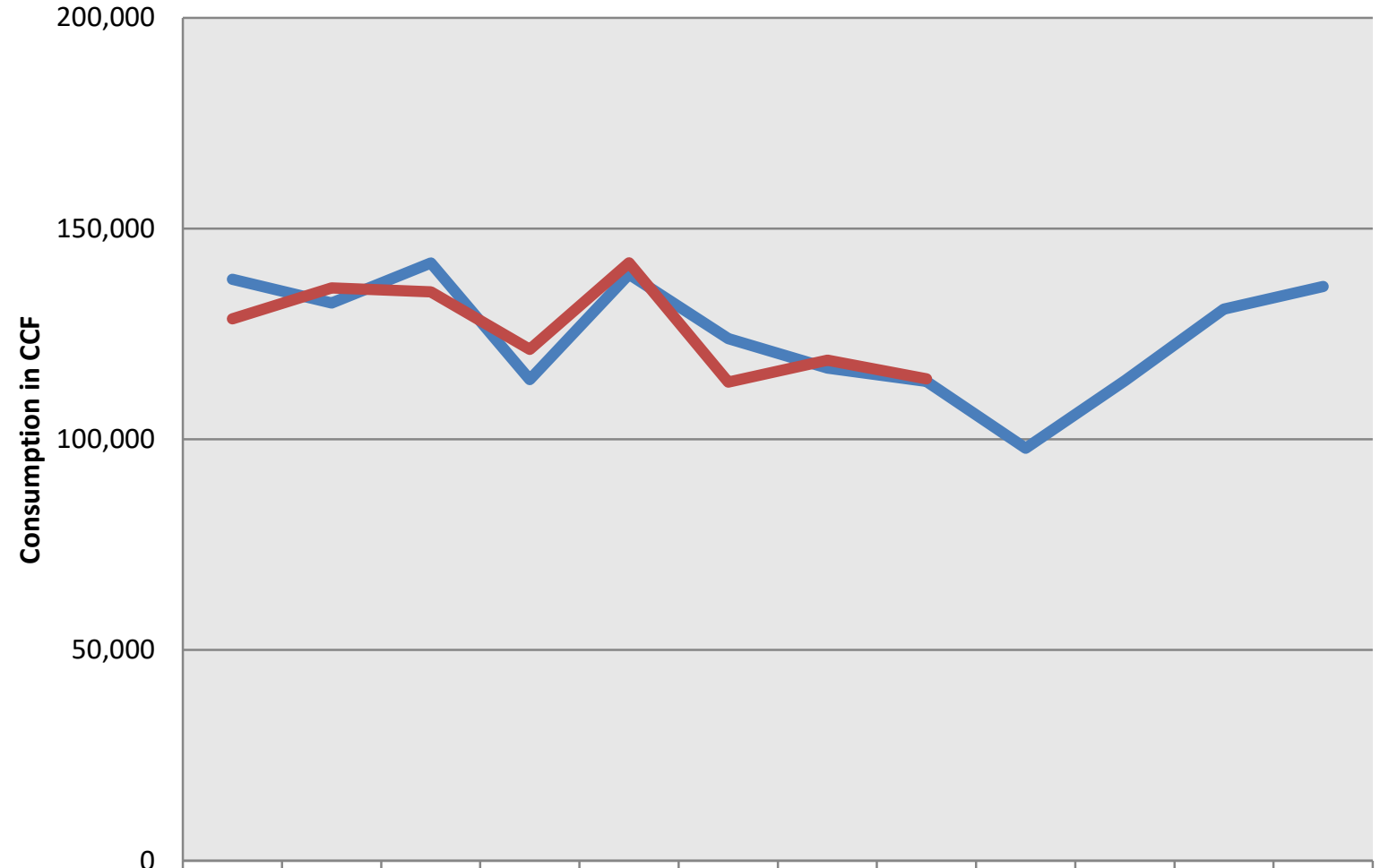


	Third	United	Mutual 50	GRF
Tier 4	210	91	-	-
Tier 3	386	152	85	-
Tier 2	1,467	397	17	532
Tier 1	17,443	17,314	1,329	-



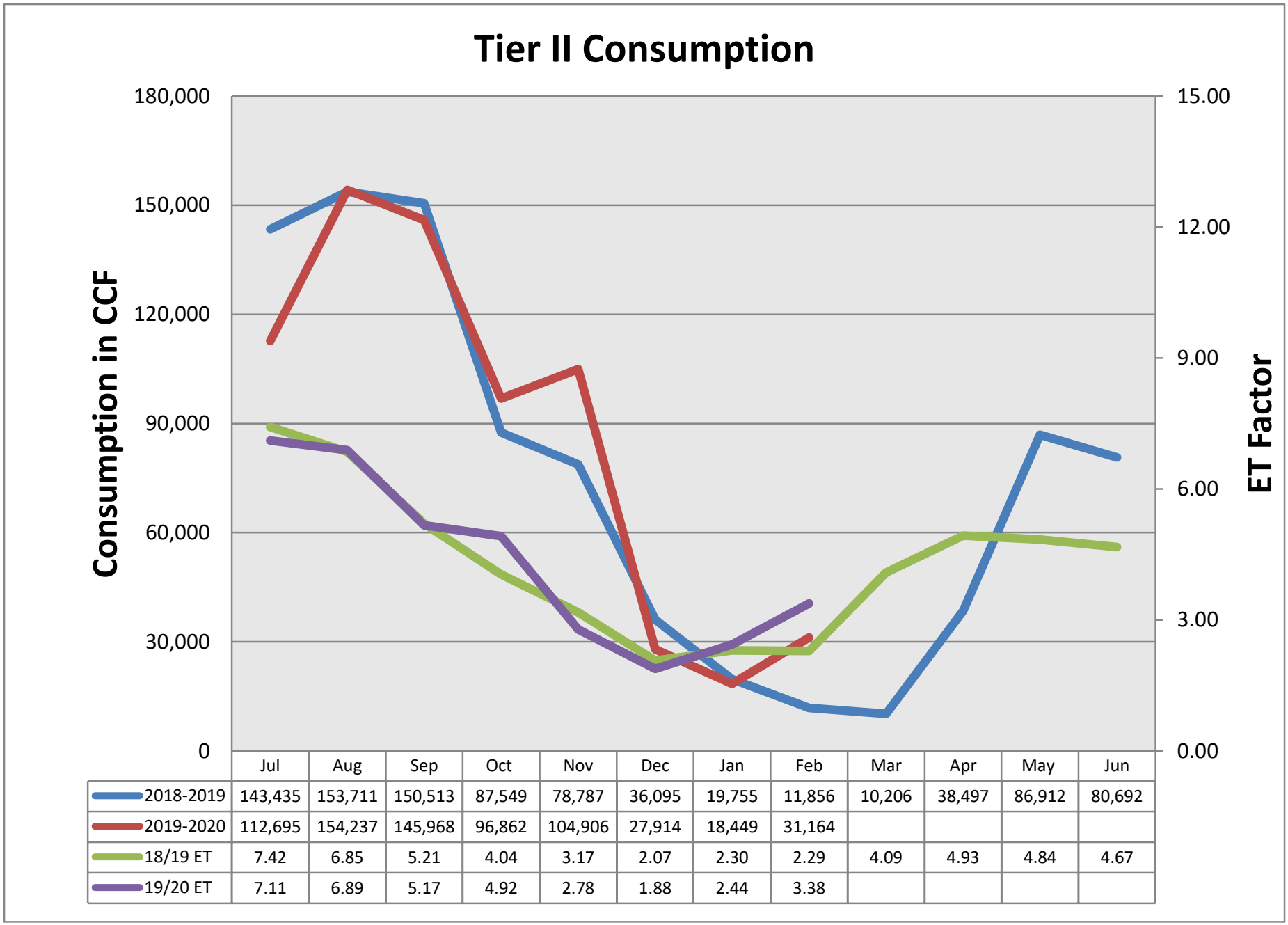
	Third	United	Mutual 50	GRF
Tier 4	2,321	667	2	82
Tier 3	7,322	4,315	223	360
Tier 2	103,496	156,403	134	17,002
Tier 1	149,139	192,552	10,676	0

Tier I Consumption



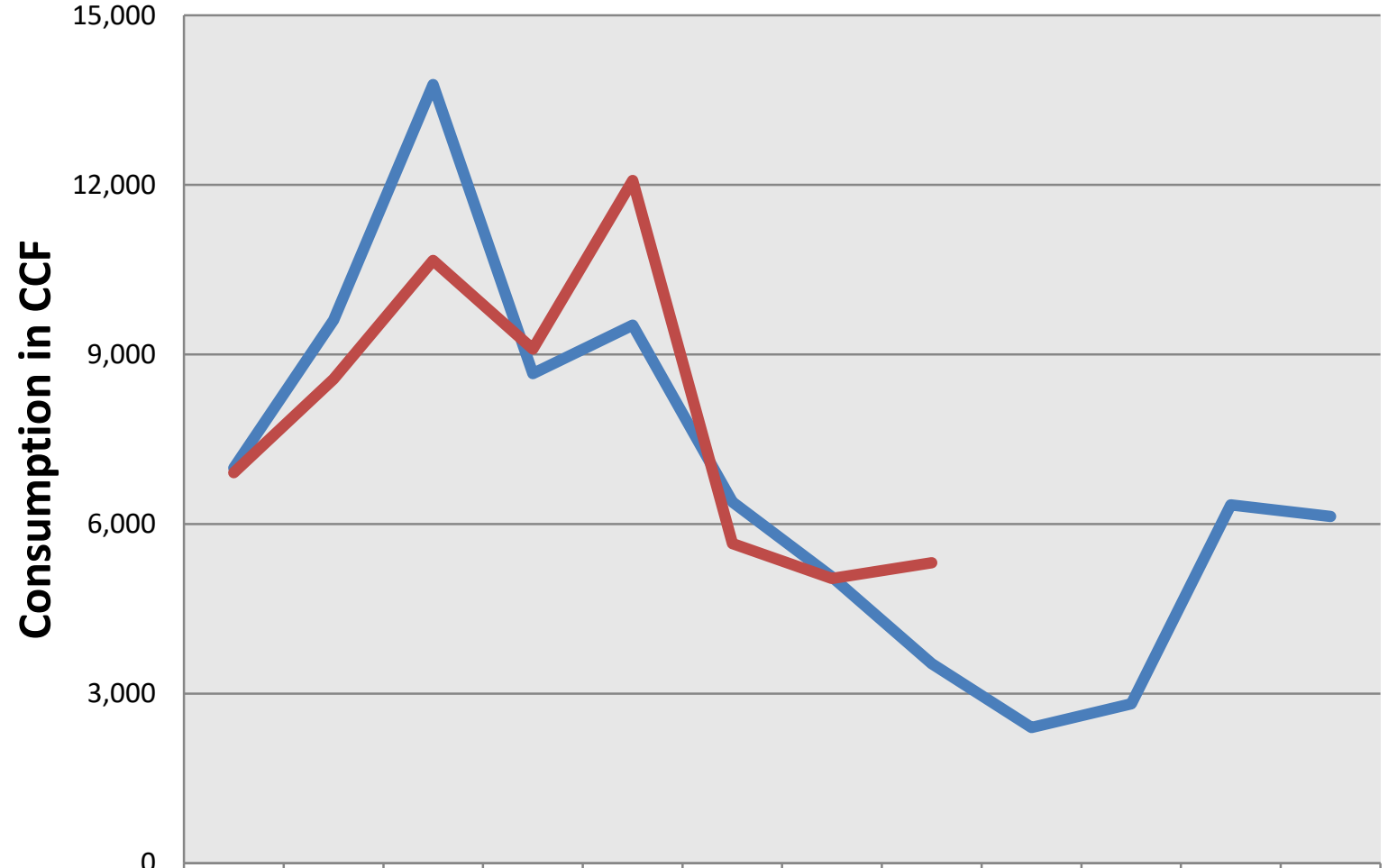
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	137,942	132,362	141,843	114,216	139,130	123,888	116,895	113,728	97,880	113,892	130,856	136,272
2019-2020	128,554	135,906	134,987	121,297	141,878	113,574	118,788	114,338				

Tier II Consumption



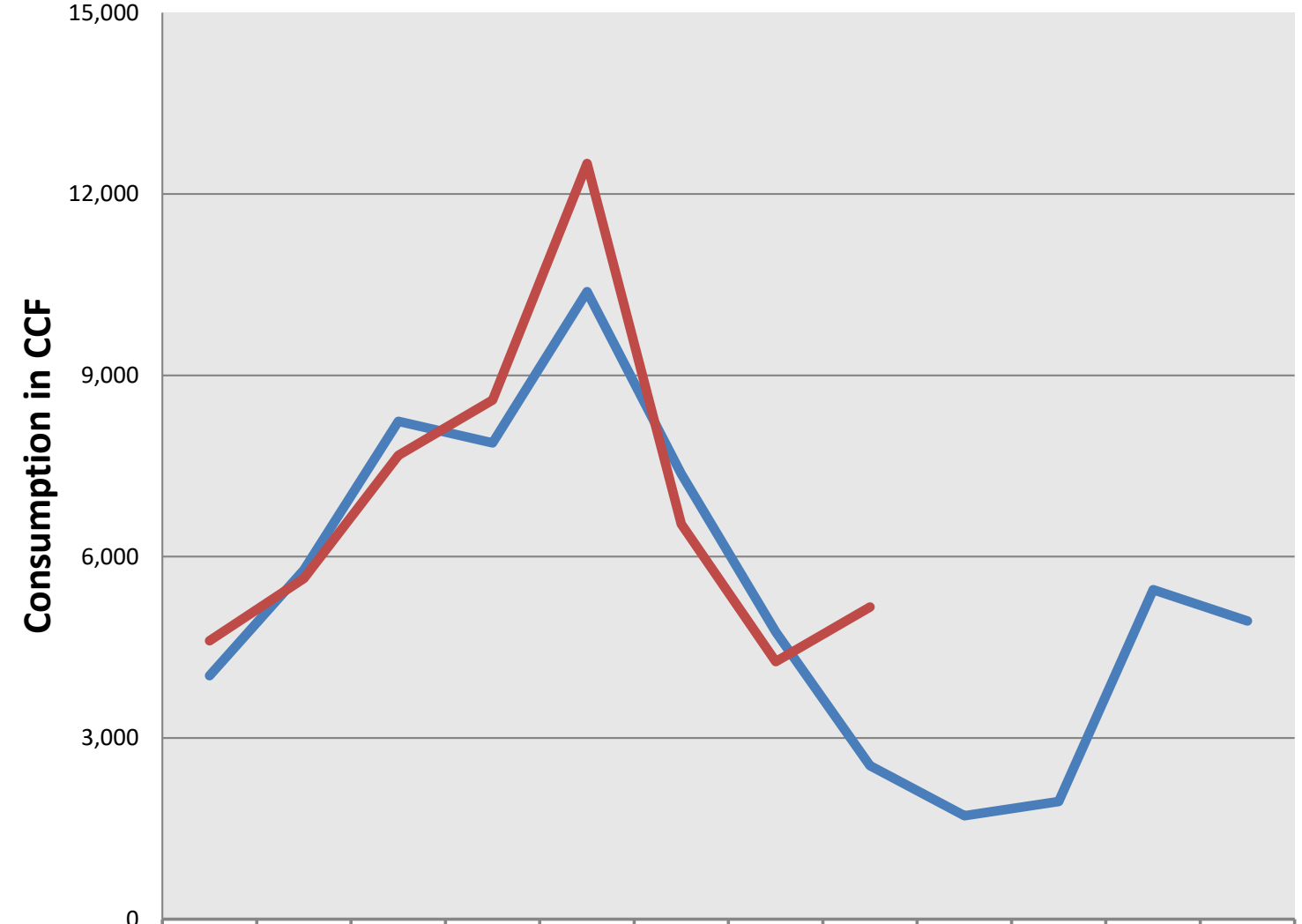
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	143,435	153,711	150,513	87,549	78,787	36,095	19,755	11,856	10,206	38,497	86,912	80,692
2019-2020	112,695	154,237	145,968	96,862	104,906	27,914	18,449	31,164				
18/19 ET	7.42	6.85	5.21	4.04	3.17	2.07	2.30	2.29	4.09	4.93	4.84	4.67
19/20 ET	7.11	6.89	5.17	4.92	2.78	1.88	2.44	3.38				

Tier III Consumption



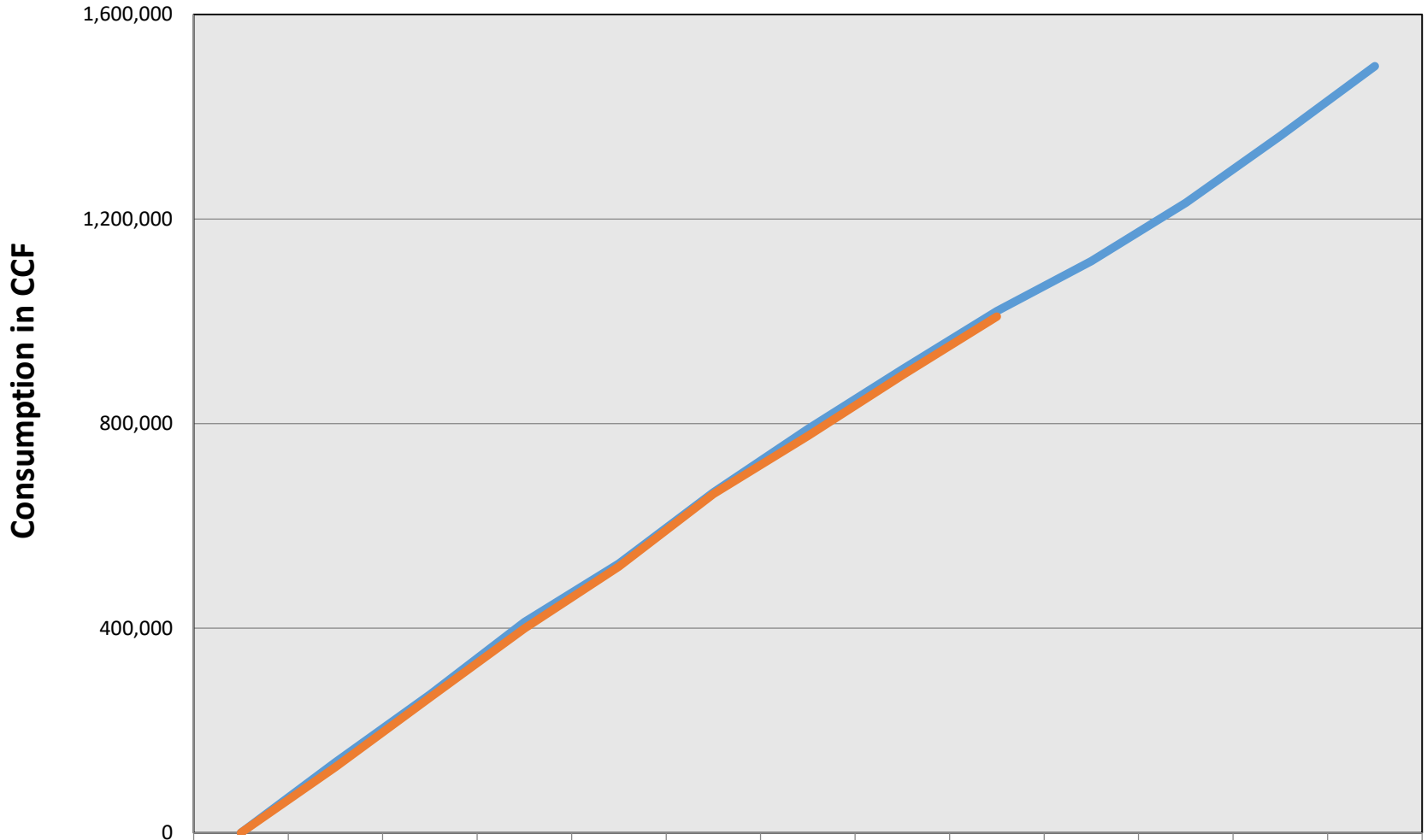
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	6,994	9,606	13,775	8,664	9,520	6,389	5,069	3,533	2,401	2,818	6,339	6,135
2019-2020	6,910	8,567	10,664	9,094	12,078	5,654	5,038	5,318				

Tier IV Consumption



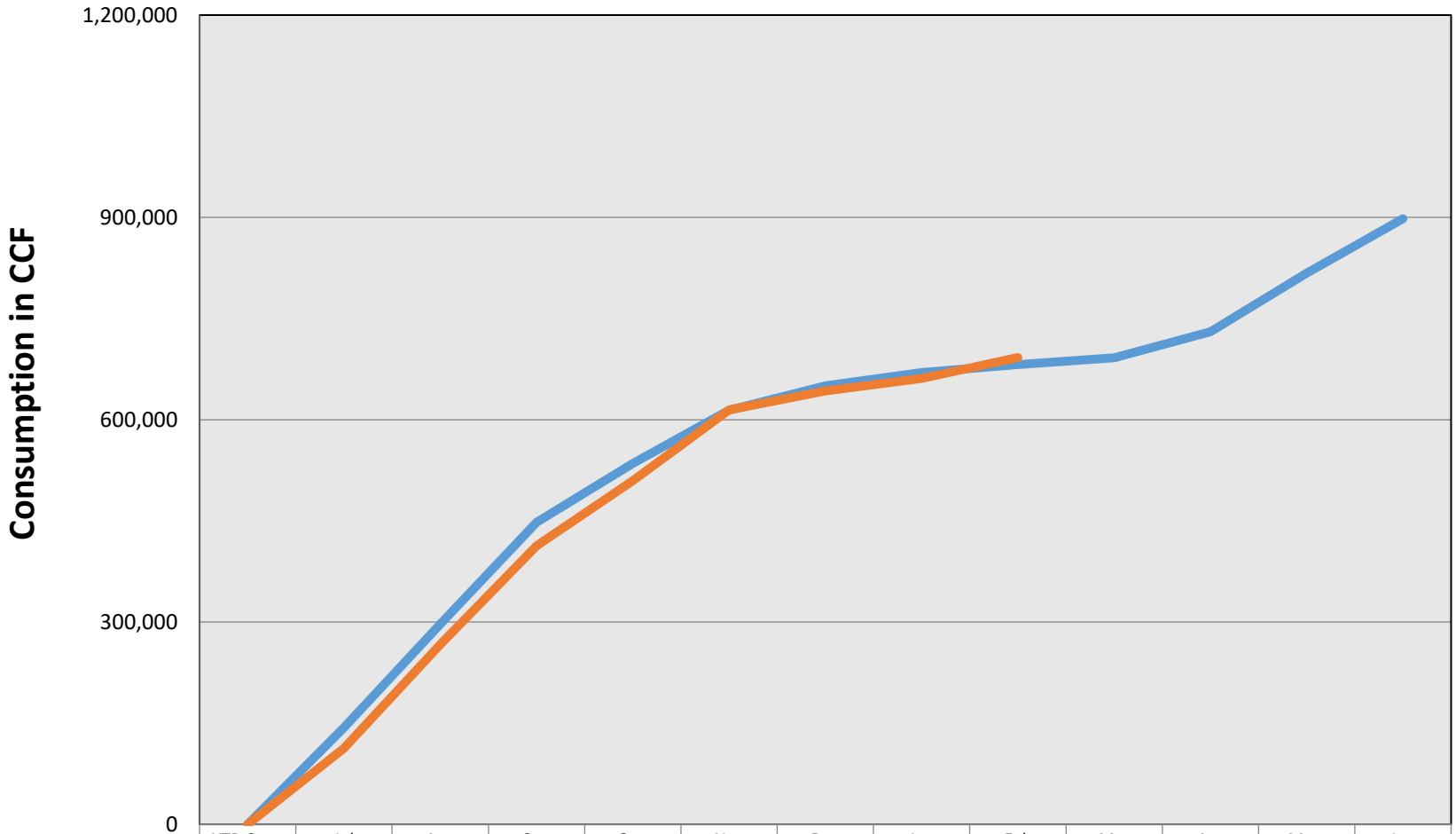
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	4,028	5,777	8,236	7,879	10,384	7,370	4,752	2,539	1,712	1,945	5,454	4,936
2019-2020	4,608	5,639	7,676	8,591	12,505	6,539	4,262	5,166				

Tier I YTD Consumption



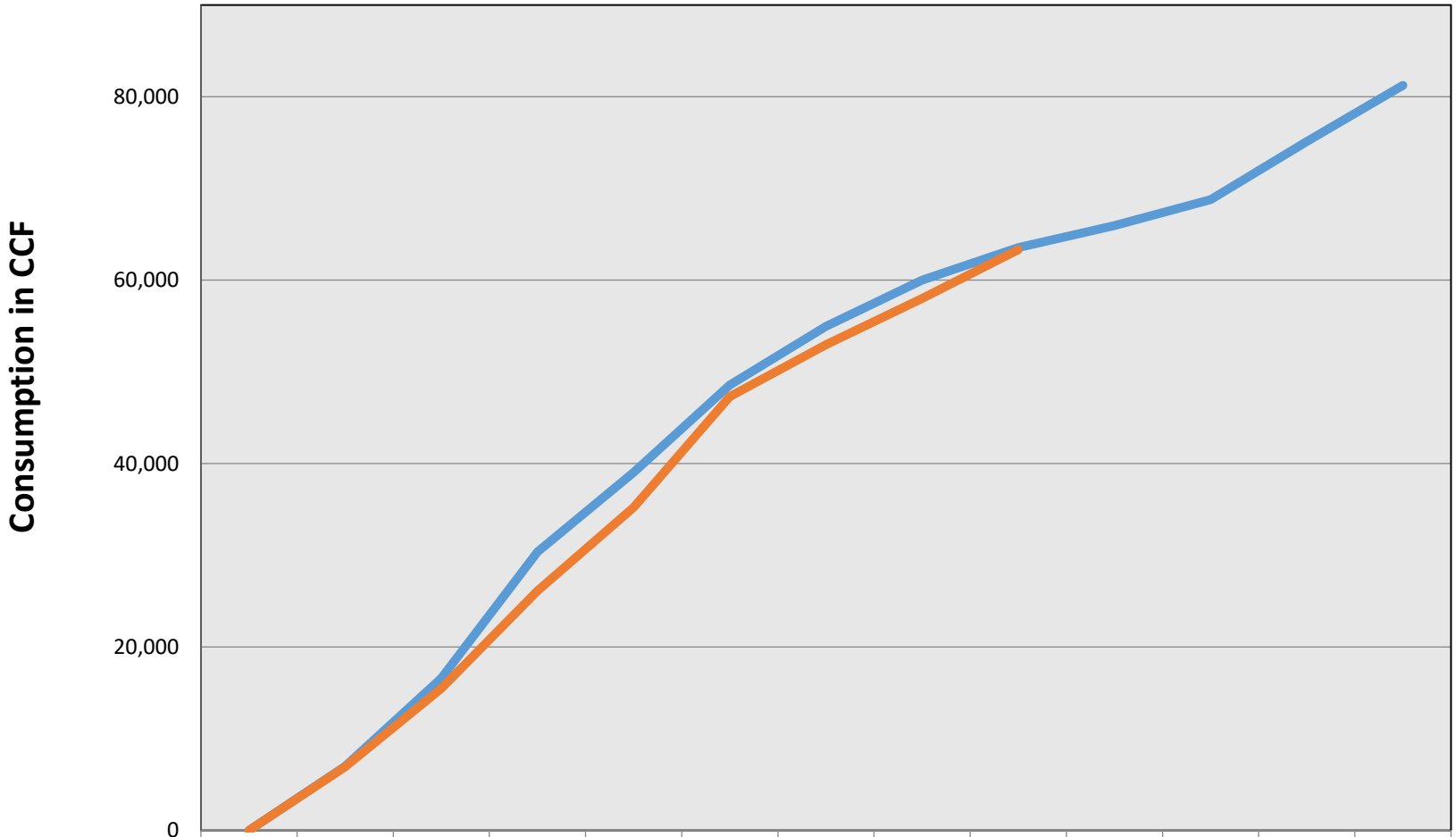
	YTD Start	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	0	137,942	270,304	412,147	526,363	665,493	789,381	906,276	1,020,004	1,117,884	1,231,776	1,362,632	1,498,904
2019-2020	0	128,554	264,460	399,447	520,744	662,622	776,196	894,984	1,009,322				

Tier II YTD Consumption



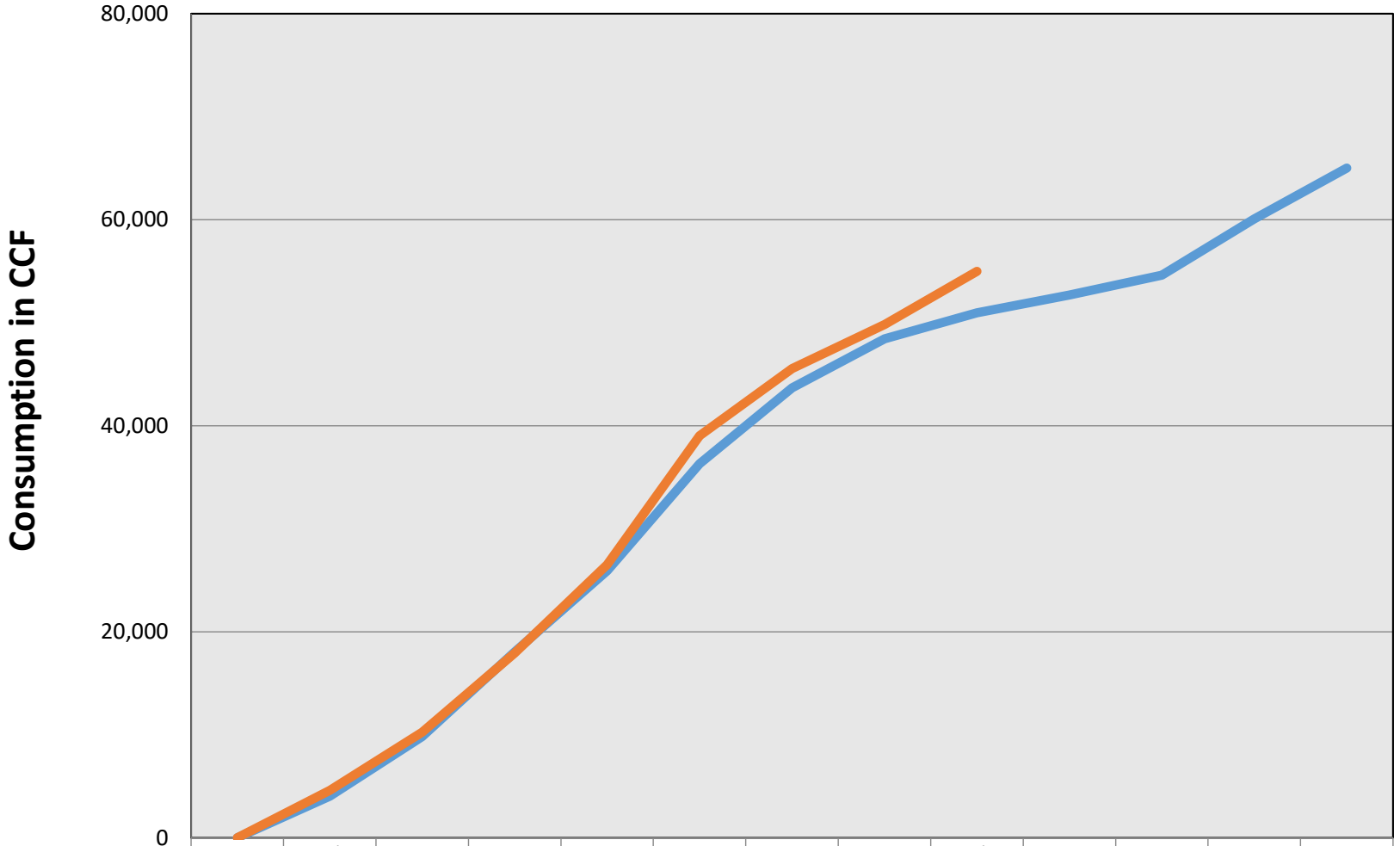
	YTD Start	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	0	143,435	297,146	447,659	535,208	613,995	650,090	669,845	681,701	691,907	730,404	817,316	898,008
2019-2020	0	112,695	266,932	412,900	509,762	614,668	642,582	661,031	692,195				

Tier III YTD Consumption



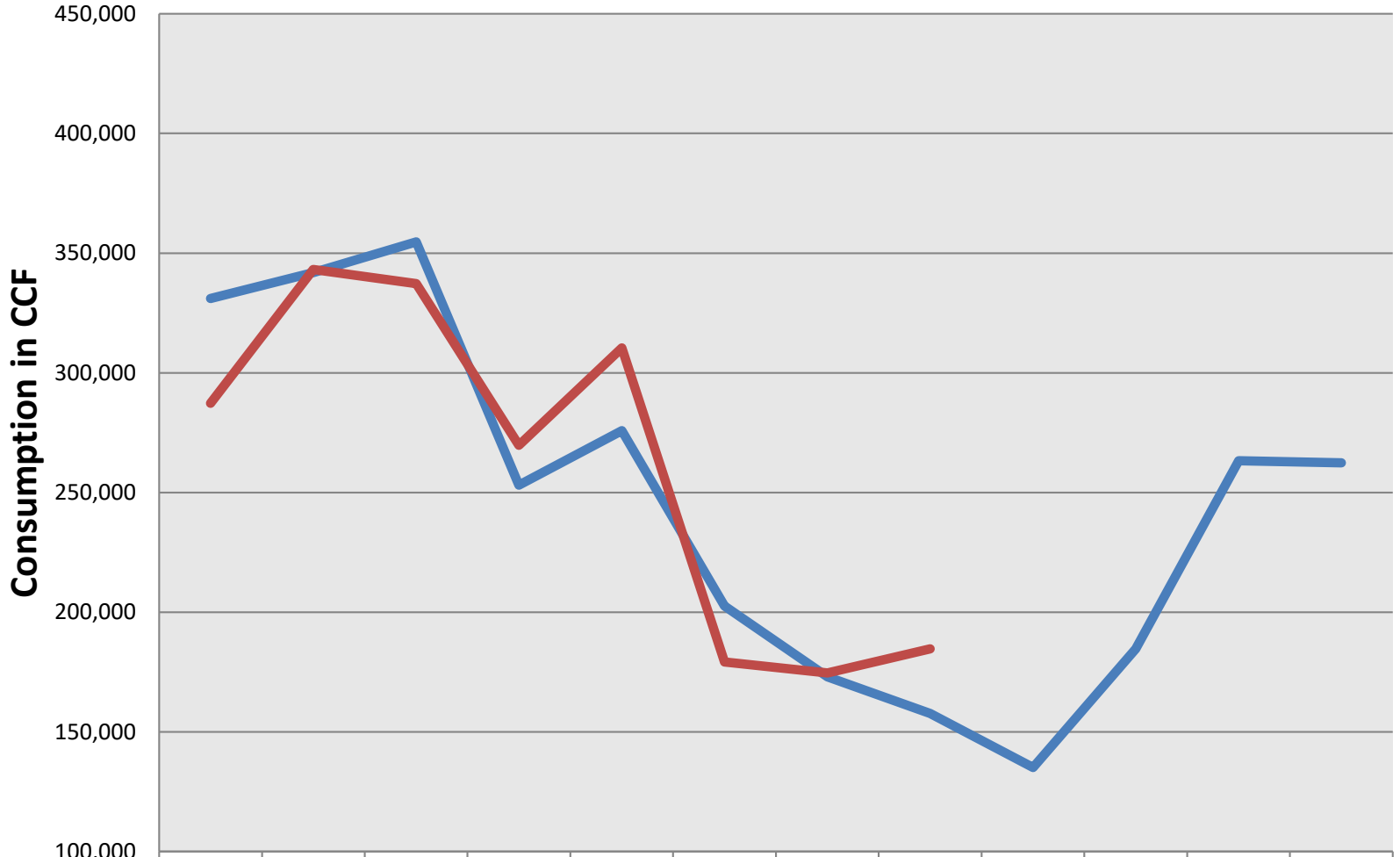
	YTD Start	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	0	6,994	16,600	30,375	39,039	48,559	54,948	60,017	63,550	65,951	68,769	75,108	81,243
2019-2020	0	6,910	15,477	26,141	35,235	47,313	52,967	58,005	63,323				

Tier IV YTD Consumption



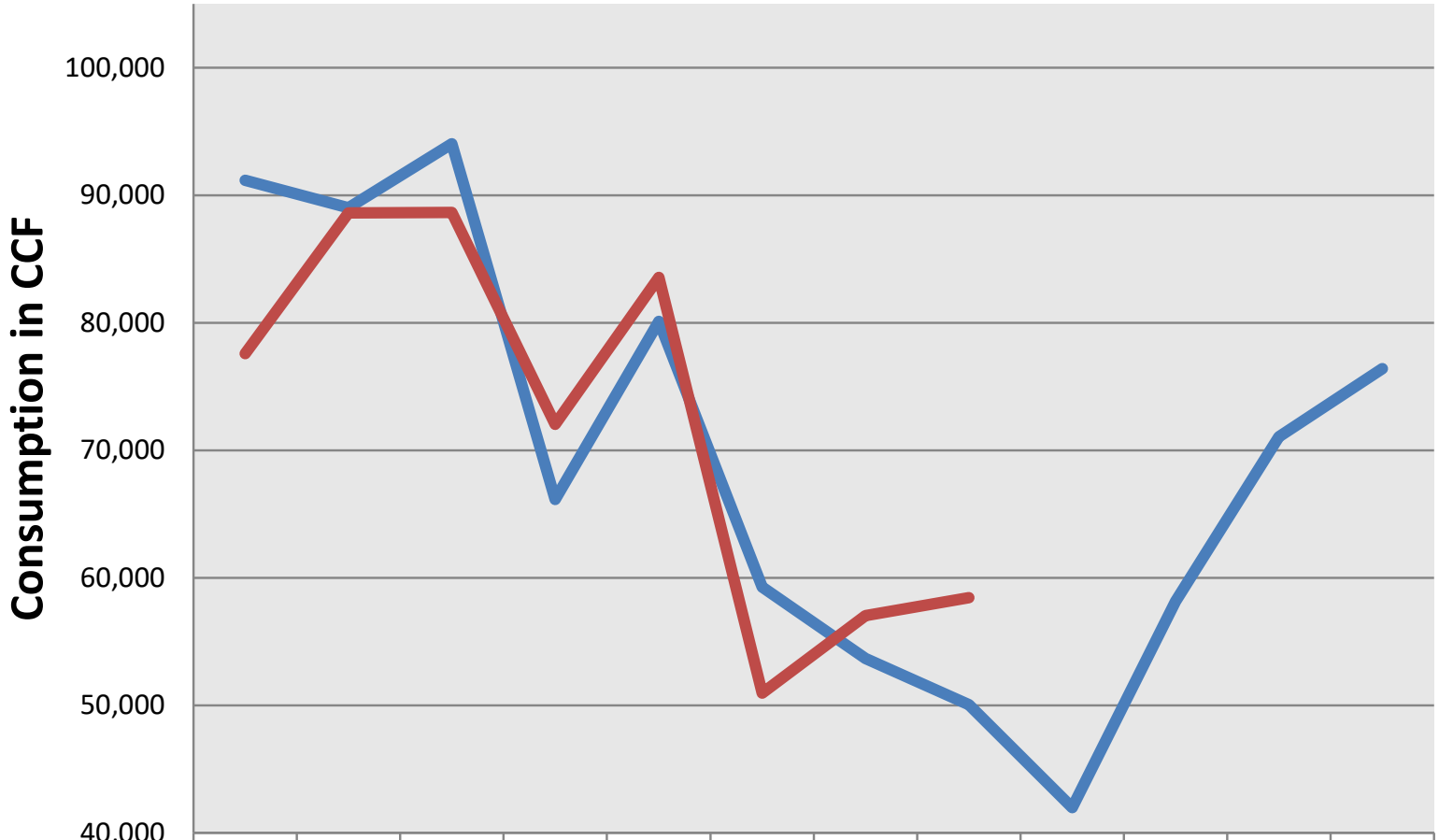
	YTD Start	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	0	4,028	9,805	18,041	25,920	36,304	43,674	48,426	50,965	52,677	54,622	60,076	65,012
2019-2020	0	4,608	10,247	17,923	26,514	39,019	45,558	49,820	54,986				

ETWD Total Consumption



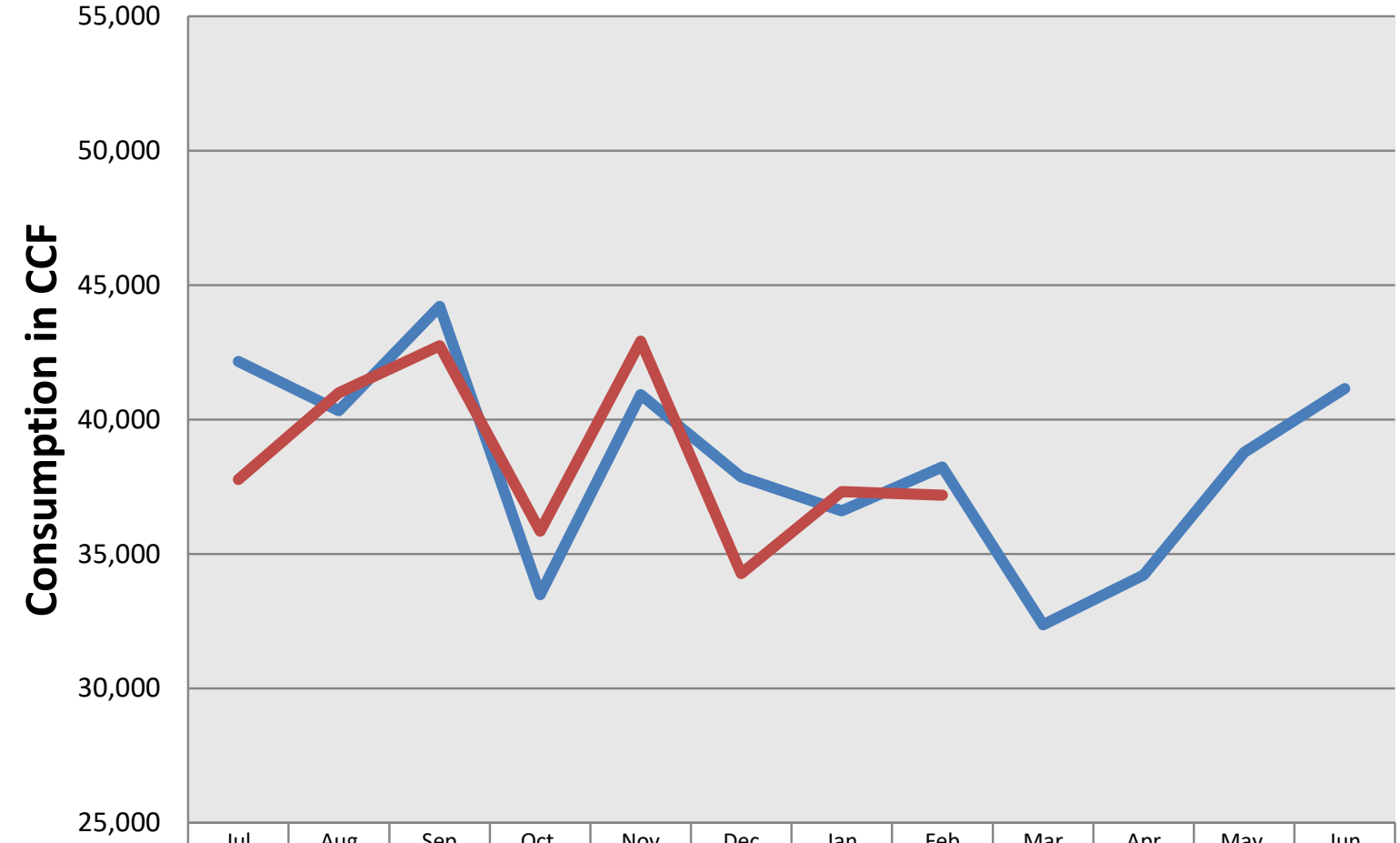
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	331,098	341,819	354,683	253,007	275,853	202,506	172,911	157,696	135,090	184,628	263,218	262,396
2019-2020	287,207	343,163	337,247	269,666	310,344	179,155	174,596	184,609				
%	87%	100%	95%	107%	113%	88%	101%	117%	0%	0%	0%	0%

Single Family Residents Consumption



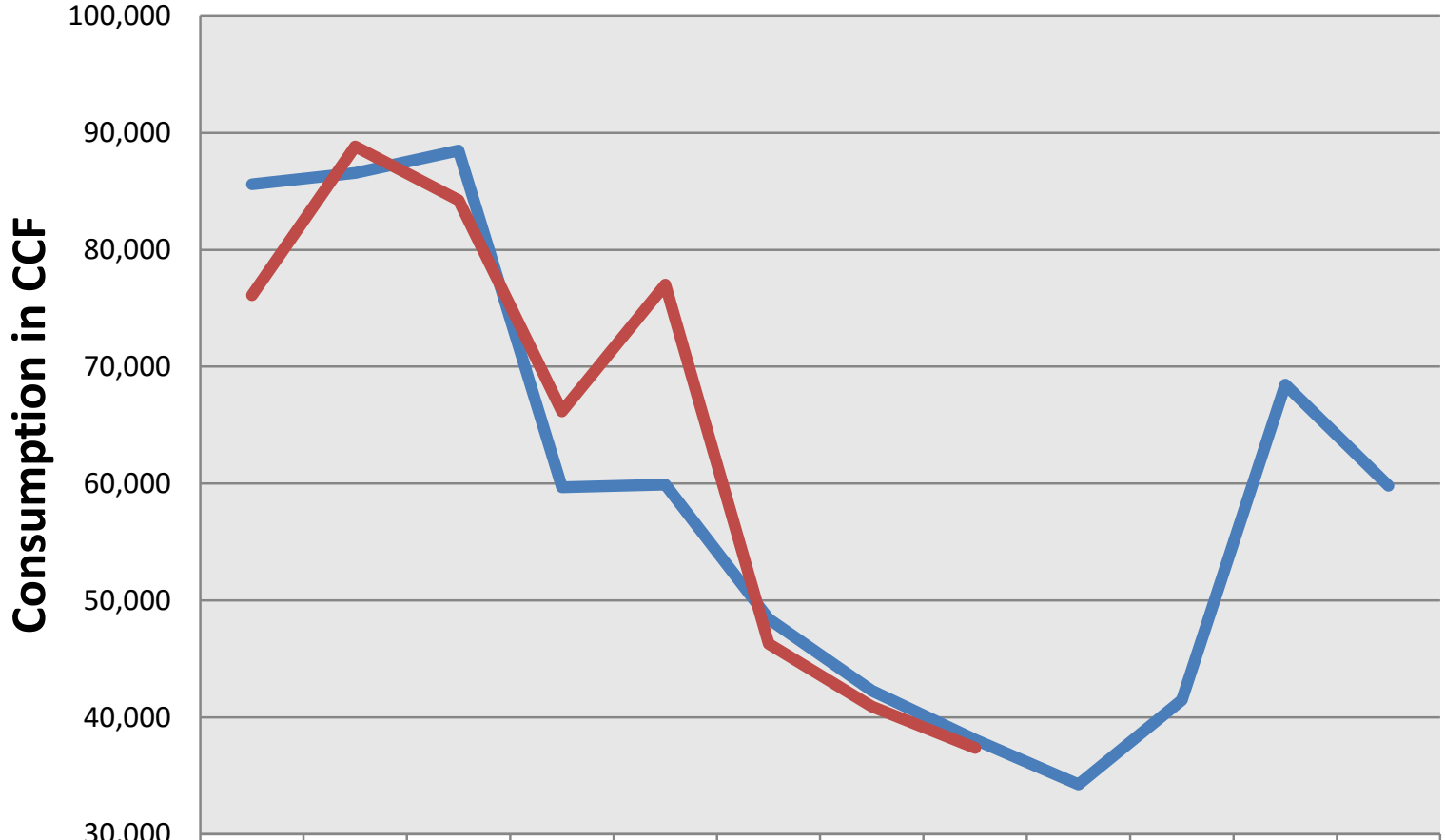
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	91,178	89,009	94,035	66,147	80,118	59,264	53,677	50,046	41,974	58,165	71,066	76,403
2019-2020	77,586	88,625	88,650	72,040	83,550	50,955	57,031	58,453				
%	85%	100%	94%	109%	104%	86%	106%	117%	0%	0%	0%	0%

Multi Family Residents Consumption



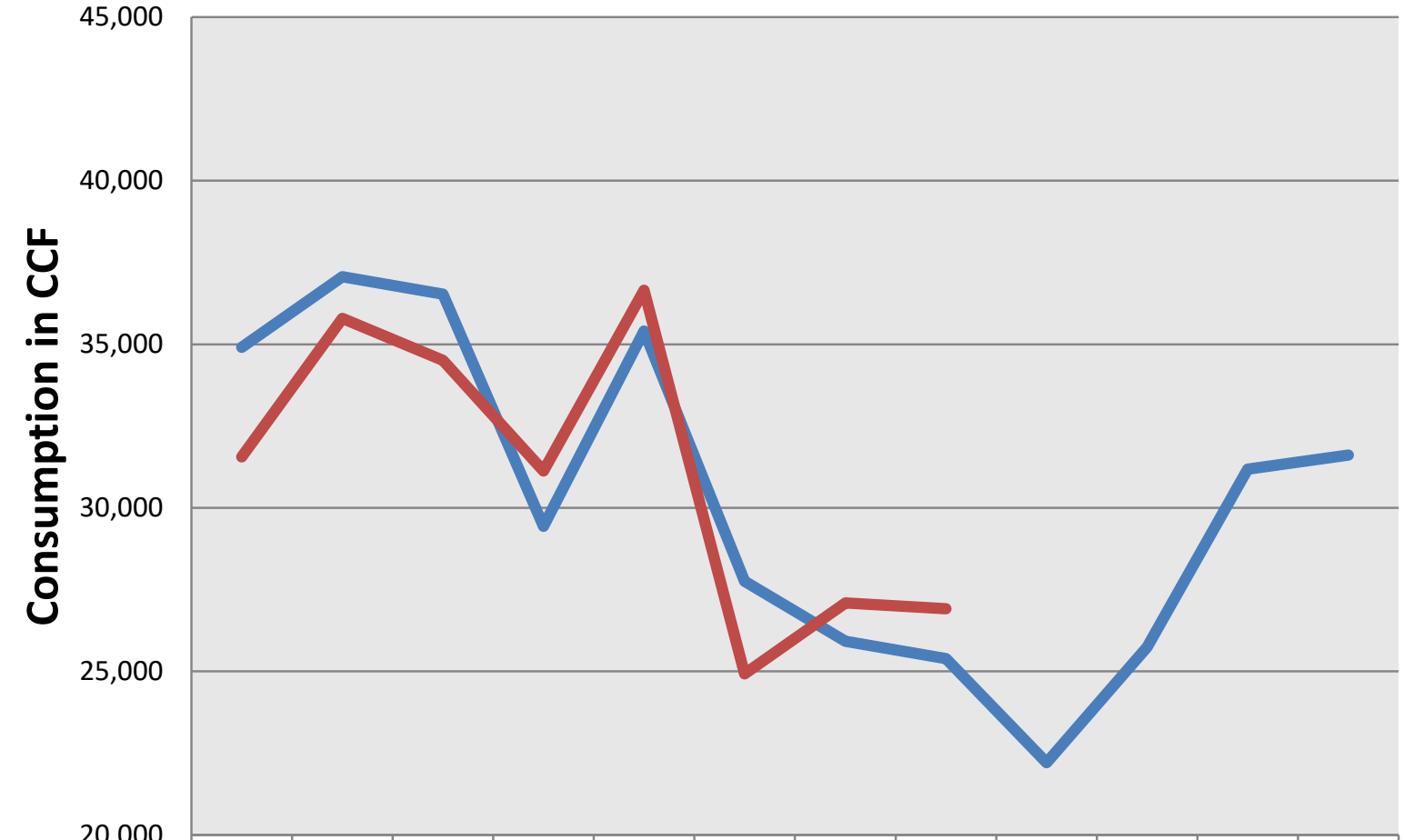
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	42,163	40,322	44,209	33,491	40,924	37,866	36,596	38,228	32,364	34,208	38,774	41,146
2019-2020	37,764	40,990	42,748	35,846	42,915	34,269	37,314	37,185				
%	90%	102%	97%	107%	105%	91%	102%	97%	0%	0%	0%	0%

Laguna Woods Village Consumption
(Excluding Dedicated Irrigation)



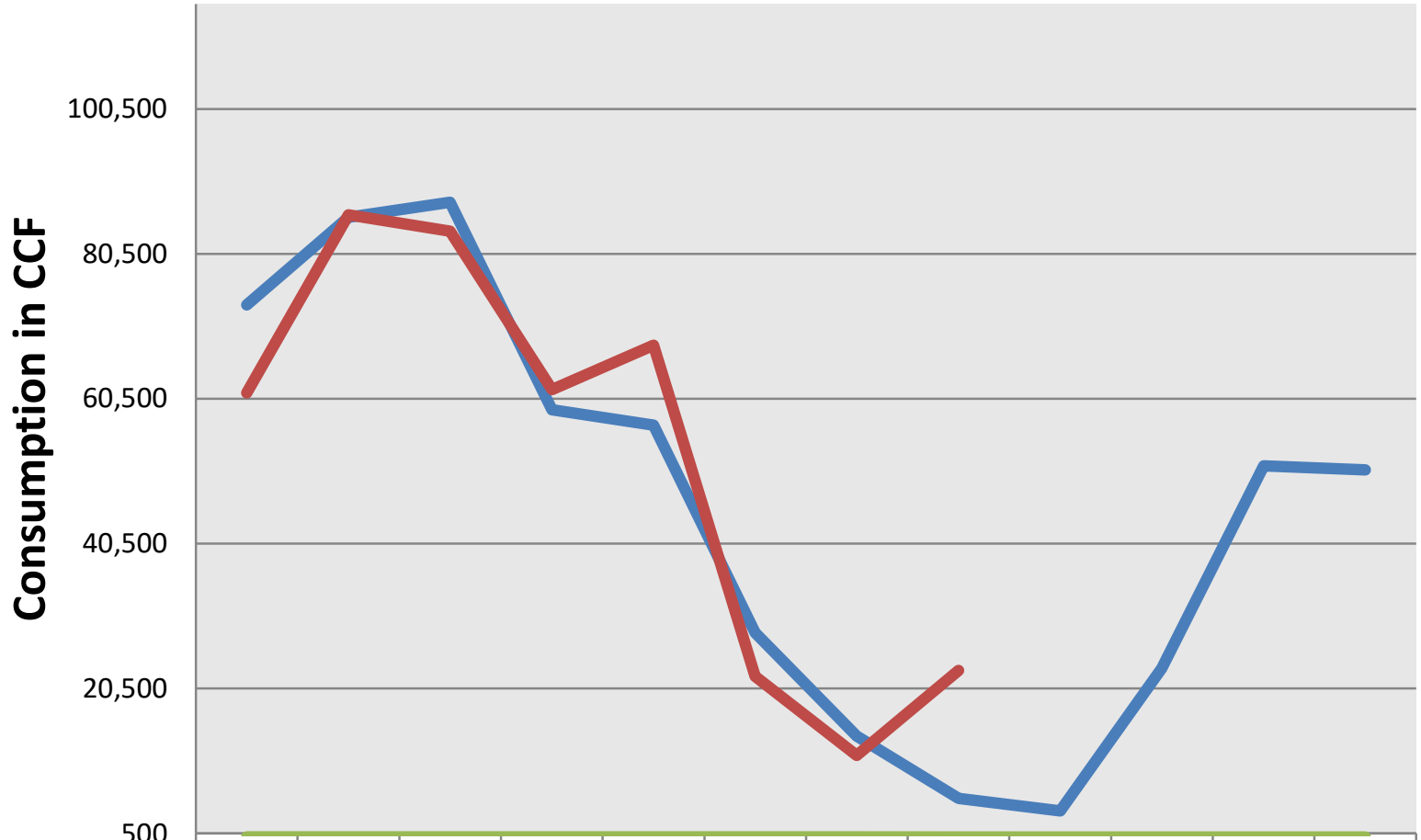
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	85,610	86,572	88,490	59,693	59,905	48,420	42,272	38,076	34,256	41,488	68,468	59,811
2019-2020	76,109	88,839	84,242	66,165	77,014	46,268	40,923	37,375				
%	89%	103%	95%	111%	129%	96%	97%	98%	0%	0%	0%	0%

Commercial Consumption



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	34,907	37,064	36,532	29,437	35,401	27,750	25,918	25,385	22,210	25,740	31,185	31,612
2019-2020	31,560	35,793	34,506	31,129	36,650	24,924	27,092	26,914				
%	90%	97%	94%	106%	104%	90%	105%	106%	0%	0%	0%	0%

Dedicated Irrigation Consumption (including LWV)



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2018-2019	73,448	85,554	87,633	58,977	56,874	28,192	13,926	5,306	3,605	23,291	51,253	50,675
2019-2020	61,308	85,895	83,655	61,793	67,888	22,189	11,269	22,973				
%	83%	100%	95%	105%	119%	79%	81%	433%	0%	0%	0%	0%

EL TORO WATER DISTRICT
Glossary of Water Terms

Accumulated overdraft: The amount of water necessary to be replaced in the intake area of the groundwater basin to prevent the landward movement of ocean water into the fresh groundwater body.

Acre-foot, AF: A common water industry unit of measurement. An acre-foot is 325,851 gallons, or the amount of water needed to cover one acre with water one foot deep. An acre-foot serves annual needs of two typical California families.

ACWA: Association of California Water Agencies.
A statewide group based in Sacramento that actively lobbies State and Federal Government on water issues.

Advanced treatment: Additional treatment processes used to clean wastewater even further following primary and secondary treatment. Also known as tertiary treatment.

AFY: Acre-foot per year.

Alluvium: A stratified bed of sand, gravel, silt, and clay deposited by flowing water.

AMP: Allen McCulloch pipeline.

Major pipeline transporting treated water to water districts between Yorba Linda, where it starts to El Toro Water District reservoir, where it terminates.

Annexation: The inclusion of land within a government agency's jurisdiction.

Annual overdraft: The quantity by which the production of water from the groundwater supplies during the water year exceeds the natural replenishment of such groundwater supplies during the same water year.

Aqueduct: A man-made canal or pipeline used to transport water.

Aquifer: An underground geologic formation of rock, soil or sediment that is naturally saturated with water; an aquifer stores groundwater.

Arid: Dry; deserts are arid places. Semi-arid places are almost as dry as a desert.

Artesian: An aquifer in which the water is under sufficient pressure to cause it to rise above the bottom of the overlying confining bed, if the opportunity is provided.

Artificial recharge: The addition of surface water to a groundwater reservoir by human activity, such as putting surface water into recharge basins. (See also: groundwater recharge and recharge basin.)

AWWA American Water Works Association
Nationwide group of public and private water purveyors and related industrial suppliers.

Base flow: The portion of river surface flow which remains after deduction of storm flow and/or purchased imported water.

Bay-Delta: The Sacramento-San Joaquin Bay-Delta is a unique natural resource of local, state and national significance. The Delta Is home to more than 500,000 people; contains 500,000 acres of agriculture; provides habitat for 700 native plant and animal species; provides water for more than 25 million Californians and 3 million acres of agriculture; is traversed by energy, communications and transportation facilities vital to the economic health of California; and supports a $400 billion economy.

BIA: Building Industry Association.

Biofouling: The formation of bacterial film (biofilm) on fragile reverse osmosis membrane surfaces.

Biosolids: Solid organic matter recovered from a sewage treatment process and used especially as fertilizer.

BMP: Best Management Practice. An engineered structure or management activity, or combination of these, that eliminates or reduces adverse environmental effects.

Brackish water: A mixture of freshwater and saltwater.

Brown Act: Ralph M. Brown Act enacted by the State legislature governing all meetings of legislative bodies. Also know as the Open Meeting requirements.

Canal: A ditch used to move water from one location to another.

CASA: California Association of Sanitation Agencies The sanitation equivalent of ACWA concerned solely with issues affecting the treatment and disposal of solid waste and wastewater.

CEQA: California Environmental Quality Act.

CERCLA: Comprehensive Environmental Response, Compensation and Liability Act. This federal law establishes the Superfund program for hazardous waste sites. It provides the legal basis for the United States EPA to regulate and clean up hazardous waste sites, and if appropriate, to seek financial compensation from entities responsible for the site.

CFS: Cubic feet per second.

Chloramines: A mixture of ammonia and chlorine used to purify water.

Clarify: To make clear or pure by separation and elimination of suspended solid material.

Coagulation: The clumping together of solids so they can more easily be settled out or filtered out of water. A chemical called aluminum sulfate (alum) is generally used to aid coagulation in water treatment and reclamation.

Coastkeepers: A non-profit organization dedicated to the protection and preservation of the marine habitats and watersheds of Orange County through programs of education, restoration, enforcement and advocacy.

Colored water: Groundwater extracted from the basin that is unsuitable for domestic use without treatment due to high color and odor exceeding drinking water standards.

Condensation: The process of water vapor (gas) changing into liquid water. An example of condensation can be seen in the tiny water droplets that form on the outside of a glass of iced tea as warmer air touches the cooler glass.

Confined aquifer: An aquifer that is bound above and below by dense layers of rock and contains water under pressure.

Conjunctive use: Storing imported water in a local aquifer, in conjunction with groundwater, for later retrieval and use.

Contaminate: To make unclean or impure by the addition of harmful substances.

CPCFA: California Pollution Control Financing Authority. State agency providing funds for wastewater reclamation projects.

Crisis:
1. **a:** The turning point for better or worse **b:** a paroxysmal attack of pain, distress, or disordered function **c:** an emotionally significant event or radical change of status in a person's life <a midlife *crisis*>
2. The decisive moment (as in a literary plot)
3. **a:** An unstable or crucial time or state of affairs in which a decisive change is impending; *especially* **:** one with the distinct possibility of a highly undesirable outcome <a financial *crisis*> **b:** a situation that has reached a critical phase

CTP Coastal Treatment Plant

CWPCA California Water Pollution Control Association. A 7000 member non-profit educational organization dedicated to water pollution control.

Dam: A barrier built across a river or stream to hold water.

Decompose: To separate into simpler compounds, substances or elements.

Deep percolation: The percolation of surface water through the ground beyond the lower limit of the root zone of plants into a groundwater aquifer.

Degraded water: Water within the groundwater basin that, in one characteristic or another, does not meet primary drinking water standards.

Delta: Where the rivers empty; an outlet from land to ocean, also where the rivers deposit sediment they carry forming landforms.

Delta Vision: Delta Vision is intended to identify a strategy for managing the Sacramento-San Joaquin Delta as a sustainable ecosystem that would continue to support environmental and economic functions that are critical to the people of California.

Demineralize: To reduce the concentrations of minerals from water by ion exchange, distillation, electro-dialysis, or reverse osmosis.

De-nitrification: The physical process of removing nitrate from water through reverse osmosis, microfiltration, or other means.

Desalting (or desalination): Removing salts from salt water by evaporation or distillation. Specific treatment processes, such as reverse osmosis or multi-stage flash distillation, to demineralize seawater or brackish (saline) waters for reuse. Also sometimes used in wastewater treatment to remove salts other pollutants.

Desilting: The physical process of removing suspended particles from water.

Dilute: To lessen the amount of a substance in water by adding more water.

Disinfection: Water treatment which destroys potentially harmful bacteria.

Drainage basin: The area of land from which water drains into a river, for example, the Sacramento River Basin, in which all land area drains into the Sacramento River. Also called catchment area, watershed, or river basin.

Drought: A prolonged period of below-average precipitation.

DPHS: California Department of Public Health Services. Regulates public water systems; oversees water recycling projects; permits water treatment devices; certifies drinking water treatment and distribution operators; supports and promotes water system security; provides support for small water systems and for improving technical, managerial, and financial (TMF) capacity; provides funding opportunities for water system improvements.

DVL: Diamond Valley Lake. Metropolitan's major reservoir near Hemet, in southwestern Riverside County.

DWR: California Department of Water Resources. Guides development/management of California's water resources; owns/operates State Water Project and other water facilities.

Endangered Species: A species of animal or plant threatened with extinction.

Endangered Species Act of 1973 (ESA): The most wide-ranging of the dozens of United States environmental laws passed in the 1970s. As stated in section 2 of the act, it was designed to protect critically imperiled species from extinction as a "consequence of economic growth and development untendered by adequate concern and conservation.

Ecosystem: Where living and non-living things interact (coexist) in order to survive.

Effluent: Wastewater or other liquid, partially or completely treated or in its natural state, flowing from a treatment plant.

Evaporation: The process that changes water (liquid) into water vapor (gas).

Estuary: Where fresh water meets salt water.

Evapotransporation: The quantity of water transpired (given off), retained in plant tissues, and evaporated from plant tissues and surrounding soil surface. Quantitatively, it is expressed in terms of depth of water per unit area during a specified period of time.

FCH Federal Clearing House – Environmental Review/Processing

FEMA Federal Emergency Management Agency

Filtration: The process of allowing water to pass through layers of a porous material such as sand, gravel or charcoal to trap solid particles. Filtration occurs in nature when rain water soaks into the ground and it passes through hundreds of feet of sand and gravel. This same natural process of filtration is duplicated in water and wastewater treatment plants, generally using sand and coal as the filter media.

Flocculation: A chemical process involving addition of a coagulant to assist in the removal of turbidity in water.

Forebay: A reservoir or pond situated at the intake of a pumping plant or power plant to stabilize water level; also, a portion of a groundwater basin where large quantities of surface water can recharge the basin through infiltration.

Gray water reuse: Reuse, generally without treatment, of domestic type wastewater for toilet flushing, garden irrigation and other non-potable uses. Excludes water from toilets, kitchen sinks, dishwashers, or water used for washing diapers.

Green Acres Project (GAP): A 7.5 million gallons per day (MGD) water reclamation project that serves tertiary treated recycled water to irrigation and industrial users in Costa Mesa, Fountain Valley, Huntington Beach, Newport Beach, and Santa Ana.

God Squad: A seven-member committee that is officially called the "Endangered Species Committee". Members consist of Secretary of the Interior, the Secretary of Agriculture, the Secretary of the Army, the Chairman of the Council of Economic Advisers, the Administrator of the National Oceanic and Atmospheric Administration and one individual from the affected state. The squad was established in 1978 by an amendment to the 1973 Endangered Species Act (ESA). It has only been called into action three times to deal with proposed federal agency actions that have been determined to cause "jeopardy" to any listed species. Such actions may receive an exemption from the ESA if five members of the committee determine that the action is of regional or national significance, that the benefits of the action clearly outweigh the benefits of conserving the species and that there are no reasonable and prudent alternatives to the action.

Groundwater: Water that has percolated into natural, underground aquifers; water in the ground, not water puddled on the ground.

Groundwater basin: A groundwater reservoir defined by the overlying land surface and the underlying aquifers that contain water stored in the reservoir. Boundaries of success-ively deeper aquifers may differ and make it difficult to define the limits of the basin.

Groundwater mining: The withdrawal of water from an aquifer in excess of recharge over a period of time. If continued, the underground supply would eventually be exhausted or the water table could drop below economically feasible pumping lifts.

Groundwater overdraft: The condition of a groundwater basin in which the amount of water withdrawn by pumping exceeds the amount of water that recharges the basin over a period of years during which water supply conditions approximate average.

Groundwater recharge: The action of increasing groundwater storage by natural conditions or by human activity. See also: Artificial recharge.

Ground Water Replenishment System (GWRS): A joint project of the Orange County Water District and the Orange County Sanitation District that will provide up to 100,000 acre-feet of reclaimed water annually. The high-quality water will be used to expand an existing underground seawater intrusion barrier and to replenish the groundwater basin underlying north and central Orange County.

Groundwater table: The upper surface of the zone of saturation (all pores of subsoil filled with water), except where the surface if formed by an impermeable body.

GPM: Gallons per minute.

Ground Water Replenishment System (GWRS): Orange County Water District's state-of-the-art, highly advanced, waste-water treatment facility.

Hydrologic balance: An accounting of all water inflow to, water outflow from, and changes in water storage within a hydrologic unit over a specified period.

Hydrologic cycle: The process of water constantly circulating from the ocean, to the atmosphere, to the earth in a form of precipitation, and finally returning to the ocean.

Imported water: Water that has originated from one hydrologic region and is transferred to another hydrologic region.

Inflatable rubber dams: Designed to replace temporary sand levees that wash out during heavy storm flow, the dams hold back high-volume river flows and divert the water into the off-river system for percolation.

Influent: Water or wastewater entering a treatment plant, or a particular stage of the treatment process.

Irrigation: Applying water to crops, lawns or other plants using pumps, pipes, hoses, sprinklers, etc.

JPIA Joint Powers Insurance Authority. A group of water agencies providing self-insurance to members of the ACWA.

LAIF Local Agency Investment Fund. Statewide pool of surplus public agency money managed by State Treasurer.

Leach: To remove components from the soil by the action of water trickling through.

MAF: Million acre feet.

MCL: Maximum contaminant level set by EPA for a regulated substance in drinking water. According to health agencies, the maximum amount of a substance that can be present in water that's safe to drink and which looks, tastes and smells good.

MET: Metropolitan Water District of Southern California.

MGD: Million gallons per day.

Microfiltration: A physical separation process where tiny, hollow filaments members separate particles from water.

Microorganism: An animal or plant of microscopic size.

MWD: Metropolitan Water District of Southern California.

MWDOC: Municipal Water District of Orange County. Intermediate wholesaler between MWD and 27 member agencies including ETWD.

Non-point source pollution: Pollution that is so general or covers such a wide area that no single, localized source of the pollution can be identified.

NPDES National Pollution Discharge Elimination System

OCBC: Orange County Business Council.

OCEMA Orange County Environmental Management Agency

OCWD: Orange County Water District.

Opportunity:
1. A favorable juncture of circumstances.
2. A good chance for advancement or progress .

Organism: Any individual form of life, such as a plant, animal or bacterium.

PCM Professional Community Management, Inc. Property Management company providing services to Laguna Woods Village and other homeowner associations.

Perched groundwater: Groundwater supported by a zone of material of low permeability located above an underlying main body of groundwater with which it is not hydrostatically connected.

Percolation: The downward movement of water through the soil or alluvium to the groundwater table.

Permeability: The capability of soil or other geologic formations to transmit water.

Point source: A specific site from which waste or polluted water is discharged into a water body, the source of which is identified. See also: non-point source.

Potable water: Suitable and safe for drinking.

PPB: Parts per billion.

Precipitation: Water from the atmosphere that falls to the ground as a liquid (rain) or a solid (snow, sleet, hail).

Primary treated water: First major treatment in a wastewater treatment facility, usually sedimentation but not biological oxidation.

Primary treatment: Removing solids and floating matter from wastewater using screening, skimming and sedimentation (settling by gravity).

Prior appropriation doctrine: Allocates water rights to the first party who diverts water from its natural source and applies the water to beneficial use. If at some point the first appropriator fails to use the water beneficially, another person may appropriate the water and gain rights to the water. The central principle is beneficial use, not land ownership.

Pumping Plant: A facility that lifts water up and over hills.

Recharge: The physical process where water naturally percolates or sinks into a groundwater basin.

Recharge basin: A surface facility, often a large pond, used to increase the infiltration of surface water into a groundwater basin.

Reclaimed wastewater: Wastewater that becomes suitable for a specific beneficial use as a result of treatment. See also: wastewater reclamation.

Reclamation project: A project where water is obtained from a sanitary district or system and which undergoes additional treatment for a variety of uses, including landscape irrigation, industrial uses, and groundwater recharge.

Recycling: A type of reuse, usually involving running a supply of water through a closed system again and again. Legislation in 1991 legally equates the term "recycled water" to reclaimed water.

Reservoir: A place where water is stored until it is needed. A reservoir can be an open lake or an enclosed storage tank.

Reverse osmosis: (RO) A method of removing salts or other ions from water by forcing water through a semi-permeable membrane.

RFP Request for Proposal

Riparian: Of or on the banks of a stream, river, or other body of water.

RO: Reverse osmosis. See the listing under "reverse osmosis."

R-O-W Right-of-way

Runoff: Liquid water that travels over the surface of the Earth, moving downward due to gravity. Runoff is one way in which water that falls as precipitation returns to the ocean.

RWQCB Regional Water Quality Control Board. State agency regulating discharge and use of recycled water.

Safe Drinking Water Act (SDWA): The Safe Drinking Water Act (SDWA) was originally passed by Congress in 1974 to protect public health by regulating the nation's public drinking water supply. The law was amended in 1986 and 1996 and requires many actions to protect drinking water and its sources: rivers, lakes, reservoirs, springs, and ground water wells. (SDWA does not regulate private wells which serve fewer than 25 individuals.) SDWA authorizes the United States Environmental Protection Agency (US EPA) to set national health-based standards for drinking water to protect against both naturally-occurring and man-made contaminants that may be found in drinking water. US EPA, states, and water systems work together to make sure that these standards are met.

Safe yield: The maximum quantity of water that can be withdrawn from a groundwater basin over a long period of time without developing a condition of overdraft, sometimes referred to as sustained yield.

SAFRA Santa Ana River Flood Protection Agency

Salinity: Generally, the concentration of mineral salts dissolved in water. Salinity may be measured by weight (total dissolved solids - TDS), electrical conductivity, or osmotic pressure. Where seawater is known to be the major source of salt, salinity is often used to refer to the concentration of chlorides in the water.

SAWPA: Santa Ana Watershed Project Authority.

SCADA Supervisory Control and Data Acquisition

SCAP Southern California Alliance of Publicly. Newly formed group of public agencies seeking reasonable regulation of sewer industry.

SCH State Clearing House – Environmental Review/Processing

Seasonal storage: A three-part program offered by Metropolitan Water District of Southern California:

> **STSS (Short Term Seasonal Storage)** financially encourages agencies with local groundwater production capabilities to produce a higher percentage of their demand in the summer from their local groundwater supplies, thus shifting a portion of their demand on the MWD system from the summer to winter;
>
> **LTSS (Long Term Seasonal Storage)** financially encourages retail agencies to take and store additional amounts of MWD water above their normal annual demands for later use; Replenishment Water provides less expensive interruptible water that is generally available and used to increase the operating yield of groundwater basins.

Seawater intrusion: The movement of salt water into a body of fresh water. It can occur in either surface water or groundwater basins.

Seawater barrier: A physical facility or method of operation designed to prevent the intrusion of salt water into a body of freshwater.

Secondary treatment: The biological portion of wastewater treatment which uses the activated sludge process to further clean wastewater after primary treatment. Generally, a level of treatment that produces 85 percent removal efficiencies for biological oxygen demand and suspended solids. Usually carried out through the use of trickling filters or by the activated sludge process.

Sedimentation: The settling of solids in a body of water using gravity.

Settle: To clarify water by causing impurities/solid material to sink to a container's bottom.

Sewer: The system of pipes that carries wastewater from homes and businesses to a treatment plant or reclamation plant. Sewers are separate from storm drains, which is a system of drains and pipes that carry rain water from urban streets back to the ocean. Overwatering your yard can also cause water to run into the streets and into storm drains. Storm drain water is not treated before it is discharged.

SigAlert: Any unplanned event that causes the closing of one lane of traffic for 30 minutes or more, as opposed to a planned event, like road construction, which is planned.

SJBA San Juan Basin Authority

Sludge: The solids that remain after wastewater treatment. This material is separated from the cleaned water, treated and composted into fertilizer. Also called biosolids.

SOCWA South Orange County Wastewater Authority. Regional Joint Powers Authority formed for collection and treatment of sewerage (previously known as AWMA/SERRA/SOCRA). SOCWA member agencies:

CSC – City of San Clemente

CSJC – City of San Juan Capistrano

CLB – City of Laguna Beach

ETWD – El Toro Water District

EBSD – Emerald Bay Service District

IRWD – Irvine Ranch Water District

MNWD – Moulton Niguel Water District

SCWD – South Coast Water District

SMWD – Santa Margarita Water District

TCWD – Trabuco Canyon Water District

SRF State Revolving Fund

Storm Drain: The system of pipes that carries rain water from urban streets back to the ocean. Overwatering your yard can also cause water to run into the streets and into storm drains. Storm drain

water is not treated before it is discharged. Storm drains are separate from sewers, which is a separate system of pipes to carry wastewater from homes and businesses to a treatment plant or reclamation plant for cleaning.

Storm flow: Surface flow originating from precipitation and run-off which has not percolated to an underground basin.

SWP: State Water Project. An aqueduct system that delivers water from northern California to central and southern California.

SWRCB State Water Resources Control Board

TDS: Total dissolved solids. A quantitative measure of the residual minerals dissolved in water that remain after evaporation of a solution. Usually expressed in milligrams per liter.

Tertiary treatment: The treatment of wastewater beyond the secondary or biological stage. Normally implies the removal of nutrients, such as phosphorous and nitrogen, and a high percentage of suspended solids.

THM: Trihalomethanes. Any of several synthetic organic compounds formed when chlorine or bromine combine with organic materials in water.

TMA: Too many acronyms.

TMDL: Total maximum daily load; A quantitative assessment of water quality problems, contributing sources, and load reductions or control actions needed to restore and protect bodies of water.

Transpiration: The process in which plant tissues give off water vapor to the atmosphere as an essential physiological process.

Turbidity: Thick or opaque with matter in suspension; muddy water.

Ultraviolet light disinfection: A disinfection method for water that has received either secondary or tertiary treatment used as an alternative to chlorination.

VE Value Engineering

VOC: Volatile organic compound; a chemical compound that evaporates readily at room temperature and contains carbon.

Wastewater: Water that has been previously used by a municipality, industry or agriculture and has suffered a loss of quality as a result.

Water Cycle: The continuous process of surface water (puddles, lakes, oceans) evaporating from the sun's heat to become water vapor (gas) in the atmosphere. Water condenses into clouds and then falls back to earth as rain or snow (precipitation). Some precipitation soaks into the ground (percolation) to replenish groundwater supplies in underground aquifers.

Water rights: A legally protected right to take possession of water occurring in a natural waterway and to divert that water for beneficial use.

Water-use Efficiency: The water requirements of a particular device, fixture, appliance, process, piece of equipment, or activity.

Water year (USGS): The period between October 1st of one calendar year to September 30th of the following calendar year.

Watermaster: A court appointed person(s) that has specific responsibilities to carry out court decisions pertaining to a river system or watershed.

Water Reclamation: The treatment of wastewater to make it suitable for a beneficial reuse, such as landscape irrigation. Also called water recycling.

Watershed: The total land area that from which water drains or flows to a river, stream, lake or other body of water.

Water table: The top level of water stored underground.

WEF Water Environment Federation. Formerly – Water Pollution Control Federation (WPCF). International trade group advising members of sewage treatment techniques and their effect on the environment.

Weir box: A device to measure/control surface water flows in streams or between ponds.

Wellhead treatment: Water quality treatment of water being produced at the well site.

Wetland: Any area in which the water table stands near, at, or above the land surface for a portion of the year. Wetlands are characterized by plants adapted to wet soil conditions.

Xeriscape: Landscaping that requires minimal water.